



City of Tacoma
Planning & Development Services
HISTORIC PRESERVATION INCENTIVES STUDY
Specification No. PL23-0212F

QUESTIONS and ANSWERS

All interested parties had the opportunity to submit questions in writing by email to Carly Fowler by November 27, 2023. 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*, 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: Phase 1 is expected to take 6 months and conclude in early 2024 (p.6), but it looks like work wouldn't actually begin until Jan 2024 at the earliest. Could you clarify the anticipated schedule? Is there a hard date by which Phase 1 would need to be complete?

Answer 1: Thank you for the question. There is no hard date for the conclusion of this project; the narrative in the description on page 6 was based on earlier assumptions about the project schedule. The intent is to have this project wrapped up mid-2024, but this timeframe may be lengthened if needed.

Question 2: Phase 1 includes "discussions with the development community, Tacoma Community and Economic Development Department staff, Tacoma Historic Preservation staff, stakeholders including the Washington Trust for Historic Preservation, the Washington State Department of Archaeology and Historic Preservation and others." Is the expectation that all these meetings would be in-person or is the understanding that a substantial share could be virtual?

Answer 2: There is no requirement that these are in person meetings. Our expectation is that these organizations are consulted as subject matter expert/stakeholders, but there is no formal meeting requirement or required format.

Question 3: Should proposer's responses to 10.1-10.4 focus strictly on Phase 1 or, instead, address both Phases 1 and 2? To put it another way, is the expectation that the team selected for Phase 1 would also be engaged in Phase 2, or might there be a second RFP process?

Answer 3: If there is funding for Phase 2, it is our expectation that these services would be conducted by the same team and that there would not be a second Request for Proposals.