



QUESTIONS & RESPONSES #02

RFQ / TITLE 071433| On-Call SEPA, NEPA and Environmental Permitting Services

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SUBMITTAL DUE DATE November 16, 2020 @2:00 PM (PST)

Q&A ISSUE DATE November 10, 2020

PROPOSER QUESTIONS	PORT RESPONSES	RFP/ RFQ Section
Could you please clarify what is meant by the following statement? "General information for supporting the Port with an overall approach to architectural services at the Port."	See addendum #1 issued 11.5.2020	pg.8
<p>We have a couple questions about the RFQ in relation to insurance coverage as noted in 22. Insurance – Assumption of Risk:</p> <p>-Q. i. - Is Products and Completed Operations coverage required for Professional Services?</p> <p>-AAlso, we understand that we would need to know the Scope of Work and our fees to provide an endorsement on ISO Form CG 20 10 Form B (or equivalent). It seems unusual for the Scope of Services in Category A. Can you tell us more?</p>	<p>These are the Port's standard Terms & Conditions, so not everything described is for every contract. The Products & Completed Operations coverage applied to Public Works projects. Your firm's regular business insurance, if your firm normally does the work described in the RFQ should cover the type of work required by the On-Call.</p>	pg. 22
Page 8, 3 rd bullet: "General information for supporting the Port with an overall approach to architectural services at the Port." The RFQ is not for architectural services, could the Port please clarify the need for architectural services?	See addendum #1 issued 11.5.2020	pg.8

<p>Page 8, 4th bullet: "Schedule. Outline the team's experience completing the requested services within the stated schedule and describe how the team is able to respond to the Port's request for services." There is no stated schedule in the RFQ, could the Port please provide clarification on what it considers the "stated schedule"?</p>	<p>The stated schedule is the schedule established in the firm's previous work with other clients. How does the firm meet any given task order's schedule as stated in that task order?</p>	<p>pg.8</p>
<p>Will the three firms selected for Category B contracts need to compete for individual task orders or will they be assigned to a specific firm by Port of Tacoma staff?</p>	<p>They will be offered to a specific firm by Port staff and assigned so long as the schedule and budget meet Port expectations.</p>	
<p>Section 2 of the proposal is the Project Approach Narrative. Since this is an on-call and there is not a specific project assigned, we assume that you want us to discuss project approach to handling on-call task orders. Is this correct?</p>	<p>Yes.</p>	
<p>Under the 3rd bullet, there is a request to provide "General information for supporting the Port with an overall approach to architectural services at the Port." Would you please explain in more detail what is meant by "architectural services"?</p>	<p>See addendum #1 issued 11.5.2020</p>	
<p>We did not see an Attachment A included in the documentation. Is that attachment going to be provided prior to submittal deadline?</p>	<p>Attachment A is Instructions for Proposers, pages 1-5 at the end of the RFQ document.</p>	
<p>In regards to the insurance requirements, namely the requirement for Maritime Employers Liability (Section 22.b.vii). Maritime coverages are typically required only when employees are working on an offshore vessel (not a dock). Most of the SEPA/NEPA work and environmental permitting does not involve work on an offshore vessel. Obtaining those coverages would require that we go through an application process with our insurer and would take time and considerable expense. Since very little of the proposed scope of work has to do with work on offshore vessels, would you be able to waive that requirement for this contract? In addition, subconsultants that may be involved with working on an offshore vessel have that insurance.</p>	<p>The Port is willing to wave this requirement, but proof that subconsultants providing offshore vessel work must have Maritime Employers Liability will be required.</p>	

<p>We are instructed to prepare our submittal using 11-point font or larger with 1-inch margins. We assume this font and margin requirement applies to the main body text, is that correct? Can font used for captions, the organization chart, or other graphic information use a smaller font size?</p>	<p>Yes, as long is a readable size.</p>	