



QUESTIONS & RESPONSES #02

RFP or RFQ / TITLE 070421 | Strategic Plan Consultant Services

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ITEM #	PROPOSER QUESTIONS	PORT RESPONSES
1	Is there an incumbent or another contractor that provided support that will be used to inform this project? If so, who was it and what was their scope of work?	The original Strategic Plan for Port of Tacoma was facilitated by Berk and Associates.
2	In Task 1 how many people do you expect to attend the scoping workshop and do you anticipate it taking more than one day?	Possibly, 10-15 people and we don't anticipate this taking more than one day.
3	In Task 1: Interviews and Scoping, it states that "Consultant will prepare for and provide a briefing to the Port Commission, to present project design and work scope, and obtain Commission feedback." Is this briefing one of the four Commission briefings mentioned in the bulleted statement: <i>"The Commission will play a critical role in guiding this process. Consultant will brief the Commission four times over the course of the project, and will facilitate a retreat focused on review and discussion of the Draft Strategic Plan."</i> ?	Yes - staff will participate in briefings and leadership will help finalize the briefing content.

4	In Task 1 <i>Deliverables</i> , can you explain the difference between the third and fourth bullets?	Bullet #3 - Provide a written summary of the discussions of workshop to define the specific components of the Plan, including what it will and will not include, and how it will mesh with other Port efforts. Bullet #4 - Provide a written summary of Phase 1 to identify the Port's current business, strategy and organizational needs and issues, and to align those requirements with an effective Phase II scope and process design.
5	In Task 4 it states that there will be two Task Force meetings, but in another task it is implied that there are other Task Force meetings. Can you confirm that there will be only two Task Force meetings? If there is more than two, how many do you anticipate?	We have identified two Task Force Meetings for Task 4. However, Consultants may propose additional Task Force Meetings as needed.
6	Can you confirm that the RFP requires 22 total meetings: one Scoping workshop meeting, four Commission meetings, two Task Force meetings, six Project Team meetings, six Community Outreach meetings, one Staff Open House meeting, one Stakeholder Open House meeting, one Commission Retreat meeting?	In its proposal, the proposer should plan for a minimum of 10 in-person meetings: 2 Commission, 6 Community Engagement, and 2 Task Force and price their proposal accordingly. Other meetings, Project Team meetings for example, may be held via conference call or webinar. Meeting dates & times to be developed by Consultant. Should additional in-person meetings be requested by the Port, the contract may be amended to reflect those changes.
7	Will the Port of Tacoma provide a list of all of the venues for meetings and the retreat?	Port Staff will assist with establishing venues for meetings when dates are established.
8	Task 7, Sub-Task 7A bullet 2 states <i>"Obtain staff input on the Draft Plan. Work with Project Management Team to make the Draft Plan available to all port employees via poster boards in specific locations and/or an agency-wide e-mail and solicit e-mail feedback."</i> Will the consultant be collecting the e-mail feedback or will it be delivered to the POT Project team?	POT Project Team will collect feedback and supply it directly to the Consultant.

9	Section C of the RFP states that the contractor is to have extensive relevant expertise/experience with “strong emphasis on specific experience...” and that the successful applicant must be able to “demonstrate strong capabilities.” To ensure that we can provide this record of demonstrated experience, please confirm that past performance summaries can be added as an Appendix.	Appendices included as an attachment should only supplement and not replace information required to be submitted in the Proposal per the RFP.
10	What is the estimated budget or budget range for this project?	See Q&A No. 1.
11	Is the Port open to including tenants, customers, service providers and Tribes on the Task Force?	Yes.
12	Who will be the body empowered to make key decisions regarding strategic topics and priorities? Task Force? Project Management Team? Commission?	Guidance should come from the Commission with recommendations and support from the Task Force and Project Management Team.
13	Has the project schedule been designed to meet a firm deadline/date? To what extent does the project schedule have flexibility?	There is a strong desire to complete the project within this compressed schedule in order to engage the community in Port planning while interest levels are high.
14	Will the Port be responsible of final graphic design of the strategic plan??	Consultant will be responsible for final graphic design layout for review.
15	To what extent is the Port interested or willing to include other public, private or non-profit entities to be included in the plan, specifically the implementation matrix?	See #11, above.
16	In the Compensation section for the proposal in response to RFQ No. 070421, do you only want the hourly of rates of assigned staff, or are you asking for a complete project cost proposal?	Complete project cost.

17	What sort of engagement or coordination with the Port of Seattle (Northwest Seaport Alliance) is expected as part of this project?	See Q&A No. 1.
18	<p>As noted in the Personal Services Agreement, compensation will be accomplished on a <i>fixed price</i> basis. Can you confirm the following:</p> <ul style="list-style-type: none"> • In addition to consultant <i>hourly rates</i> is there an estimated fee for this project and if so what is it ? <ul style="list-style-type: none"> ○ If no specific fee, can you specify a range? • If yes to the above, is there a maximum limit to this fee? • If yes to the above please specify per annum or other. 	See Q&A No. 1.
19	You have specified that Compensation should be submitted in a document separate from the proposal. Please confirm if this is in addition to Page 4 of 4 in the Port of Tacoma Terms And Conditions Personal Services Agreement or inclusive of the Port of Tacoma Terms And Conditions Personal Services Agreement.	Compensation is a document separate from the proposal.
20	In addition to the scoring criterion will the Port be using a formula AND relative weighting to calibrate the final scores?	Yes.
21	<p><i>Identify the proposed team (to include name, position, degrees and certificates).</i></p> <ul style="list-style-type: none"> • Are there any minimum required certifications? • If yes to the above, what are the certifications and minimum requirements? 	No.
22	What are your bi-lingual requirements for the proposed team?	None.
23	Pg. 3, paragraph 1, line 3. "Consultant will present the components and level of altitude for strategic..." The word altitude looks as though it may be a typo. If so, what is the correct word?	Altitude as in level of detail.

24	Pg. 9, Compensation. To confirm, you are only requesting hourly rates in accordance with 4.a), b), c) and d) at this time? If this is incorrect, what additional information would you like provided under Compensation?	Incorrect. Total project cost in addition to hourly rates.
25	Attachment A. You note additional labor categories are not authorized without prior written approval from the Port's Project Manager. May we provide additional labor categories with our proposal?	Attachment A is an example. You may include other labor categories.
26	What is your estimated budget for this project? If unknown, what was the consulting budget for the 2012 strategic planning project?	See Q&A No. 1.
27	Have you been working with or had the assistance of a consultant in developing the Scope of Services for this RFP? If so, who?	No.
28	Does the Port of Tacoma have a target budget, or budget range, for this effort?	See Q&A No. 1.