



City of Tacoma
Planning and Development Services

2024 Comprehensive Plan Update
RFP Specification No. PL23-0065F

QUESTIONS and ANSWERS

All interested parties had the opportunity to submit questions in writing by email to Tad Carlson by 3:00 pm on March 29, 2023. The answers to the received questions are provided below and posted to the City's website at www.TacomaPurchasing.org: Navigate to *Current Contracting Opportunities / Services*, 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 share more details about the Comprehensive Plan Update? For example, When was it last updated?**

Answer 1: The last periodic review was conducted in 2015, however, we do consider Plan amendments on an annual basis. Recent amendments include the adoption of Home in Tacoma Phase 1 (2021), which modified the Urban Form Chapter of the Comprehensive Plan, and specifically the Future Land Use Map, to replace our Single Family and Multi-Family Low Density Designations with new Low-Scale and Mid-Scale classifications. The implementation of these policies is being conducted separately from the Comprehensive Plan update through ongoing zoning reform efforts and an Environmental Impact Statement. This process also included amendments to the Housing Element. Information on Home in Tacoma is available at www.cityoftacoma.org/homeintacoma. The Annual Amendments are typically more site specific in nature, with past amendments focused on specific Future Land Use Map amendment requests.

Question 2: **Do you plan to have questions and answer zoom call ahead of the deadline?**

Answer 2: There was no pre-proposal meeting for these specifications.

Question 3: **Is there anything you can convey to me that was left out of the RFP but would be helpful for applicants to know before submitting a proposal?**

Answer 3: Yes, two things: First, for clarification, our expectation is that through the scoping phase of the project, the City will work with the consultant team to develop a detailed scope of work and schedule, identifying high priority tasks and deliverables, specific staff and consultant roles and responsibilities, expected level of effort, as well as final budget allocations to specific tasks based on the final scope of work and

engagement plan. Second, given that the City is concurrently engaged in multiple major policy initiatives (Home in Tacoma, Pacific Avenue Subarea Plan, Tideflats Subarea Plan, Watershed Planning) and has completed significant community outreach the past few years (Climate Action Plan, Home in Tacoma Phase 1) our engagement strategies will need to be closely coordinated with these efforts, and thoughtful to avoid “engagement fatigue” among community members.

Question 4: **Can the City of Tacoma provide a detailed schedule of the project, and confirm that the June 30, 2025 is a firm deadline?**

Answer 4: The intent is to complete the Comprehensive Plan update by the end of 2024. However, we recognize that we may need additional schedule flexibility to accommodate the City Council legislative process and then to complete the Plan certification process. Our intent through the initial scoping phase with the selected consultant team is to develop a detailed and realistic scope and schedule to complete the work on time and within our existing budget.

Question 5: **Is the City more likely to be seeking a wholesale change to the current format, or is the City looking to modify or otherwise update the existing format as needed?**

Answer 5: We prefer to maintain the overall layout and design of the Comprehensive Plan, while making appropriate modifications. For example, the current Transportation Master Plan and Historic Preservation Program chapters do not follow the overall format and style of the Plan. We would like to integrate these documents into the overall format and style. Our intent is to ensure a consistent format, style, and content sequencing throughout each chapter. We do envision modifications to the existing template by incorporating additional narrative, baseline data, performance measures, and implementation actions into each chapter. We also anticipate that some topics addressed within existing chapters may require new chapters. For example, while climate change is addressed throughout the current plan, we are interested in developing a climate element.

Question 6: **What level of technical planning support is the City looking for in the consultant team given it's not listed as one of the skill sets for the project in Section 2?**

Answer 6: While section 2 does not list specific technical planning support or analyses, the scope of work includes general areas of support that we would want to see addressed in the consultant qualifications. For example, qualifications should include the demonstrated ability to conduct a best available science review, establish baseline data as necessary for each policy element, update transportation modeling, and evaluate level of service (LOS) standards and potential updates to LOS standards. Rather than specifying data needs we prefer to work with the consultant team to identify the most meaningful data

and analysis to support the update to element goals and establish performance measures.

Question 7: **What portion of the overall contract do you expect to be allocated to Transportation Planning? Does the City expect the project will be led by a transportation or planning firm?**

Answer 7: *While this type of project is commonly led by a planning firm this is not required and the RFP is focused more directly on the staff qualifications rather than firm qualifications to ensure that we can secure the highest qualified project manager and team of subject matter experts. While we do not have a specific budget proposed for the transportation planning element, our intent is to work with the consultant team on the scope of the proposed amendments and Plan updates and determine that budget allocation as part of the first phase of the process. In 2015, as part of our last periodic review, the City conducted an extensive transportation planning process, culminating in the Transportation Master Plan. This document is available as the Transportation Element of the Comprehensive Plan at www.cityoftacoma.org/onetacoma. We anticipate that the 2024 update will be more limited in scope.*

Question 8: **Does the City expect to develop a new brand for the project or continue with the One Tacoma theme? Will the entire document be re-designed?**

Answer 8: *At this time we are planning on continuing the “One Tacoma” theme but are open to alternatives that arise out of the community engagement process.*

Question 9: **Does the City have any interest in pursuing a web-based version of the plan?**

Answer 9: *We have interest in a web-based version long-term, but not as part of this effort.*