

SOLICITATION NO. HDOT-LMMs-FY25-01

APPENDIX A: SCOPE OF WORK

I. OVERVIEW:

To furnish all necessary labor, materials, equipment, tools and appurtenances to provide live streaming via internet, and digital recordings, of periodically scheduled Land Matters Meetings (LMMs) held by the Hawaii Department of Transportation.

II. TECHNICAL / PERFORMANCE REQUIREMENTS:

- A. HDOT shall retain the rights as executive producers of all live-streamed and digitally recorded LMMs using State funds. The Contractor shall not release any copy of a recording produced under this contract to any external entity without the consent of HDOT. The use of HDOT logos or recordings produced under this contract for commercial purposes is prohibited.
- B. The Contractor shall provide services to live-stream and record gavel-to-gavel coverage of bi-monthly LMMs. Without prior written approval from the Officer-in-Charge (OIC), no payments are authorized for similar services provided to other board or commission meetings which are not associated with the LMMs. Any recordings taken in the absence of a quorum, or outside of the gavel-to-gavel period when LMMs are in session, shall not be live-streamed and shall be edited out of subsequent digital recordings that are produced and maintained for the record. If the OIC calls for a recess during a meeting, that portion shall likewise be suspended from live-streaming, and edited out of the final recordings. Camera(s) shall pan to active speakers; including any speakers participating remotely via a web-based program such as Webex, Zoom or Microsoft Teams. The Contractor shall remain attentive during the meeting in order to accomplish these objectives. If the Contractor has to leave the meeting for any length of time prior to adjournment, the Contractor must inform the OIC. The total time allocated for the live-streaming and digital recording services is anticipated to be one (1) hour per meeting. The bid price submitted shall include all travel time to and from the scheduled meeting, any required set-up and take-down, and other services necessary to provide gavel-to-gavel coverage. Contractor shall note that some meetings may fall short of, or exceed, the total time estimate of one (1) hour, however, Contractor is required to provide gavel-to-gavel coverage for the duration of each such meeting.
- C. Contractor will provide coverage for twenty-four (24) LMB meetings over a twelve (12) month period, to be held at 869 Punchbowl Street, Honolulu, HI. Please refer to Appendix A-1 for the anticipated schedule.
- D. For the period of services, described above in Item C, the Contractor's general scope of services shall include:

1. Pre-Production:

- Coordination with HDOT to understand the specific requirements and schedule for each meeting.
- Site visit(s), as needed, to assess technical needs and setup logistics.

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- Development of a coverage plan, including camera placements, audio setups, and streaming details.

2. Production:

Camera Operations:

- Provide and operate professional cameras for high-quality video recording.
- Multi-camera setup to capture various angles, and live-on-screen graphics, to ensure comprehensive coverage of the meetings.

Audio Management:

- Setup and management of microphones and other audio equipment to ensure clear sound quality within the meeting room, to attendees joining the meeting virtually, and to the general public and others who may be viewing the proceedings online.
- Monitoring and adjusting audio levels during the meetings.

3. Post-Production

- Editing and processing recorded footage for archival and future use, if and as needed.
- Contractor will provide HDOT with a complete recording of each produced meeting in the desired format, and, on behalf of HDOT and if so desired, submit those recordings to the Hawaii State Archives.
- Management of any additional post-production needs requested by HDOT.

4. Technical Support and Training

- On-site technical support during meetings to handle any issues related to audio, video, or streaming.
- Training for HDOT staff on basic technical operations, if needed, including handling of microphones and the use of Zoom or any other virtual online platform.

- E. The Contractor shall provide sufficient equipment to handle the general scope (indicated in Item D above) including, but not limited to, a public address system for the audience, between 2-8 microphones, speakers, cables, cameras, lighting (if required), and an audio-visual/computer equipment sufficient for supporting live-on-screen graphics as well as Zoom, Microsoft Teams, and/or Webex capabilities to ensure that the live-streamed and digitally recorded sessions meet acceptable standards for audio and video quality in service to the members and public in attendance for individual LMMs. Contractor shall be responsible for the safe setup, use and removal of the equipment (to include the securing of any cables or cords in foot-traffic areas), and may be permitted to store any/all equipment onsite at the HDOT facility located at 869 Punchbowl Street with prior approval by HDOT.
- F. The Contractor shall make every effort during gavel-to-gavel coverage to highlight or identify the speaker, agenda item, etc., via live-on-screen graphics in order for viewers to be aware of speaker/topic at all times.

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- G. The post-production services provided by the Contractor should include, as needed, any final editing, audio enhancements, application of graphics and/or video such as an “open”, “close”, title inserts (i.e. lower-third graphics) indicating date, location, agenda item and/or speaker identification (if not already captured/recorded in graphics accompanying the live-streamed session). An end slate, providing meeting information and LMM contact information, shall be included in accordance with HDOT’s specifications.
- H. The Contractor shall have a minimum of two (2) years of experience in live-streaming, digital recording, and editing of virtual meeting recordings on such platforms as Zoom, Microsoft Teams, or Webex. Upon HDOT request, the Contractor shall be able to provide references and copies of previous work.
- I. The Contractor shall base their schedule off the LMMs agendas and published schedules. The agendas are filed six (6) days prior to each meeting, and any change in the regular date, place, or time will be reflected on them. The Contractor is expected to arrive at the meeting location no later than 30 minutes prior to the start of the meeting. The OIC will be responsible to inform the Contractor of any changes to a filed agenda. Each party shall each designate one person to be the after-hours point-of-contact and that contact information shall be exchanged.
- J. If the Primary Contractor is unable to provide gavel-to-gavel coverage for any meeting, Contractor is required to notify HDOT a minimum of two (2) weeks prior to the scheduled meeting, or as soon as feasible. If the Contractor cannot secure alternative services, HDOT reserves the right to seek services for videography and streaming services outside of the Contract.
- K. Contractor’s offer and pricing shall be conveyed on Appendix B (form attached) to cover scope of services on a per-meeting basis, for the initial term of 12 months indicated in Item C above. The term may be extended, by mutual agreement between Contractor and HDOT, in increments of one or more months, up to a maximum of 24 additional months, without rebidding, provided that pricing and scope of services remain unchanged.
- L. In the event a meeting is cancelled by HDOT, and the Contractor is not given a three (3) hours advanced notice, the Contractor shall be entitled to bill 25% of the agreed-upon fee.
- M. No payment shall be authorized if Contractor is a “no show”, and if such case occurs more than once, HDOT reserves the right to terminate the contract.
- N. If the meeting is delayed or prevented from starting on time due to the Contractor not being prepared to begin video streaming / recording at the start of the meeting due to their late arrival onsite, HDOT reserves the right to pay 50% of the unit price-per-meeting as stipulated in the contract for services. If this occurs more than three (3) times total during the term of the contract, HDOT reserves the right to terminate the contract.
- O. HDOT reserves the right to change venue, time and date of LMMs with 48 hours prior notice to the Contractor.

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- P. The Contractor's employees shall work in a competent manner and done by knowledgeable, experienced personnel who take all necessary safety precautions and perform the services in accordance with best industry practices.
- Q. The Contractor shall promote a level of professionalism with their presence at the meeting and the produced final video of the meeting. Any person employed by the Contractor or by any Subcontractor who, in the opinion of the OIC or the authorized representative of HDOT, does not perform any of the services as specified herein in a cautious, proper and skillful manner or is intemperate, disorderly, behaves in an uncivilized manner, offends and/or harasses State employees or officials and/or offends the public while performing the work or while at the work site shall, at the written request of the OIC or the authorized representative of HDOT, be removed forthwith by the Contractor or the Subcontractor employing such person and shall not be employed again in any portion of the work, without the approval of the OIC or the authorized HDOT representative. Should the Contractor fail to remove such person or persons as required above or fail to furnish suitable and sufficient personnel for the proper execution of the work, HDOT shall reserve the right to terminate the contract immediately.

Further, if the Contractor, in the opinion of the OIC or the authorized HDOT representative, does not perform the work in a proper and skillful manner while at the work site, HDOT shall reserve the right to terminate the contract immediately as per the applicable termination sections of the General Terms and Conditions.