



**City of Tacoma  
Public Works Engineering  
Impact Fees  
RFP Specification No. PW20-0268F**

**QUESTIONS and ANSWERS**

All interested parties had the opportunity to submit questions in writing by email to Ryan Foster by September 18, 2020. 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 / Supplies / Public Works and Improvements*, 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:       General: What does the City's desired team look like?**

Answer 1: Assuming this means the consultant team, the City is allowing firms to submit proposals on part or all of the RFP scope of work. For firms bidding on part of the RFP, the City expects that there are mechanisms in place to allow for coordination of all selected teams and that the firm(s) selected address the needs of the RFP.

**Question 2:       Page 6 of the RFP mentions "a separate, competitively bid consultant contract (or contracts)... to develop the fee structure for the recommended programs." Would the firm or firms leading the current effort be precluded from submitting on that separate effort?**

Answer 2: At this time, the City is not aware of any particular provision that prohibits or precludes a firm from bidding on a future potential RFP to develop the fee structure for the recommended program.

**Question 3:       Page 9 of the RFP mentions that "submittals should be 20 pages, double-sided, excluding forms, standard company brochures or resumes." Since this is an electronic submittal, does this mean this portion of the submittal can be up to 40 pages?**

Answer 3: Proposals up to 40 pages electronic is acceptable. When printed the proposal should result in 20 pages double-side total.

**Question 4:       Also, related to the page limit, does the proposal's front cover, letter of interest, or back cover count toward that page limit?**

Answer 4: The front cover, letter of interest, and back cover count towards the 40 single-sided or 20 double-sided page limit.

**Question 5:       Page 10: Can the client references be for the full team or should they be only for the prime consultant?**

Answer 5: The client references should be for the full team with clear delineation of the firm that the reference is supporting.

**Question 6: Page 18 (Signature page): Are digital signatures acceptable?**

Answer 6: Digital signatures for the RFP are acceptable

**Question 7: Insurance provisions and terms: If we desire edits to these items, should we include those comments with our proposal? And, if so, would those comments be a part of the page limit mentioned above?**

Answer 7: The insurance agreement in the RFP is a template. During the contract negotiation process, revisions may be allowed. Successful firms should explain concerns regarding contracting provisions during the interview process.

**Question 8: Does the City use any existing zone definitions to plan and provide transportation, fire or parks services?**

Answer 8: The City of Tacoma has a variety of geographical districts, such as Zoning, Councilmanic and Police Sectors ([https://www.cityoftacoma.org/government/city\\_departments/community\\_and\\_economic\\_development/geographic\\_information\\_systems\\_gis](https://www.cityoftacoma.org/government/city_departments/community_and_economic_development/geographic_information_systems_gis)). Tacoma Fire releases an annual report that provides an overview of the department's performance and values. They have also provided GIS files related to their management zones. ([https://www.cityoftacoma.org/government/city\\_departments/fire/About/annual\\_report](https://www.cityoftacoma.org/government/city_departments/fire/About/annual_report)). Metro Parks Tacoma Strategic Plan outlines additional strategies for providing park services (<https://www.metroparkstacoma.org/about/agency-plans-partnerships/strategic-plan/>).  
\*Attachment

**Question 9: The project scope notes that project lists are not readily available in planning documents. What work has been done to date to develop information on capital projects needed for fire services?**

Answer 9: The City's 2019-2020 Capital Facilities Plan identifies projects that are funded for that Biennium (<https://cms.cityoftacoma.org/finance/budget/2019-2020/Proposed%202019-2024%20Capital%20Facilities%20Program.pdf>). Beyond these projects, TFD will begin planning for future growth in the South Sound area. TFD will undertake a service masterplan study in order to understand the service delivery and facility needs as Tacoma and surrounding areas grow. This study will seek to develop strategic understanding of facility needs and location throughout TFD's service. The development of this study has not yet begun. \*\* A Facility Assessment was completed in 2019 for all TFD's buildings. The Master Facility Plan was begun but postponed indefinitely with the financial impacts of COVID-19.

**Question 10: What is the current timeline for completion and adoption of the 2021-2026 Capital Facilities Plan?**

Answer 10: The 2021-2026 Capital Facilities Plan is scheduled to be adopted concurrently with the 2021-2022 Biennial Budget, which is by December 31, 2020.

**Question 11:** The scope of work outlines a robust staff and community engagement plan. Does the City envision in-person engagement for these sessions or is a virtual or some combination of virtual and in-person engagement envisioned?

Answer 11: Considering current and potential pandemic restrictions, the City anticipates that a combination of virtual and in-person engagement will be utilized. In-person is dependent on State and City meeting restrictions. At this time, the Municipal Building (all City buildings?) is closed to the public until January 4, 2021

**Question 12:** What conversations has the City had to consider charging impact fees to commercial development, particularly in the context of park impact fees?

Answer 12: Metro Parks Tacoma is a separate municipal corporation that collects a portion of property taxes. They were consulted as part of the 2018 Impact Fee feasibility analysis and are considered a key stakeholder for future discussions. The City is unaware if Metro Parks Tacoma might be having independent discussion regarding Impact Fees.