REQUEST FOR QUOTES

Scope, Costs, & Personnel – Video Services for the Atlanta BeltLine, Inc.

Project Goal:
Atlanta BeltLine, Inc. (ABI) is seeking a videographer to shoot, produce, and edit a minimum of 8 videos of varying lengths showcasing stories of community members, art, and program elements. The duration of the contract would be for four months. The budget is a monthly retainer of $2,000.

Description and scope of videos:
ABI has historically produced series of videos, averaging 2-5 minutes in length, and desires to continue these themes:

- “Life on the Atlanta BeltLine” videos (see samples here)
- “Business on the Atlanta BeltLine” videos (see samples here)
- Program summary for Quarterly Briefings
- Art on the Atlanta BeltLine videos, including:
  - Artists and works in progress
  - Art events
- Informational videos on the following topics:
  - Transit and transportation
  - Trails and parks
  - Community engagement
  - Economic development
  - Funding
  - Affordable housing
- Special event videos:
  - Ribbon cuttings
  - Ground breakings

The pace of work may vary depending on need. While ABI generally coordinates most production elements (i.e., interviewees, interview questions, locations, schedules, etc.), we may rely upon a videographer for a degree of autonomy and creativity.

ABI also requests to retain b-roll for media requests and other potential uses in the future. The b-roll and final video products would become property of ABI. A licensing agreement would establish the details.

Project Management:
The VP of Marketing and Communication for Atlanta BeltLine, Inc. will serve as the “Project Manager” and supervise the Consultant. Please submit quotes (including scope of services and work samples) by the end of the day on Wednesday, March 11, 2020 to Twanna Harris: tharris@atlbeltline.org.

Upon selection of a quote, the successful vendor will be required to submit the following:
- W-9
- Certificate of Existence from Ga Secretary of State
- Certificate of Insurance
- E-Verify
- Copy of DBE Certification if applicable
- Certification of No Conflict of Interest