

## REQUEST FOR QUOTES

Project Sponsor: Greenway Heritage Conservancy HRV, Inc. (GHCHR)

Project Contacts: Beth Campochiaro (518) 473-3835; Cody Arana (518) 473-3835

The Hudson River Valley Greenway (HRVG) invites qualified professional photographers to submit quotes for photographic services to support the 25th Annual Hudson River Valley Ramble ("the Ramble"), taking place from August 30 to September 30, 2025.

The Ramble is an annual event series that celebrates the history, culture, and natural resources of the Maurice D. Hinchey Hudson River Valley National Heritage Area, as well as the distinctive landscapes, communities, and trails found throughout the region. Further information about the Ramble is available at: <https://www.hudsonrivervalleyramble.com/ramble>

### Scope of Services:

Selected contractors will be responsible for photographing a range of events across the Hudson River Valley during the specified time frame. Assignments will include travel to and between event locations and likely will require overnight stays.

Event selection will be coordinated collaboratively between the photographer and HRVG, with consideration given to weather conditions and potential cancellations. Photographers must independently manage their schedules in coordination with event sponsors and HRVG.

Certain events may require moderate physical activity, including walking, hiking, cycling, or paddling. HRVG and event sponsors will not provide equipment for participation; photographers must provide their own equipment when necessary.

### Deliverables:

- A minimum of 15–20 professionally edited images per event (unless otherwise agreed)
- Drone footage (still images and video), where applicable
- All media files must be delivered within 14 days of each event, or as agreed upon
- Digital files should include:
  - High-resolution print-quality images (PNG format)
  - Web-optimized images (JPEG format, 100 dpi)
  - Clear organization by event name and date

All photographs and video content produced under this agreement will become the property of HRVG. Photographers will be credited in all uses. By submitting a proposal, photographers grant HRVG a perpetual, non-exclusive, royalty-free license to utilize all submitted media for marketing, promotional, and informational purposes across print and digital platforms.

### Drone Requirements:

Photographers must possess a valid Remote Pilot Certificate in accordance with the FAA's Small UAS Rule (Part 107). All drone operations must comply with applicable federal, state, and

local regulations, and contractors are responsible for securing any necessary permits in collaboration with event sponsors.

Key regulatory requirements include:

- **DEC Managed Lands:** May require permits for commercial drone use.
- **State Parks and Historic Sites:** Require prior written approval via permit.
- **OGS-Operated Properties:** Drone use is prohibited unless explicitly approved.
- **Wilderness Areas:** Mechanized equipment, including drones, is prohibited without a permit.

Geographic Coverage:

Two contracts will be awarded, covering the following regions:

- **Lower Hudson Valley:** Orange, Putnam, Rockland, Ulster, Westchester Counties
- **Upper Hudson Valley:** Albany, Columbia, Dutchess, Greene, Rensselaer, Saratoga, Washington Counties

Applicants may apply for one or both regions and must clearly demonstrate their ability to provide comprehensive coverage. HRVG reserves the right to award contracts to the most qualified applicants and may limit selection to a single region per photographer.

Compensation and Budget:

Applicants must provide a complete cost estimate that includes:

- Number of events to be covered
- Professional service fees
- Travel expenses
- Image editing and file preparation

All travel-related expenses must adhere to New York State travel reimbursement policies. Currently these rates are as follows and are subject to change:

- **Mileage reimbursement:** \$0.70/mile (personal vehicle)
  - <https://www.osc.ny.gov/state-agencies/advisories/travel-advisory/13-updated-mileage-rates>
- **Per diem rates and lodging:**
  - <https://bsc.ogs.ny.gov/meals-lodging>

Event fees and parking costs may be reimbursed if they cannot be waived by event sponsors.

Insurance and Compliance Requirements:

Applicants must provide:

- Proof of general liability insurance: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Proof of drone liability insurance: \$1,000,000 per occurrence

- Workers' compensation coverage, if applicable: Statutory limit as required by New York State law

Certificates of Insurance must be provided prior to contract execution and list the Greenway Heritage Conservancy HRV, Inc. as additional insureds where applicable.

Proposal Submission Requirements:

Interested photographers must submit the following:

- Letter of Interest
- Digital portfolio (PDF or web link) demonstrating experience in event and outdoor photography
- Proposed region(s) of coverage
- Anticipated number of events to be covered
- Complete pricing proposal, including breakdown of travel and service costs
- Three professional references
- FAA drone certification documentation (if applicable)
- Proof of insurance coverage
- Statement confirming ability to travel independently and engage in moderate physical activity

All proposals must be submitted via email to [ramble@hudsongreenway.ny.gov](mailto:ramble@hudsongreenway.ny.gov), with the subject line: **"Ramble Photographer Proposal"**.

Selection Criteria:

Proposals will be evaluated based on the following criteria:

- Quality of previous work
- Cost effectiveness
- Geographic availability
- Coverage capacity
- Technical readiness (e.g., drone certification, equipment)
- References and past performance

Timeline:

- **Proposal Deadline:** May 30, 2025 (Close of Business)
- **Notification of Award:** June 16, 2025
- **Contract Period:** August 30 to December 31, 2025

Project Locations: Various locations throughout the Hudson River Valley Greenway and the Maurice D. Hinchey Hudson River Valley National Heritage Area.

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