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**DATE:** August 13, 2025

**SUBJECT: REQUEST FOR PROPOSALS FOR PHOTOGRAPHY AND HD  
VIDEOGRAPHY SERVICES**

Pursuant to the Request for Proposals (RFP), all prospective proposers were to submit any questions regarding this RFP by no later than 3:00 p.m. on August 6, 2025. Questions were to be submitted in writing, and all questions and responses were to be posted on [the Department's website](#) and [www.rampla.org](http://www.rampla.org).

Below is a list of questions received from prospective proposers, and the Department's response:

**1. Q: 1. Is there a contractor on record for these services already? If so, is there a reason you are looking for a new contractor?**

A: Yes. The three contracts expire in October 2025, and a new RFP must be completed.

**2. Q: 2. Regarding unmanned aircraft, DJI drones are restricted for federal use. Is there a requirement to use USA made equipment for this RFP?**

A: No.

**3. Q: 3. The Port of LA falls within unrestricted airspace - does the City require any permits be submitted beyond what is required by the FAA?**

A: Yes, any UAS/Drone flights above and around the Port of Los Angeles, whether restricted or unrestricted, require a permit issued by the Port of Los Angeles. Also, applies to Question 6.

**4. Q: 4. Regarding rentals of watercraft/aircraft, does the City have a preferred vendor for this or is it up to the photography/videography vendor to secure this? If so, do these individuals need to be listed as subcontractors in the proposal?**

A: The City does not have a preferred vendor. No, the rental vendors do not need to be listed as subcontractors.

**5. Q: Regarding the on-call video services, what lead time will be provided if video services are requested? Will it typically be a matter of days, weeks, or less than a day?**

A: Lead time may vary; however, the request from the Harbor Department will be made as soon as possible, typically within 2 weeks, to 48-hour notice.

**6. Q: If drone footage is required over the port, will the Harbor be responsible for obtaining any necessary permits, or will a permit not be required since the project is managed by the Harbor?**

A: The Harbor Department can assist in obtaining the proper permitting and clearance for drone footage.

**7. Q: Is there an expected hourly rate or a Not-to-Exceed on-call rate we should be aware of?**

A: No, there is not an expected hourly rate or a Not-to-Exceed on-call rate; however, rates will be considered in the evaluation of the proposals.

**8. Q: I would propose two or three videographers/subcontractors to increase availability for any given project. Is that okay?**

A: Yes.

**9. Q: How much advance notice would I have for photography requests?**

A: It varies. The Harbor Department will try to give as much advance notice as possible, typically within 2 weeks to 48-hour notice.

**10. Q: Does the photographer maintain the right to show work in his portfolio?**

A: Yes.

**11. Q: Do Subconsultants need to be registered as SBE?**

A: Any firm that is listed as a Small Business Enterprise (SBE) on the consultant description form must be registered as an SBE on the Regional Alliance Marketplace for Procurement (RAMP).

**12. Q: Is there any way of seeing the proposals of previous winning bidders to evaluate whether or not the pricing structure is in line with my own pricing structure?**

A: Firms can view documents by submitting a California Public Records Act (CPRA) request via the link below.

[Open Public Records Next Request - Modern FOIA & Public Records Request Software](#)

**13. Q: My understanding is that subcontractors need to register with RAMP. Is that correct?**

A: Yes, the Prime and subconsultants are required to be registered on RAMP at the time proposals are due.

**14. Q: Subcontractors are not employees, but if I bring an assistant to help with a project, I can't know for certain which one would be available. If they are an employee for that day, are they exempt from registering with RAMP?**

A: If someone is an assistant for the day, they are not required to register on RAMP.

**15. Q: Do subcontractors need a tax registration certificate?**

A: No. The Los Angeles Harbor Department only requires that the Prime has a Business Tax Registration Certificate on file.

**16. Q: Am I required to insure subcontractors separately, and if so, can I wait until the award?**

A: The Prime contract holder is required to maintain, as the Insured, the required insurance policies. Where Subcontractor insurance is submitted to meet the Prime's insurance requirement(s), the Prime must also be listed as additional insured. Insurance documents must be submitted at the time of the contract award; however, you must submit an insurance letter with your proposal. Please see page 9(B) of the RFP for further instructions.

**17. Q: Can you define "scenic"?**

A: Scenic refers to locations that are not specific to Port Terminal operations. It can sometimes be referred to as a "Beauty Shot" for possible print and cover story.

**18. Q: What do you mean by "a variety of techniques"?**

A: Variety of techniques can include lighting, nighttime and early dusk coverage, compression, portrait photography, photo editing, and low-light shooting.

**19. Q: How long do you need images archived for?**

A: One month. The Harbor Department will download all images and send confirmation of receipt.

**20. Q: What are the potential video scenarios? interviews, B-roll, aerial?**

A: The video scenarios may include interviews, B-rolls, aerial, event coverage, and workshops. These scenarios can be indoors or outdoors.

**21. Q: Does the use of an assistant count as one of the subcontractors? I never know who is available to assist until I ask.**

A: No.

**22. Q: Helicopter rentals, boat rentals, and Video Camera rentals are variables I cannot predict and depend on individual project requirements. How do I budget for those things?**

A: A request will be sent out prior to coverage outlining the scope of work.

**23. Q: Are you seeking generally available rates?**

A: Rates should reflect hourly and day pricing as well as production cost where applicable.

**24. Q: What are the archiving needs under Cost?**

A: The archive period will be for one month.

**25. Q: Can you explain what the paragraph below means? Is this something the Prime needs to do, for all subcontractors?**

**“Proposers are advised that pursuant to Executive Directive (ED) 35, if your firm is a for-profit company or corporation and is selected for award, you shall, within 30 days of the effective date of the contract and on an annual basis thereafter (i.e., within 30 days of the anniversary of the effective date of the contract), report the following information to the City via the Regional Alliance Marketplace for Procurement (RAMP) or via another method specified by the City:**

- **Annual revenue**
- **Number of employees**
- **Location**
- **Industry**
- **Race/ethnicity and gender of majority owner”**

A: Any firm selected for the award of contract shall comply with the requirements listed above. This only applies to the Prime.

**26. Q: Where do I get the CEC Form 50 and 55?**

A: CEC Form 50 is included in the Request for Proposals. CEC Form 55 does not apply to this opportunity

**27. Q: The RFP states the following regarding the CEC forms, “The forms require proposers to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors.”**

**How do I determine the value of the contract to comply with CEC Form 50? The subcontractors are not considered employees.**

A: CEC Form 50 needs to be included. You don’t need to specify the contract amount.

**28. Q: Can you explain this sentence below?**

**“If Consultant maintains higher limits than the minimums required by this Agreement, City requires and shall be entitled to coverage for the higher limits maintained by consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to City.**

A: The insurance coverage limits listed are the minimum required by the Agreement. If the Consultant has insurance coverage limits that are higher than the minimum limits, then any claim(s) covered by the required insurance shall be subject to the greater coverage limits. Put another way, the minimum limits required by the Agreement shall not act as a limitation on the availability of any excess insurance limits that apply to a covered claim.

**29. Q: Regarding aircraft liability insurance, can I show coverage upon award?**

A: Yes, insurance documents must be submitted prior to the contract award; however, you must submit an insurance letter with your proposal. Please see page 9(B) of the RFP for further instructions.

**30. Q: Can you explain what “subrogation” means in the context below?**

**“Consultant hereby grants City a waiver of subrogation which any insurer may acquire against City, its officers, officials, employees and volunteers, from Consultant by virtue of the payment of any loss. Consultant agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation.”**

A: A waiver of subrogation confirms the insurance company gives up its right to pursue a claim against the City, its officers, officials, employees and volunteers for any claims of loss.

**31. Q: Regarding record keeping and audit rights, what kind of records are required in the section below?**

**“accurate books of accounts and records of the services performed under this Agreement in accordance with generally accepted accounting principles consistently applied, which books and records shall be readily accessible to and open for inspection and copying at the premises by City, its auditors or other authorized representatives.”**

A: Accounting records of the services performed under this Agreement. Hours worked, expenses, etc.

**32. Q: In reference to the following statement regarding the affirmative action program provisions, “The Contractor shall post a copy of Paragraph A., hereof, in conspicuous places at its place of business available to employees and applicants for employment.”**

**I don’t have regular employees, and I am the only one who works in my home office. Do I need to provide a copy of my affirmative action policy to myself?**

A: No.

**33. Q: In reference to the following statement regarding the affirmative action program provisions, “All Contractors subject to the provisions of this article shall include a similar provision in all subcontracts awarded for work to be performed under the Contract with the City and shall impose the same obligations including, but not limited to, filing and reporting obligations, on the Subcontractors as are applicable to the Contractor.”**

**Does this apply to my subcontractors? They have no regular employees.**

A: No.

**34. Q: In reference to the following statement regarding the business tax registration certificate (BTRC) number, “The City of Los Angeles, Office of Finance requires all firms that engage in any business activity within the City of Los Angeles to pay City business taxes. Each firm or individual (other than a municipal employee) is required to obtain the necessary Business Tax Registration Certification”**

**Since I am the Prime contractor, is it enough that I have a tax registration certificate?**

Yes, a BTRC is only required from the Prime.

**35. Q: I have no employees. How does the following statement regarding equal benefits ordinance apply to me?"**

**Discrimination in the provision of employee benefits between employees with domestic partners and employees with spouses result in unequal pay for equal work. Los Angeles law prohibits entities doing business with the City from discriminating in employment practices based on marital status and/or sexual orientation. The City's departments and contracting agents are required to place in all City contracts a provision that the company".**

A: No, it does not apply to your firm.

**36. Q: Will you be selecting one vendor or several for the RFP?**

A: We will likely select several vendors so that we have a pool of vendors to choose from based on availability and specialty.

**37. Q: Under proposal content, it asks for photographer qualifications. Should we also include videographer qualifications?**

A: Please include all qualifications in your submission.

**38. Q: It also asks for three client references. Should we include three references for photo as well as three references for video?**

A: Three client references. They can be a mix of photo and video references.

**39. Q: Cost is asked for photography, should we include video costs as well?**

A: Yes, please include all rates.

**40. Q: The RFP mentions under section 3.4 4.- Cost, the need to provide helicopter and boat rental rates. Are providers required to provide services from helicopters and/or boats or is drone aerial sufficient?**

A: The firm is not required to submit rates for outside services such as helicopter and boat rental; however, if the firm will charge a fee on top of the outside services, please state that.

**41. Q: Is there an incumbent for these services? If so, is the Division satisfied with the current level of service?**

A: There are three incumbents and the Harbor Department is satisfied with the services provided.

**42. Q: How many vendors does the Division plan to enter into agreement with?**

A: To be determined based on proposals submitted.

**43. Q: Does the Division anticipate conducting interviews with short-listed firms? If so, when might that occur?**

A: Interviews may not be required for short-listed firms. Should the Department decide an interview is needed, the firms will be notified.

**44. Q: When does the contract period commence? If unknown, when might you anticipate one?**

A: It is anticipated that the contract will be in place by the end of 2025.

**45. Q: Does the Division have an annual budget for the three-year contract term?**

A: \$25,000 per year.