



City of Tacoma

## Questions and Answers

### NEIGHBORHOOD PLANNING PROGRAM

RFP Specification No. PL22-0032F

All interested parties had the opportunity to submit questions in writing by email to Seth Hartz, 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.

**Question 1: Hi, I was wondering if the City has someone they work with for language translation services, both spoken and written?**

Answer 1: The City has a new Language Access coordinator and access to translation and interpretation services. However, we are looking for additional consultant support for translation and transcreation, and to ensure that materials are culturally competent.

**Question 2: Are non-US consulting firms eligible to submit to and be considered for this RFP opportunity?**

Answer 2: There is not a restriction for firms outside of the USA submitting proposals, but they need to be able to provide all of the services outlined in the RFP.

**Question 3: Would the City consider extending the submittal deadline for the RFP?**

Answer 3: We will consider extending the submittal deadline if we don't receive adequate responses.

**Question 4: The RFP discusses a broad range of areas of expertise for analyzing the neighborhoods in question. Are there any particular areas of analysis where the City is looking for strength from the consultant team?**

Answer 4: We are looking for a consultant team who can support the technical analysis for growth management strategies, property inventory, and neighborhood conditions/demographics, as well as a team who can support the multi-stakeholder engagement process in a culturally competent way.

**Question 5: We can't find a page limit listed in the RFP, except for resumes. Is there no overall page limit for proposals?**

Answer 5: There is not a limitation to the number of pages, but please ensure that you are concise with your responses and do not add any additional advertising / brochures that are not asked for in the solicitation.

**Question 6: The RFP identifies some key issues and potential implementing actions that may require specific technical expertise (for example, transportation and parking planning or urban design). Is the City looking for a team**



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**proposal that includes a full range of technical experts (potentially as “on call”, but including their qualifications in the submittal) or would identification of experts with which we have existing relationships suffice, knowing they could be brought in if needed?**

**Answer 6:** Either would be adequate, as long as examples and/or resumes are provided.

**Question 7:** While labeled an RFP, the submittal requirements are focused on describing our qualifications and experience. To what extent is the City looking for a proposed approach to the work (or options) in the submittal?

**Answer 7:** We are looking for a demonstration of skills and experience as it relates to how you would propose approaching neighborhood planning in these two neighborhoods.