



City of Tacoma

## Questions and Answers

### TACOMA CITY THEATERS CONSULTING SERVICES RFP Specification No. PF24-0249F

All interested parties had the opportunity to submit questions in writing by email to Sara Bird, Senior Buyer 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](http://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: Is the Tacoma Venue & Events (TVE) department the primary City department and management entity for this solicitation and the project for the Tacoma City Theaters (TCT).**

Answer: Yes.

- 2. Question: Please share the anticipated organizational structure for TVE and the stakeholders participating in this project.**

Answer: TVE will be the contracting entity with the consultant, will help direct their work, and will receive their work product. Stakeholder rolls within the project are outlined within the contents of the RFP. TVE and non-City-department stakeholders have no joined organizational structure. TVE and City-department stakeholders share an organizational structure as detailed on the City's website:

[https://www.cityoftacoma.org/government/city\\_departments](https://www.cityoftacoma.org/government/city_departments).

- 3. Question: Is it accurate that the consultant will not be responsible for drafting the updated policy(s) and that the City and ASM will be responsible for both the initial draft(s) and additional policy updates?**

Answer: City and ASM will be responsible for drafting any policy updates based upon Consultant's recommendations. Such drafts will be reviewed by the Consultant and key stakeholders for additional feedback prior to finalization.

- 4. Question: Assuming the answer to #3 is in the affirmative, what reasonable time allowances should the consultants allocate for the drafting of the policy updates by the City and ASM?**

Answer: City will review all timeline proposals inclusive of allowances for drafting of policy updates. City and ASM will prioritize expediency in their drafting process while ensuring for thoroughness in any potential update drafting process.

- 5. Question: What allowances in the project schedule will be made for both November and December Holiday breaks / staff days off?**

Answer: City will review all timeline proposals inclusive of allowances for holidays.



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- 6. Question: In section 4 Contract Term, there is reference to "...stated goals of the parking operations", which is assumed to be an error. Rather it should read "...stated goals of the City" Please confirm.**

*Answer: Section 4 should read: The City suggests a contract term ending February 28, 2025, and will consider all combinations of initial and renewal terms. Proposers suggesting a different term length should justify the request and its benefits to the stated goals of the scope of services and deliverables. The City reserves the right to cancel the contract for any reason, by written notice, as stipulated in the contract.*