



QUESTIONS & RESPONSES #01

RFP or RFQ / TITLE	071336 On-Call Surveying Services 2020	
CONTACT	Heather Shadko, PROCUREMENT	
EMAIL	procurement@portoftacoma.com	
PHONE NUMBER	253-383-5841	
SUBMITTAL DUE DATE	March 18th, 2020 @ 2:00 PM (PST)	
Q&A ISSUE DATE	March 5th, 2020 @ 11:00 PM (PST)	
PROPOSER QUESTIONS	PORT RESPONSES	RFP/ RFQ Section
Under Section D: SOQ Elements & Evaluation Criteria, in the first paragraph of the Proposal Elements, the RFQ asks consultants to generally discuss “providing civil/structural design and engineering support services.” Do you anticipate those services will be required under the On-Call Surveying Contract?	The sentence is corrected to say " Clearly describe the team's general approach and methodology for accomplishing the various services outline in the Scope of Services Section, generally providing Surveying Services...." no civil/structural engineering services are expected.	
I have a really simple question regarding formatting. I understand the 1in margins requirement, however, some of our graphics (pictures and title lines) are at .5in margins. All font and the body of our RFQ is all set to 1in. Is this acceptable or should I adjust accordingly?	There are several reviewers at the Port. Each grades the proposal individually and each has the latitude to distribute 10 points to "Accuracy and Completeness of the SOQ" of which formatting and layout is one of the criteria. The Port can't advise in this matter.	