



City of Tacoma

Questions and Answers

YOUTH AND COMMUNITY BICYCLE EDUCATION SERVICES

Specification No. **PW24-0222F**

All interested parties had the opportunity to submit questions in writing by email to Carly Fowler via email to cfowler@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](#) / Choose an item., 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.

Question 1: Could you provide more details on the logistics of traffic gardens and school-based bike rodeo events? Are the schools already pre-selected, or will the vendor be responsible for identifying these locations?

Answer 1: Schools will be pre-selected. The bike rodeos are assigned based on the [Safe Routes to School \(SRTS\) Action Plan](#) school prioritization list and respective SRTS and Public Works (PW) active transportation construction improvements. For Spring 2025 the schools eligible to receive bike rodeos will be: Boze Elementary and Edna Travis Elementary School. Boze Elementary School is receiving SRTS and PW construction improvements along E 64th St and Edna Travis Elementary is adjacent to the J St Bicycle Blvd project and did not receive a bike rodeo, as the safety improvements adjacent to the school occurred in 2016 prior to the SRTS program being established in 2017. Bike rodeos are to be provided out of school hours and focus on teaching youth basic bicycle handling skills and involving families for adult learning of youth safety.

The Traffic Garden locations are based on several factors including the [Safe Routes to School Action Plan](#) school prioritization list, the city's equity index, proximity to parks, proximity to free summer meals, proximity to PW construction projects, prior and upcoming SRTS efforts with the school, and other factors such as district and school permission. The potential locations for these next pop-up events could be at two of the following locations: Sheridan Elementary, Blix Elementary, Larchmont Elementary and/or DeLong Elementary. The Vendor would work with City staff to determine the locations and coordinate implementation. Traffic garden locations in 2021, 2022, 2023, and 2024 were hosted at: People's Center, Hilltop Heritage, Roosevelt, Mann, Stanley, Edison, Stafford, THA Salishan Family Investment Center, Edna Travis Park, and Reed.

Bike Rodeos and traffic gardens can be hosted in partnership with other school-wide family events such as Community Resource fairs or end-of-the-year celebrations. The Vendor is responsible for coordinating the event date with the school and organizing the event, while keeping city staff involved and informed in key-decision making steps.

Question 2: Will we receive additional support, such as extra city staff or resources, beyond what is outlined in the RFP for these events?



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Answer 2: The SRTS program can lend the vendor the following materials to host the bike rodeos and traffic gardens that the vendor will need to coordinate and pick-up from the Tacoma Municipal Building: bike rodeo station signs, station sign mounting cones, half-tennis balls for the “rock-dodge” station, printed laminated educational posters and safety tips, printed sign-in forms for adults, translation of materials, and reflective stickers for decorating helmets. Traffic garden installation is the responsibility of the vendor. City staff can provide the following for traffic garden pop-up installation: templates with measurements for different types of traffic garden designs, spray chalk, measurement wheels, and spray chalk wands.

The awarded vendor is responsible for reaching out and collaborating with the partners, while keeping the city staff in the loop, and staffing the majority of each event. Additional support may be available from city staff. Details on these logistics will be discussed and negotiated further in the kick-off meeting with the awarded vendor.

Question 3: For Task 7, could you clarify expectations regarding the frequency and target audience for each potential program or event?

Answer 3: Work under Task 7 is not guaranteed and will depend on funding and the direction of the City’s active transportation program. Task 7 gives the City and the selected vendor the option to partner on additional programming if both parties agree to a scope, timeline and budget for additional community bike education programs and outreach. For example, if the City received a grant to offer e-bike incentives in 2025 and wanted the selected vendor to provide additional programming and outreach as part of the grant (i.e. Adult Learn to Ride Bicycle Education Classes, e-bike test rides, etc.) the City could reach out to the selected vendor and discuss their availability to take on additional work. The frequency and target audience would be developed at that time.

Question 4: What high-priority offerings does the City prefer under Task 7? How will these additional services be funded in the first year of service?

Answer 4: Work under Task 7 is not guaranteed and will depend on funding and the direction of the City’s active transportation program. Task 7 gives the City and the selected vendor the option to partner on additional programming if both parties agree to a scope, timeline and budget for additional community bike education programs and outreach. The city does not have any secured funding for work under Task 7 at this time nor any high priority offerings.

Question 5: Who should we direct invoices to for the various tasks, and are there specific billing guidelines we should follow for deliverables?

Answer 5: Invoices shall be submitted through the City’s Ariba invoicing process, which is set up with the Vendor upon being awarded the contract. All invoices shall include dates of service,



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services provided and associated task number, location of services, number of youth and adults served, and the contract number that will be provided from City staff.

Question 6: What specific metrics or reporting standards are expected for tracking the success of youth and community bicycle education programs? Will the City provide templates or formats for these reports?

Answer 6: Details on reporting metrics and standards will be discussed further in the kick-off meeting with the awarded vendor. The vendor shall anticipate reporting on the following metrics at a minimum: the number of people (youth and adults) served, number of families present if applicable with language and zip code information, the number of helmets properly fit and provided, the number of bikes distributed if applicable, the number and affiliated organizations of community partners present, and the learning objectives and/or curriculum as relevant to the program. The template and format for reporting can be discussed with the awarded vendor during the kick-off meeting. If Task 7 work proceeds, reporting metrics for that work will be provided as part of the scoping discussions.

Question 7: Are there any preferred data collection tools or methods the city would like us to use for reporting participation, outcomes, and other key performance indicators?

Answer 7: Details on data collection tools and methods will be discussed further in the kick-off meeting with the awarded vendor.

Question 8: How involved will the City be in facilitating partnerships with schools and community organizations, or will this responsibility fall primarily to the vendor? Will we need to staff each event independently?

Answer 8: The awarded vendor is responsible for reaching out and collaborating with the partners, while keeping the city staff in the loop, and staffing the majority of each event. Additional support may be available from city staff. Details on these logistics will be discussed and negotiated further in the kick-off meeting with the awarded vendor.

Question 9: Is there a network of existing school or community partners that the selected vendor should engage with, or will new partnerships need to be established?

Answer 9: Many partnerships already exist, and some will require re-introduction. Details on these logistics will be discussed and negotiated further in the kick-off meeting with the awarded vendor.

Question 10: How will the City handle adjustments to program delivery in the case of under-enrollment or unforeseen challenges?



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Answer 10: The city will set up recurring meetings with the vendor to track progress, better understand needed supports, and help the vendor adapt as needed. The city can help promote select programming to help encourage enrollment and participation.

Question 11: Will the City provide ongoing feedback during the contract term to help the vendor improve and adapt programs as needed?

Answer 11: Yes. The city will set up recurring meetings with the vendor to track progress, better understand needed supports, and help the vendor adapt as needed.

Question 12: Who will serve as the primary point of contact for contract-related communications?

Answer 12: A city staff within the Department of Public Works, Transportation Division will be the awarded vendor's point of contact.

Question 13: For the key personnel section, how many individuals can we list, and is there a minimum number of hours required for them to qualify as key personnel?

Answer 13: As many as needed to implement the scope of services requested. There is no minimum hours required to qualify as key personnel.

Question 14: Regarding the section asking for two projects similar in scope and complexity, could you specify which aspects of the scope or complexity are of most interest? Are there particular outcomes or challenges you'd like us to emphasize?

Answer 14: Please describe two projects that have similar multi-dimensional scopes of work, such as coordinating with numerous partners, relationship development, event planning, and evaluation.

Question 15: Can we reference past work with Safe Routes to School in this portion of the proposal?

Answer 15: Yes.

Question 16: Would it be acceptable to use Cailin Henley as a reference for our previous work? Cailin has been closely involved in relevant projects and can speak to our performance.

Answer 16: No. Please provide two references that are not City employees.