

RFP / TITLE

**CONTACT
EMAIL
PHONE NUMBER
SUBMITTAL DUE DATE
Q&A ISSUE DATE**

QUESTIONS & RESPONSES #02
**PA000000021 Port of Tacoma Strategic Plan
Consultant Services**
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253-888-4768
OCT 18, 2024 @ 2:00 PM (PDT)
OCT 14, 2024

Question	Answer	Question #
Will a Plan Holders list be available	A holders list will be available next Monday 9/30.	Q-002202
Based on the RFP, we believe we have relevant experience to offer the Port of Tacoma, but we would need more time to provide a meaningful response. We would kindly like to ask for a two-week extension for the RFP. Thanks for your consideration.	No extension for responses on the RFP	Email
Under Task 2. External Engagement the RFP states that the bulk of the external engagement will be performed by Port Staff with the consultant team supporting development and implementation of a public engagement plan. Can you clarify the role of the consulting team for this task and whether you prefer proposers include specific services and expertise in public engagement and outreach?	An overview of the support the consultant team could provide would be appreciated. However, Port staff will lead the engagement and will only require minimal support from the consultant.	Q-002227
The RFP mentions the Port has about 50 acres of land that will become available for development in the coming years as industrial remediation is completed and that there is interest in new strategies to advance future uses on this land related to port/international trade and the community. Were any previous studies conducted on these 50 acres? What does the port mean by future uses related to Community?	Some review and planning of the properties has occurred and can be shared with the selected consultant. Future use suggestions are looked for that are complimentary of the maritime cargo line of business and local community goals.	Q-002227
Is Attachment C the only information that is to be submitted for 'Compensation'?	Yes	Q-002234
Is the project fee structure fixed price, fixed price by task, or time and materials?	The project is a fixed price but you can list the fixed price by task under the fixed price.	Q-002234
Is there any material on the Port's Diversity, Equity, and Inclusion Plan that can be shared? This will help ensure that our approach and methodology is fully aligned with the Plan's goals.	Please see addendum 01	Q-002234
As a responsible and prudent, and relatively small, business we look to cap our liability for every contract. This contract includes no overall cap on liability. In order to give the Port of Tacoma a meaningful level of coverage, we propose a cap that is set at the value of 10x our fees	10x cap of your fees is acceptable	Q-002247
Please confirm if there is an established budget for this project, or any budget-related information you can share at this time.	The contract will not go over \$300k.	Q-002248
Under external engagement section 2 we'd like more understanding of expectations and deliverables. Are we writing a creative brief and then the Port is executing on it? Or are we developing a full suite of creative and media assets that are ready for implementation?	Port staff will lead the engagement and will only require minimal support from the consultant.	Q-002248
What duration is anticipated for a typical report draft review so that we can provide an accurate timeline for the four (4) drafts requested.	Two weeks seems like a reasonable time for port staff to review a draft document.	Q-002248
Can you expand more on the back-up Team request so that we can offer an organization chart that best addresses the concern?	I am unclear what this question is asking. Please explain how any risks to meeting deadlines will be mitigated and provide an organizational chart that demonstrates the scope of work can be accomplished by the team.	Q-002248
If needed, will there be an opportunity to provide redlines to the terms and conditions in our proposal response?	Per the background section of the RFP Terms and condition redlines should be submitted via email during the question period.	Q-002248
When can we expect answers to these questions so that we can provide a thoughtful response?	EOB 10/14/24	Q-002248