



## **ADDENDUM #2 - March 31, 2022**

### **REQUEST FOR QUALIFICATIONS (RFQ)**

#### **ON-CALL CONSULTANT FOR GRAPHIC DESIGN OF PUBLIC OUTREACH MATERIAL/MARKETING/WEB DOCUMENT SERVICES**

**RFQ DUE DATE: Thursday, April 14, 2022, 12 pm, Pacific Standard Time**

The Transportation Agency for Monterey County (TAMC) is seeking proposals from qualified consultants to provide creative development of marketing collateral and support material to be used on multiple Agency platforms.

The Request for Qualifications (RFQ) and this addendum are available on the TAMC website at: <https://www.tamcmonterey.org/bids-and-proposals>

Questions concerning this addendum should be addressed to Theresa Wright at 831-775-4411 or [theresa@tamcmonterey.org](mailto:theresa@tamcmonterey.org).

#### **The following are TAMC's response to questions regarding the RFQ:**

*\*Questions posed via email to TAMC on March 25, 2022*

1. We reviewed the RFP with great interest, can we ask how much of the work TAMC expect to be done remotely / virtually?

Most of the work can be done remotely/virtually with the exception of on-site direction overseeing the printing of the annual report and on-site project photography or video shoots.

*\*Questions posed via email to TAMC on March 30, 2022*

1. On the Scope Work (page 8 of the RFQ), #9 on the list of potential tasks says "Development of short videos of Agency's projects/programs." Will the chosen vendor be doing the actual video shoot, or simply producing/editing the video from footage shot by TAMC (or both)?

The chosen vendor will be doing the video production, which will include shooting, editing, and producing a finished product for TAMC's use.

2. Could you please help me with the following questions:

1. Whether companies from Outside USA can apply for this? (like, from India or Canada)

The RFQ does not preclude companies from outside of the USA from applying. Please refer to the scoring criteria included in the RFQ in regards to a firm's demonstrated knowledge and experience, including familiarity with Monterey County.

2. Whether we need to come over there for meetings?

Some on-site meetings will be necessary.

3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Some tasks can be performed outside of the USA, however photography of our transportation projects and oversight of annual report printing will require the ability to be on-site.

4. Can we submit the proposals via email?

Electronic proposals can be submitted via email.

*\*Questions posed via email to TAMC on March 31, 2022*

1. We have reviewed paragraph 10 of the Attachment B (Sample Standard Agreement) describing the insurance requirement with references to Commercial general liability insurance, Professional liability insurance, Comprehensive automobile insurance).

Could we ask you to please state the specific insurance requirements given the nature of this contract?

The required insurance requirements are Commercial general liability Insurance and Comprehensive automobile insurance. Our standard contract includes the following limits:

- Commercial general liability insurance, including but not limited to premises, personal injury, products, and completed operations, with a combined single limit of One Million Dollars (\$1,000,000) per occurrence.
- Comprehensive automobile insurance covering all motor vehicles, including owned, leased, hired and non-owned vehicles used in providing services under this Agreement, with a combined single limit of not less than One Million Dollars (\$1,000,000) per occurrence.