



August 16, 2018

TO: HOLDERS LIST

**SUBJECT: CDFI Clean Truck Fund Program Support Services
CONTRACT NO. 070955**

ADDENDUM NUMBER # 01

This addendum is issued to add, remove, clarify and amend the following:

A. Attachment A – Instructions for Proposers

1. **DELETE and REPLACE** the issued Attachment A – INSTRUCTIONS TO BIDDERS with the attached Attachment A – INSTRUCTIONS TO CDFIs.

Attachments:

Attachment A – Instructions to CDFIs

PROCUREMENT PROCESS

SOLICITATION TIMELINE:

Issuance of RFQ	AUGUST 7, 2018
Last Day To Submit Questions	AUGUST 16, 2018
SOQs due	AUGUST 24, 2018@ 2:00 PM (PST)
Short List Consultants*	SEPTEMBER 6, 2018
Interviews (if required)*	SEPTEMBER 17, 2018
Final Selection*	SEPTEMBER 20, 2018
Execute Contract*	SEPTEMBER 20, 2018

Dates with an asterisk are estimated dates and are for information purposes only.

Based on the solicitation timeline above, ~~Proposers~~CDFIs may view the solicitation status by viewing the Submittal List on the Port's website.

VENDOR OBLIGATION

NWSA Requests for Bids, Requests for Proposals and Requests for Qualifications can be accessed on the Port's website, www.portoftacoma.com under 'Contract Opportunities'; Professional and Personal Services; RFPs/RFQs.

To document interest in a project, the Port strongly encourages Submitters to email the NWSA at NWSAprocurement@nwseaportalliance.com (**Solicitation Name** in subject line) to request placement on the document holders list for this solicitation. Provide the Main Contact Name, Address, Email, and Phone number to be included on the RFQ holders list. Firms requesting to be placed on the holders list will receive electronic notification regarding any issued addenda, Q&A's and other important information regarding this solicitation.

COMMUNICATION / INQUIRES

Written questions about the meaning or intent of the Solicitation Documents shall only be submitted to Procurement, NWSAprocurement@nwseaportalliance.com (**Solicitation Name** in subject line). ~~Proposers~~CDFIs who, relative to this scope of services, contact any individuals or Managing members representing the NWSA, other than NWSAprocurement@nwseaportalliance.com may be disqualified from consideration.

~~Proposers~~CDFIs who may have questions about provisions of these documents are to email their questions at least **five (5) business days** prior to the deadline for submittals. The NWSA will respond to all written questions submitted by this deadline.

PRE-PROPOSAL CONFERENCE

The NWSA will not conduct a pre-proposal conference for this procurement. To obtain answers to any questions or for further clarifications, submit all questions as noted above.

ADDENDA

The NWSA may make changes to this Solicitation. Oral or other interpretations, clarifications or submittal instructions will be without legal effect. Any information modifying a solicitation will be furnished in a formal, written addendum. If at any time, the Port changes, revises, deletes, increases, or otherwise modifies the Solicitation, the NWSA will issue a written Addendum to the Solicitation. Addenda will be posted to the Port's web site and conveyed to those potential submitters who have requested to be placed on the Holders List.

SUBMITTAL PROCESS

SOQs must be received via email on or before the date and time outlined on the front page of this RFQ. Send your electronic submittal to:

NWSAprocurement@nwseaportalliance.com

Name of Firm, RFQ Title (Subject Line)

Please submit one electronic copy in Adobe Acrobat PDF format, including all appendices. Submittals need to be limited to **9 MB in total email size**. It is the ~~Consultant's~~CDFI's responsibility to verify the receipt of the submittal. Electronic verification will be provided upon request.

~~*Late SOQs will not be accepted by the NWSA. SOQs received after the stated date and time will not be reviewed and shall be deemed non-responsive.~~

EVALUATION AND AWARD PROCESS

An evaluation team will review the SOQs and evaluate all responses received based upon the criteria listed herein. The NWSA may request clarifications or additional information, if needed. A selection may be made based on the SOQ's and initial evaluation criteria alone or the firms determined to be most qualified through the initial evaluation phase will be invited in for interviews and the final determination for short listed firms will be based on reference checks and interviews.

The NWSA intends to select the ~~Proposer~~CDFIs who represents the most qualified team to the NWSA ~~and begin the negotiation and award process based on the evaluated scores.~~

The selected ~~Consultant~~CDFIs will be invited to enter into contract~~s negotiations with the NWSA. Should the NWSA and the selected firm(s) not reach a mutual agreement, the Port will terminate negotiations and move to the next highest ranked firm and proceed with negotiations.~~

The NWSA reserves the right to accept or reject any or all information in its entirety or in part and to waive informalities and minor irregularities and to contract as the best interest of the NWSA may require. The NWSA reserves the right to reject any or all SOQs submitted as non-responsive or non-responsible.

GENERAL INFORMATION

News releases pertaining to this RFQ, the services, or the project to which it relates, shall not be made without prior approval by, and then only in coordination with, the NWSA.

COSTS BORNE BY PROPOSERSCDFIs

All costs incurred in the preparation of a SOQ and participation in this RFQ and negotiation process shall be borne by the proposing firms.

PUBLIC DISCLOSURE

SOQs submitted under this Solicitation will be considered public documents and, with limited exceptions, will become public information and may be reviewed by appointment by anyone requesting to do so following the conclusion of the evaluation, negotiation, and award process. This process is concluded when a signed contract is completed between the NWSA and the selected Consultant.

If a vendor considers any portion of its response to be protected under the law, the vendor shall clearly identify each such portion with words such as "CONFIDENTIAL", "PROPRIETARY" or "BUSINESS SECRET". If a request is made for disclosure of such portion, the NWSA will determine whether the material should be made available under the law. If the material is not exempt from public disclosure law, the NWSA will notify the vendor of the request and allow the vendor five (5) days to take whatever action it deems necessary to protect its interests. If the vendor fails or neglects to take such action within said period, the Port will release the portions of the response deemed subject to disclosure. By submitting a response the vendor assents to the procedure outlined in this paragraph and shall have no claim against the NWSA on account of actions taken under such procedure.