



City of Tacoma

Questions and Answers

Commencement Bay Resilience and Restoration Master Plan RFQ Specification No. CM24-0302F

All interested parties had the opportunity to submit questions in writing by email to Herichsen@cityoftacoma.org by date questions were due. The answers to the questions received are provided below and posted to the City's website at www.TacomaPurchasing.org; Navigate to [Current Contracting Opportunities / Services Solicitations](#), and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

- 1. Question:** Question on the governance structure: what is the high-level objective for the governance structure and implementation portion? Is it primarily focused on public agency partners, or include community or other parties?

Answer: The governance structure at a high level will focus in on the public agencies that own / manage property along Commencement Bay for the purpose of this phase of the work. Any recommendations for structure / implementation will be created through a broader engagement process to include feedback from multiple stakeholders as designed through the project.
- 2. Question:** What do you see as the biggest challenge?

Answer: The biggest challenge will be to build consensus and a fully visioned plan within the allocated time and budget – as any project of this size would face. From the perspective of a technical analysis, Commencement Bay has had a wide range of work already done, or currently being done within it and understanding the full landscape of data and work will be the biggest challenge in creating the prioritization matrix and framework.
- 3. Question:** Just and editorial question: the page limit mentioned on page 22 is 150 pages. Is this correct?

Answer: This is correct, we are looking to receive full proposals as responses and did not want to add any limitations on what is submitted.
- 4. Question:** The RFP says "SAC may conduct interviews ..." but from what you mentioned on this call, it sounded like there will be interviews for every team that submits a response. Can you please confirm?

Answer: Yes, every applicant team will be required to interview as long as their initial submission had all the required documentation.
- 5. Question:** Scoring criteria: how does scoring criteria work in terms of proposal and interview? is the scoring provided in Section 7 going to be combined with a separate score coming from the interviews?

Answer: The scoring for 'Qualifications/Experience of Respondent,' 'Project Manager and Personnel Qualifications and Experience,' and 'Proposed Process, Team Availability and Anticipated Schedule' will encompass a team's output during the interview process as well as the interviews will help to provide clarity and further insight into these categories for the review committee.
- 6. Question:** What level of design detail do you expect? High level conceptual design?



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Answer: High-level Conceptual Design will entail site renderings / images to begin to illustrate possible alternatives as studied. We are not looking for any level of schematic design as a part of this process.

- 7. Question:** Question related to Task 1 - The RFQ states "The City of Tacoma will conduct a stakeholder engagement process with technical assistance from the selected Consultant team." How much will the City be leading this stakeholder engagement? In what ways is the City looking for the consultant team to lead/support the stakeholder engagement?

Answer: The consultant team will play a key role in developing engagement materials / plans, providing technical expertise in the form of speaking, and presenting, taking notes and writing up any memos analyzing engagement sessions, providing project management as needed, and providing language access through interpretation / translation as needed. The City's PM will be the point person for most engagement coordination and will be the lead facilitator as appropriate for engagement sessions.

- 8. Question:** Who are the decision-makers that will be involved in finding consensus for this project?

Answer: The key steering committee is comprised of members of the City of Tacoma, Puyallup Tribe of Indians, Parks Tacoma, Port of Tacoma, Pierce County, and University of Washington's Puget Sound Institute. These organizations will be joined by several other partners as well as the community in building consensus towards the Master Planning effort. Partners and the community identified beyond the key steering committee will be engaged in many ways to provide input into the draft and final plans.

- 9. Question:** I would like to request the attendees list from the pre-bid meeting that was held yesterday for the Commencement Bay project for teaming purposes.

Answer:

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10. **Question:** Will there be a list of meeting (Pre-Submission) attendees to share?
Answer: See question 9
11. **Question:** Can you add a person to the list of attendees (Pre-submission meeting)?
Answer: See question 9
12. **Question:** The RFQ states, "The SOQ should be submitted in PDF format. The City recommends that the Proposer's SOQ submittals be limited to no more than 150 pages (not including City of Tacoma required forms)." However, in the submission requirements it is unclear what those required forms mentioned are exactly. Please clarify.
Answer: *The Signature page is the only required form.*
13. **Question:** In the RFQ, on page 31, there is a fee schedule breakdown and on page 33, a resource allocation breakdown – are either of these attachments meant to be in this initial proposal effort due 4/8 or are those something we would fill out if we were to advance to an interview? If they are meant to be in the proposal, where in the submission outline would you like those to be filled out and placed?
Answer: *Yes, both forms should be filled out as a part of the full submission package so that the review committee can understand the hours each consultant and sub-consultant team member will be putting towards this effort. These can be included as Appendix A for each submission.*
14. **Question:** Are there any expected transportation planning services beyond inventorying infrastructure?



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Answer: Perhaps, in that as the project progresses, if one of the 4-6 identified sites for conceptual design includes a street, rail right of way, or port operation, then the insights of a transportation planner may be needed. However, this study is not inherently for transportation planning in the traditional sense.

15. Question: How far upland do you envision the study area? Should teams consider integration of resilience strategies with adjacent neighborhoods?

Answer: The study area will encompass the entirety of the bay, plus wherever the flooding overlaps once consensus is built for the time horizons and emissions scenarios. The Master Planning effort will look to understand where flood pathways vs fringe flooding will occur and respond accordingly in creating the implementation road map to adapt to the water. Partners like the City of Fife, for example, may be included in resilient strategies for areas where flooding reaches beyond the City of Tacoma limits.