



QUESTIONS AND ANSWERS No. 03

On-call Project Management and/or Project Controls Support Services

Contract No. **070872**

Project No. **Various**

CONTACT: Juli Tuson, Contracts & Procurement Analyst

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DATE OF ISSUE QUESTIONS AND ANSWERS: Friday, March 16, 2018

Question #	BIDDER QUESTIONS	PORT RESPONSES	Question to Port Date	Response Issued - Date	Attached Document
1	Section 2 of the RFP identifies "key individuals and support staff". Please clarify if these are the same as Project Management and Project Controls staff, or are you expecting other support staff (e.g. administrative)	These are the Project Management and Project Controls staff.	3/8/2018	3/9/2018	NA
2	Attachment "E" Hourly Rates: The table shows one line item for Project Management and one line item for Project Controls. Our project organization may include more than one individual per category. Can we provide separate rates for each individual?	Proposals will be evaluated on the personnel positions stated on the Rate Sheet provided in the RFP.	3/8/2018	3/9/2018	NA
3	Are the Cover Page, Resumes, and Appendix included in the page limit?	Please see RFP Section D. RFP Elements & Evaluation Criteria.	3/9/2018	3/9/2018	NA
4	Has the Port/NW Seaport Alliance had a similar contract in the past? If so, what firms are the prior contract holders? If not, what has prompted this opportunity?	This is a new effort for the Port. We need the services.	3/13/2018	3/13/2018	NA
5	Much of the scope of services reads like staff augmentation, yet the solicitation is for on-call services. How does the Port/NW Seaport Alliance envision the identified scope of services to be executed (i.e., staff delivering services via regular onsite presence or limited onsite visits/meetings supported by offsite performance of services at the selected firm's offices)?	This is for as-needed staff augmentation.	3/13/2018	3/13/2018	NA
6	Would all the projects managed under this contract be marine construction? If not, what other types of projects would be managed under this contract?	Support services are for capitol and expense projects regardless of type of construction.	3/14/2018	3/16/2018	NA
7	Would a Marine General Liability insurance policy be required instead of a Commercial General Liability policy?	No.	3/14/2018	3/16/2018	NA
8	What other insurance policies would be required?	Please see Addendum 02.	3/14/2018	3/16/2018	NA
9	What are the minimum insurance limits required for each policy?	Please see Addendum 02.	3/14/2018	3/16/2018	NA



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10	Would the Project Manager and Project Control Staff have an office onsite at the Port of Tacoma in which to perform day to day work? Or alternatively, would the majority of the day to day work be performed off-site at the Project Manager and Project Control Staffs' own offices with meetings and on-site visits to the Port of Tacoma on an as needed basis?	Location of Support Services Staff will vary by project. If on-site work is required, office space will be provided.	3/14/2018	3/16/2018	NA
11	Could you please provide an estimate as to how often you would want the Project Manager and Control Staff on site at the Port of Tacoma? For example – daily / weekly / a few times a month etc.	This will vary by project.	3/14/2018	3/16/2018	NA
12	How much notice will be given prior to the start of a project for contractor to schedule Project Manager and Project Controls personnel?	This will vary by project. Every effort will be made to provide as much notice as possible.	3/14/2018	3/16/2018	NA
13	How many individual projects does the Port of Tacoma expect to be active at any one time?	This will vary depending on need.	3/14/2018	3/16/2018	NA
14	What project management software will the Port of Tacoma require Contractor to use for tracking project progress? (i.e. MS Project, Primavera, etc.)	eBuilder & MS Project.	3/14/2018	3/16/2018	NA
15	Will there be any need to offer engineering support or other technical services in support of the projects? (i.e. drafters, modelers, designers, etc.)	No.	3/14/2018	3/16/2018	NA
16	Will the work take place solely in the Port of Tacoma or will other ports throughout the Puget Sound area be included?	The procurement is for the Port of Tacoma and NWSA South Harbor (Tacoma) only.	3/14/2018	3/16/2018	NA
17	Does the Port have any high level descriptions of the work scopes that will be managed by the Contractor Project Manager?	Not at this time.	3/14/2018	3/16/2018	NA
18	Will the Contractor Project Manager(s) and Project Controller(s) need to have a TWIC card?	Please see Attachment A - Instructions for Proposing.	3/14/2018	3/16/2018	NA
19	What are the QHSE training requirements for Contractor personnel?	Standard Port safety training will be provided individually.	3/14/2018	3/16/2018	NA
20	At any one time, what would the maximum number of Project Managers needed by the Port of Tacoma be under this contract?	This will vary by project.	3/14/2018	3/16/2018	NA



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22	Please clarify \$800K over 2 years. Eg. Will the contract be issued \$400K per year?	Please see RFP Section B - Contracting Description.	3/14/2018	3/16/2018	NA
23	Will selected firms need to re-bid subsequent task orders?	No. This is not envisioned.	3/14/2018	3/16/2018	NA
24	Please clarify insurance requirement for [vedor] [fimr] to execute this contract.	Please see Addendum 02.	3/14/2018	3/16/2018	NA
25	Will vendor firm manage Port staff to conduct constructability reviews and QA/QC of design documents? Or does vendor firm need to provide technical staff to perform construcatability review and QA/QC of design documents?	Supervision is not part of the RFP.	3/14/2018	3/16/2018	NA
26	Please clarify supplies and access that will be provided to vendor firm (computer, required software, computing access, office space, etc).	Workstation or laptop with all required software and office or modular space will be provided when on-site.	3/14/2018	3/16/2018	NA
27	Please clarify Staff Augmentation expectations. Does [port] have an expectation for vendor firm to be on site 40 hours/week while project is being initiated, planned and executed? OR Will vendor firm specify on-site availability and requirements?	Hours will vary by project and will be specified by the Port.	3/14/2018	3/16/2018	NA