



Brazos River Authority

September 12, 2018

**Addendum No. 1
REQUEST FOR BIDS
VIDEO PRODUCTION SERVICE – BRAZOS RIVER AUTHORITY
RFP No. 18-08-1091**

It is the responsibility of the Respondent to assure and guarantee by acknowledging the receipt of this Addendum in the Bid that the Respondent has received the Addendum in its entirety, and that the Respondent accepts all conditions contained herein.

Question 1:

What is the inspiration for this video(s), is there a certain style or tone that BRA would like to see?

Answer 1:

Yes, the tone is informational/instructional. The BRA receives numerous questions, and at times, criticism regarding when floodgates are opened and closed, as well as how this process is physically managed. We'd like these videos to address the many aspects in an interesting, yet informative manner using creative photography and graphics.

Question 2:

Will these video(s) need closed captioning, since they will live in a digital space?

Answer 2:

Yes.

Question 3:

Will someone be assigned to help the contractor understand and learn the history of each damn, difference between a matter supply reservoir and flood control reservoir, etc. to include in the script? Or is the contractor in charge of researching this information independently?

Answer 3:

Yes, there will be a team of professionals from the BRA that will aid in this process and/or assist in writing the script.

Question 4:

What is the deciding factor between producing one longer video versus three individual videos?

Answer 4:

This is the first project of this type for the BRA, so the decision would be addressed by both the BRA and the vendor chosen. We're looking for input and professional advice.

Question 5:

Will the contractor be in charge of securing travel arrangements and access to these reservoirs?

Answer 5:

Yes, travel arrangements are the responsibility of the vendor. BRA can certainly provide input on lodging in these areas. However, access to the dams will need to be coordinated through the BRA.

Question 6:

How many rounds of revision will be expected for the video(s)?

Answer 6:

A minimum of two revisions. This is a first-time project for us, so expect revisions.

Question 7:

Has the BRA done videos like this in the past? Is there an incumbent contractor for this project?

Answer 7:

The BRA has done only one major video project in the past on the proposed Allens Creek Reservoir. The company that produced that video is not considered an incumbent.

Question 8:

Is there a target budget range for this project? Has a budget been established for the "one video" scenario? Has a budget been established for the "three individual videos" project scenario? Are you able to provide budget information? Is there a budget range that this project needs to fall within? Is there a budget ceiling on this project? Are there budget parameters for this project or a budget figure that it is not to be exceeded?

Answer 8:

Information not available at this time.

Question 9:

What will be the criteria for determining whether BRA will produce one video or three videos?

Answer 9:

The decision will be made after discussion with the vendor.

Question 10:

Do the Contract and the Non-Collusion Affidavit need to be notarized in Texas, or could they be notarized in Pennsylvania? If Texas notarization is a requirement, can they be notarized after the project award?

Answer 10:

The documents do not need to be notarized in Texas.

Question 11:

Who will write the script(s)? Is this something that we need to include in our estimate?

Answer 11:

The script will be written in conjunction with BRA staff input.

Question 12:

Would it be possible to film all three facilities and all subject matter experts and administrators needed for the video production on consecutive or near-consecutive days (in order to reduce crew travel) or will the project require multiple trips to Texas?

Answer 12:

The BRA will do all we can to make consecutive or near-consecutive days available; however, operations of these facilities will take precedence.

Question 13:

Are the 4 totals listed on the "**REQUEST FOR BIDS – BID FORM**" the only numbers required, or would you like a more extensive and thorough budgetary breakdown?

Answer 13:

The information requested on the bid form is the only monetary information required.

Question 14:

just curious as to why there are 4 budget numbers? The reason I ask is because, if it's 3 separate videos OR 1 long video the production costs and post costs would be the same, the only difference would be if you wanted to have 3 short vids AND 1 long video, which would only be a small difference in post. Just wanted a bit of clarification here.

Answer 14:

The decision on whether to produce three short or one long video will be made after discussion with the vendor.

Question 15:

Is there a current incumbent provider for the services within this solicitation? Does the Brazos River Authority have an incumbent contractor for this project?

Answer 15:

The BRA does not have an incumbent provider.

Question 16:

If there is a current incumbent provider for the services within this solicitation, who is the company providing services?

Answer 16:

There is not an incumbent provider.

Question 17:

If there is a current incumbent provider for the services within this solicitation, is the incumbent eligible to participate as a bidder for this solicitation?

Answer 17:

There is not an incumbent provider.

Question 18:

If there is a current incumbent for the services within this solicitation, how many years has the provider contracted with The BRA?

Answer 18:

There is not an incumbent provider.

Question 19:

Is it correct to assume that the selected contractor will not be required to seek and obtain further licenses or permissions for shooting at the 3 individual dam locations owned and operated by The BRA?

Answer 19:

The selected contractor will be required to seek and obtain all applicable licenses or permissions required for the project.

Question 20:

Will The BRA provide the selected contractor with the explanations, history, and scripts for the voiceover(s) and videos, or is The BRA needing assistance from the selected contractor to help with scriptwriting?

Answer 20:

The script will be written in conjunction with BRA staff input.

Question 21:

Does The BRA have a specific outline for the video review and revision process and will there be one point-of-contact for this process?

Answer 21:

Yes, there will be one point of contact. There is not currently a specific outline for video review and revision.

Question 22:

Besides the video deliverable(s) due date of April 2019, does The BRA have a preferred timeline for the production/shooting process?

Answer 22:

No

Question 23:

How many copies of the bid should be included in the package?

Answer 23:

Only one copy is required.

Question 24:

Will we be conducting any on-camera interviews for the videos?

Answer 24:

Possibly.

Question 25:

Are responding production companies less likely to win the bid if we're located outside of Texas?

Answer 25:

Bids will be evaluated on price meeting specifications, regardless of business location.

Question 26:

Is there any bid evaluation criteria you can share?

Answer 26:

Bids will be evaluated on price and meeting specifications.

Question 27:

Do you want the vendor (production company) to solely write the scripts? Or do you prefer or are you open to a joint script writing process where the production company writer and the BRA collaborate together?

Answer 27:

The script will be written in conjunction with BRA staff input.

Question 28:

Will the BRA provide any information or background information to the producer to help write the scripts? Or will the writer need to do his/her own research?

Answer 28:

The script will be written in conjunction with BRA staff input.

Question 29:

What is the approval process for getting the scripts approved before shooting commences?

Answer 29:

The script will be written in conjunction with BRA staff input. Final review will be required by BRA internally.

Question 30:

Does the BRA know or have an idea of how many days shooting need to be planned for?

Answer 30:

No

Question 31:

Does anyone from the BRA need to be on site during the shooting?

Answer 31:

Yes, all non-BRA staff must be accompanied at all times during shooting on or near critical infrastructure.

Question 32:

On the whole most video companies have not produced dam specific videos in their working career. So very few of the vendors will likely have dam specific samples to show. Will this affect how the winner is chosen? Meaning are companies that work with water, lakes, dams more likely to be in the running?

Answer 32:

No

Question 33:

I understand the BRA is looking for either ONE finished video or THREE individual videos. Does the BRA have a preference?

Answer 33:

No

Question 34:

It's listed in the specs that a voice-over (VO) is to be used. Can interviews with anyone from the BRA or the individual dams be interviewed for content? This may be a good way to tell the stories of each dam vs just having a VO. So can interviews be used as a story telling device or does it all need to be told via using a VO?

Answer 34:

Yes, interviews are a possibility.

Question 35:

How many sealed copies of the bid (including the original) are requested?

Answer 35:

One copy.

Question 36:

Are there samples of other dam videos that the BRA likes that are online for vendors to see as an example?

Answer 36:

No.

Question 37:

The listing in Tab A.4. is a long paragraph. When it mentions litigation, is that referring to legal matters?

Answer 37:

Yes, legal matters.

Question 38:

Is the RFP available in a Word Doc or something other than a PDF where vendors can type in the forms to fill them out? Or does it all need to be handwritten on the forms you provided?

Answer 38:

The pdf contained in the solicitation is the only format available.

Question 39:

What is the approval process? Will representatives from the BRA attend any editing sessions at the production company? Or will all video edits be emailed by a link or download for the BRA to approve?

Answer 39:

This is a topic for discussion with the chosen vendor.

Question 40:

Can the vendor invoice for the job as the job progresses? It's possible there may be weeks or even months between various video shoots.

Answer 40:

Yes.

Question 41:

Will there be a meeting at the BRA for finalists to discuss the RFP in person?

Answer 41:

Possibly

Question 42:

Will the Brazos River Authority provide the major copy points or information that you would like to be included in the videos?

Answer 42:

The script will be written in conjunction with BRA staff input.

Question 43:

Can drone footage be taken at any time during the outlined dates in the RFB or are there certain days/ times that the drone footage can be captured?

Answer 43:

All filming dates will have to be coordinated with the BRA.

Sincerely,

Clarissa Cabrera, CTPM, CTCM

Clarissa Cabrera, CTPM, CTCM
Purchasing Manager, Administrative Services

