



Central Basin
Municipal Water District

RFP NO.217

REQUEST FOR PROPOSALS

FOR

VIDEOGRAPHY SERVICES

RFP ISSUE: 07/22/2025

RFP DUE: 08/7/2025, Time: 12 PM

Issued by

CENTRAL BASIN MUNICIPAL WATER DISTRICT

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CENTRAL BASIN MUNICIPAL WATER DISTRICT

REQUEST FOR PROPOSAL NO. 217

TO PROVIDE VIDEOGRAPHY SERVICES FOR THE DISTRICT'S PUBLIC MEETINGS

I. BACKGROUND INFORMATION

The Central Basin Municipal Water District (District) is a public entity, a wholesaler of imported water and recycled water to purveyors in southeast Los Angeles County, serving a population of nearly two million people over a 227 square-mile service area.

The District's Board of Directors is comprised of seven members, four of which are publicly elected and three are purveyor appointed. The Board of Directors serves as the governing body of the District. Each of the committees meets once a month. The Board of Directors meets once a month. The District holds a purveyor workshop on odd months. As a public entity, it is critical that the public have access to the District's meetings and to be able to participate. Additionally, it is equally important for the public to access the meeting recordings.

Prior to 2024, the District's former management did not record the meetings (audio or video) of the District. This resulted in the public questioning the transparency of the District. In response, the District began recording board meetings in March 2024. In June 2024, the District began recording all committee meetings. In July 2024, the District began recording purveyor workshops.

The meeting recordings noted above can be found on the District's website here: <https://www.centralbasin.org/administration/board-of-directors/board-agenda-and-minutes>

The District seeks to continue the recording of public meetings and make the recordings available to the public on the District's website.

SCOPE OF WORK

Task 1 – Provide videography services at purveyor workshops, committee meetings, and board meetings. Purveyor workshops are held on the third Thursdays of the odd months. Committee meetings are held on the first Mondays, second Wednesdays, and second Thursdays of the month. Board meetings are held on the fourth Mondays of the month. The location of the meetings is generally at the District’s Headquarters in Cerritos and occasionally at Bristow Park in the City of Commerce. Deliver the recordings electronically to the District within two business days of the videography services. Digital files of the recordings are to be provided to the District in a format as needed by the District (generally in MP4 format).

Task 2 – Provide videography services as needed with 72-hours’ notice. Time and location can vary. Deliver the recordings electronically to the District within two business days of the videography services. Digital files of the recordings are to be provided to the District in a format as needed by the District (generally in MP4 format).

Task 3 – Assist the District in preparing video files as needed to respond to Public Records Act requests.

II. QUALIFICATIONS

Proposers must meet all the following qualifications:

1. A minimum of five years of videography services.
2. A minimum of one year’s experience in providing videography services to public/municipal agencies.

III. PROPOSAL REQUIREMENTS

Proposals must include the following elements:

1. One-page maximum on company bio, including experiences that meet the qualifications section of this Request for Proposal.
2. One-page maximum on work approach.
3. One-page maximum on personnel proposed for the work.
4. Fee proposal by tasks per the scope of services section of this Request for Proposal.

SUBMITTING PROPOSAL

Proposers must email proposals to the following District staff for consideration by 12pm, Thursday, August 7, 2025.

Elaine Jeng, P.E., Interim General Manager
elainej@centralbasin.org
with a copy to Lucia Cid-Sanchez, Assistant to the General Manager
luciac@centralbasin.org

IV. SELECTION PROCESS AND EVALUATION CRITERIA

Untimely submissions are disqualified from consideration. Proposals will be evaluated as follows:

1. Qualifications/experience – 50%
2. Work approach – 20%
3. Fee proposal – 30%

V. SCHEDULE

1. 12pm, Tuesday, July 22, 2025 – Release Request for Proposal 217
2. 5pm, Monday, August 4, 2025 – Deadline to submit questions and clarifications. Submit questions and clarifications to the Interim General Manager AND Assistant to the General Manager.
3. 12pm, Tuesday, August 5, 2025 – Distribute responses to questions and clarifications
4. 12pm, Thursday, August 7, 2025 – Request for Proposal Due
5. 10am, Thursday, August 14, 2025 – Proposals review by the Administration and Finance Committee
6. 10am, Monday, August 25, 2025 – Proposals review by the Board of Directors and potential engagement for service.

EXHIBIT A: Sample Agreement