

CITY OF MILL VALLEY

REQUEST FOR PROFESSIONAL SERVICES

VIDEO OPERATION SERVICES

The City of Mill Valley invites statements of interest, qualifications and performance information from individuals or firms ("contractor") who wish to offer video operation services to the City of Mill Valley, under a professional service contract for a minimum of one year.

PURPOSE

Video operation services shall be for live and recorded webcasts and cablecasts of City of Mill Valley public meetings, events and public service announcements. The contractor shall operate a variety of video production equipment (video switcher, robotic cameras) for the City of Mill Valley, prepare on-air graphics, and transfer live video for viewing on the City's website and local cable channel. The City of Mill Valley will provide all necessary equipment for video operation.

The contractor shall fulfill the duties listed below. These duties are illustrative only and do not constitute a complete and exhaustive listing of all of the duties and responsibilities of the contractor:

- Operate in-house video and audio equipment for meetings that includes a NewTek Tricaster video switcher and Sony/Vaddio robotic cameras and controller.
- Conduct live webcasts and cablecasts of public meetings via a configured vBrick encoder.
- Record program files to disk and transfer via FTP to internet streaming service for playback.
- Generate program titles as needed to identify public meetings and dates.
- Monitor video and audio quality and alert appropriate staff of technical issues.

QUALIFICATIONS

The City seeks a contractor to assist the City in providing expertise in the area of online video streaming and cable television system function and delivery, operate modern video and audio equipment, and operate personal computers and associated software. Training on the video equipment will be provided as needed.

SPECIAL REQUIREMENTS:

- The contractor must be able to remain in a stationary position in a confined space for extended periods of time; simultaneously operate a computer and other video production equipment; ascend/descend stairs; and lift and move equipment up to 25 lbs.
- The contractor must be able to work flexible hours primarily consisting of night meetings.

HOURS: The contractor must be present for the duration of all City Council and Planning Commission Meetings, which typically take place on the first four Monday evenings of the month. The contractor must also be present for the duration of all Parks and Recreation Meetings, which typically take place on the first Wednesday evening of the month. The contractor will need to

have a flexible schedule to accommodate occasional changes in the regularly scheduled meetings due to holidays, special meetings and events.

- City Council Meetings First and Third Monday of each month approx. 7:30-10:30 PM*
- <u>Planning Commission Meetings</u> Second and Fourth Monday of each month approx.
 7:00-10:30 PM*
- Parks and Recreation Meetings First Wednesday of each month approx. 7:00 9:30
 PM*

* Please note:

- City Council and Planning Commission meetings are rescheduled to Tuesday evenings approximately four times a year due to City holidays.
- All times listed above are approximations meetings sometimes start earlier and can run up to midnight.

COMPENSATION: \$25 per hour. Meetings run an average of 2-5 hours, \$50-125 per meeting. The City will guarantee a minimum of two hours of billable work to the contractor, in the event that a meeting does not run at least two hours in duration.

EQUAL OPPORTUNITY EMPLOYER:

The City of Mill Valley is committed to a comprehensive affirmative action employment program and actively seeks applications from both sexes, ethnic minorities, and individuals with disabilities, US Veterans and qualified persons of all ages. If you would like to arrange for accommodations in order to participate in the hiring process, please contact Linn Walsh, Assistant to the City Manager at 415-388-4033 or lwalsh@cityofmillvalley.org.

SUBMITTAL REQUIREMENTS

Interested applicants should submit a statement of interest, qualifications and performance information to:

Linn Walsh, Assistant to the City Manager City of Mill Valley 26 Corte Madera Ave. Mill Valley, CA 94941 walsh@cityofmillvalley.org

FINAL FILING DATE: No later than 5:00 pm, Thursday, September 20th.

SELECTION PROCESS

The statement of interest, qualifications and performance information will be used to select qualified individual(s) to perform the above mentioned services. After screening the proposals, the most qualified candidates will be selected for an interview. Following the preliminary interview, reference checks will be made with the goal of executing a contract as soon as possible. The City reserves the right to reject any and all proposals. The successful consultant will need to execute a Professional Services Agreement with the City.