



portkc

REQUEST FOR PROPOSALS

VIDEO PRODUCTION SERVICES  
PORT KC

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# REQUEST FOR PROPOSALS

## SECURITY CONSULTING

### INTRODUCTION

The Port Authority of Kansas City, Missouri (“Port KC ”), a political subdivision authorized under RSMo Chapter 68 and chartered by the City of Kansas City, Missouri, is seeking written proposals for a security survey from a security consultant (Professional”) to be conducted at Port KC owned property. A description of the facilities to be surveyed, approximate square footage, campus size and setting, and other data are enclosed as an attachment to this request for proposal. Please consult Chapter 68 et seq., RSMo to review the scope and powers of Port KC.

Only full time, independent, non-product security consultants are invited to submit proposals. Consultants are required to submit a legally binding statement assuring that they are not affiliated with any security hardware, alarm, CCTV, or equipment supplier, any guard or manpower service provider, private detective agency, or related industry where their recommendations could be construed as being a conflict of interest or for which they are compensated in any way by anyone other than the client.

Port KC encourages participation by Professionals who have been certified as a Minority Business Enterprise (“MBE”) or Women’s Business Enterprise (“WBE”) by the City of Kansas City, Missouri Human Relations Department. The Professional will be required to comply with Port KC’s Affirmative Action Policy. A copy of Port KC’s Affirmative Action Policy can be viewed at this link to the Port KC website:

<http://www.portkc.com/index.php/about/affirmative-action-policy/>.

### HISTORY

Port KC is a political subdivision of the State of Missouri created pursuant to Section 68.010 et seq., RSMo (“Port Authority”) and chartered by the City of Kansas City, Missouri. Port KC is governed by a Board of Commissioners appointed by the mayor of Kansas City.

Port KC is granted broad governmental and business enterprise powers for the purpose of promoting economic development and job creation. The most important of these powers are:

- To acquire, own, construct, redevelop, lease, maintain, and conduct land reclamation, residential, commercial and mixed-use development, industrial parks, facilities, terminals, terminal facilities and any other type of port facility;
- To promote and expand inland and river port commercial throughput of cargo and freight;
- To identify and pursue redevelopment opportunities at blighted and historic preservation sites;
- To redevelop the Downtown Kansas City Riverfront to promote and develop new opportunities for residence, commerce and leisure; and
- To promote the full integration of multi-modal transportation assets to increase commercial opportunities locally, nationally and internationally.

Port KC's statutory powers of issuing bonds, land reclamation and the ability to enter into contracts to implement its development projects make it a unique and influential agency. The Port Authority has the flexibility to engage in a wide variety of strategic economic development projects that are vital to the economic progress of Kansas City.

## MISSION/VISION

Port KC's mission is to foster the economic vitality of Kansas City, Missouri through transportation, trade, commerce, and development.

## TIMELINE AND GROUND RULES

Submission of three (3) sealed Proposals and one (1) electronic format (USB or CD/DVD disc) will be accepted by Port KC at its offices located at 300 Wyandotte Street, Suite 100, Kansas City, Missouri 64105, **until Wednesday, June 22 at 3:00 p.m.** Central Standard Time. No fax or email proposals will be accepted. Any questions should be submitted to [info@portkc.com](mailto:info@portkc.com) before Monday, Monday, June 20 at 3:00 p.m. Central Standard Time. Interested Professionals shall not contact Port KC staff before Proposals are due. Any and all inquiries must be directed to [info@portkc.com](mailto:info@portkc.com). Failure to follow this procedure may result in a Professional's disqualification. A response will be generated promptly, with a goal of within one (1) business day of receipt of email. All questions and answers will be posted anonymously on the Port KC Website. The Professional understands and agrees that Port KC shall have no financial responsibility for any costs or losses incurred as a result of proposer responding to this Request for

Proposals. Port KC reserves the right to reject any and all Proposals submitted, and to accept portions of any one Proposal.

## SCOPE OF WORK

The Request for Proposals (RFP) is for a video production services contractor. The proposal is for a video detailing the mission of Port KC. The objective of the video is to explain Port KC's involvement in three key areas which include development, transportation, and commerce. The video will be featured on Port KC's website.

Technical requirements:

- The video should be no more than six minutes in length
- The video should be able to be viewed in its entirety or as three stand-alone videos of two minutes in length covering the topics of development, transportation, and commerce
- The video should include music, creative graphics and a voice over
- B-roll will need to be shot at three to five locations within the city of Kansas City, Missouri
- The videographer will edit and organize the b-roll and complete any other digital manipulation of the material necessary for project completion
- The completed video should be H.264 Compression Codec. .mov or .mp4. Frame rate should be 23.976 FPS. Export as a Variable Bitrate File (VBR) with target bitrate at 12 mbps and maximum bitrate at 14 mbps. Resolution should be 1920x1080. Should be exported with PROGRESSIVE field order, not interlaced. Also pixel aspect should be square (1.0) and audio should be AAC format at 320 kbps and 48000 Hz
- Five copies of the final video should be provided in DVD format.

## PROJECT TIMELINE

The final video DVD should be completed and delivered no later than three months after a contract for services is executed.

## RESPONSE FORMAT

All proposals should include the following information:

1. A title page with the company's complete legal name and the name under which the company is doing business if different from the legal name, address, telephone number, contact person including title and email address.

2. An introduction letter summarizing the company's background, resources and relevant experience.
3. Cost estimate for the project.
4. Examples of three relevant past projects. These examples should include a brief summary of each project and a DVD sample (or link) of the project. The three video samples can be submitted as separate DVDS or on one DVD with each project separated by chapters.
5. List of at least three professional references.

Upon request, the selected Professional will furnish to Port KC letters from the City's Commissioner of Revenue that the selected Professional is in compliance with the license and tax ordinances administered by the Revenue Division of the City's Finance Department, including, but not limited to, the City's earnings and occupational license taxes.

## INSURANCE REQUIREMENTS

Proposal selection may also be conditioned on the selected Professional meeting any statutory insurance requirements, including but not limited to workers compensation. Port KC may require proof of insurance carried by the selected Professional.

~~Professional shall procure, and maintain throughout the term of any resulting Contract, insurance coverage not less than the types and amounts specified in paragraphs below. If the Professional is unable to procure or maintain the insurance coverage limits set forth herein, Professional should contact the Port Authority. Policies containing a Self-Insured Retention will be unacceptable to the Authority.~~

~~1. Commercial General Liability Insurance. Limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, written on an "occurrence" basis. The policy shall be written or endorsed to include the following provisions:~~

~~1. Severability of Interests Coverage applying to Additional Insureds;~~

~~2. Contractual Liability;~~

~~3. Per Project Aggregate Liability Limit or, where not available, the aggregate limit shall be \$2,000,000;~~

~~4. No Contractual Liability Limitation Endorsement;~~

~~5. Additional Insured Endorsement, ISO form CG20, 10, current edition, or its equivalent;~~

~~6. Waiver of Subrogation; and~~

~~7. Primary and non-contributory shall apply.~~

~~II. Commercial Automobile Liability Insurance. Limit of \$1,000,000 per occurrence, covering owned, hired, and non-owned automobiles. Coverage provided shall be on an "any auto" basis and written on an "occurrence" basis. This insurance shall be written on a Commercial Business Auto form, or acceptable equivalent, and shall protect against claims arising out of the operation of motor vehicles, as to acts done in connection with this Contract.~~

~~III. Worker's Compensation Insurance. As required by Missouri statutes, including Employer's Liability, with limits of:~~

~~Worker's Compensation: Statutory~~

~~Employer's Liability:~~

~~————— \$500,000 bodily injury by accident — each accident~~

~~————— \$500,000 bodily injury by disease — policy limit~~

~~————— \$500,000 bodily injury by disease — each employee~~

~~IV. Professional Liability Insurance. If applicable, Professional Liability Insurance with limits of not less than \$2,000,000 per claim and annual aggregate.~~

~~V. Umbrella or Excess Liability. Coverage with limits of \$1,000,000.~~

~~The Commercial General Liability, Commercial Automobile Liability and Umbrella Liability Insurance specified above shall provide that the Port Authority and its agents, officials, officers, and employees, while acting within the scope of their authority, will be named as additional insureds for the Services performed under any resulting Contract. At execution of the Contract, Professional must deliver to the Port Authority a certificate or certificates of insurance showing all required coverage, endorsements, and additional insureds. Such certificate(s) of insurance shall declare that the respective insurer will not cancel or fail to renew the insurance coverage in whole or in part without providing the Port Authority with written notice of its intention to cancel or not renew such coverage at least thirty (30) days prior to the intended date of cancellation or nonrenewal. All insurance coverage must be written by companies that have an A.M. Best's rating of "A-VI" or better and are licensed or approved by the State of Missouri to do business in Missouri.~~

