



**PORT OF TACOMA  
REQUEST FOR PROPOSALS  
No. 071573**

**Tribal and Intergovernmental Relations and  
Facilitation Services**

Issued by  
Port of Tacoma  
One Sitcum Plaza  
P.O. Box 1837  
Tacoma, WA 98401-1837

RFP INFORMATION	
Contact:	Heather Shadko, Procurement
Email Addresses:	<a href="mailto:procurement@portoftacoma.com">procurement@portoftacoma.com</a>
Phone:	(253) 428-8697
Submittal Date	<b>OCTOBER 21, 2021 @ 2:00PM (PST)</b>

**\*PLEASE NOTE ONLY SUBMIT PROPOSALS  
VIA MAIL OR COURIER-SEE ATTACHMENT A**

ONLY CORRESPONDENCE CAN BE SUBMITTED BY E-MAIL TO THE  
PROCUREMENT CONTACT LISTED ABOVE; INCLUDE 'TRIBAL AND  
INTERGOVERNMENTAL RELATIONS AND FACILITATION SERVICES'  
IN THE SUBJECT LINE.

**PORT OF TACOMA**  
**Request for Proposals (RFP) # 071573**

**Tribal and Intergovernmental Relations and Facilitation Services**

The Port of Tacoma is soliciting proposals from firms interested in providing strategic advice and consulting services relating to projects and opportunities with the Puyallup Tribe and advice relating to intergovernmental initiatives within the region.

**A. BACKGROUND**

The Port of Tacoma is a major center for container cargo, bulk, break-bulk, autos and heavy-lift cargo. Created by Pierce County citizens in 1918, the Port of Tacoma has become one of the largest container ports in North America and one of the top 50 in the world. The Port of Tacoma manages a diverse set of business operations relating to maritime trade. The Port is governed by five elected Commissioners. To learn more about the Port of Tacoma, visit [www.portoftacoma.com](http://www.portoftacoma.com).

The Port's Standard Terms and Conditions are included as Attachment B to this RFP.

By submitting a Proposal, the Proposer represents that it has carefully read and agrees to be bound by the Port's Standard Terms and Conditions. Identify during the question submittal and response period, any sections you consider onerous, clarify why you consider these sections onerous, propose alternative language and describe why it is in the Port's best interests to adopt the alternative language.

Proposals submitted with altered or conditioned Terms and Conditions without prior written agreement from the Port will be considered non-responsive and not considered for evaluation.

The Port anticipates awarding one (1) contract to begin in November 2021 for an initial period of fourteen (14) months, with three one year options for renewal at the sole discretion of the Port.

**B. SCOPE OF SERVICES**

The Consultant shall provide strategic advice and consulting to include but not limited to:

- Identify key Puyallup tribal relationships for the Port and assist in creating opportunities to build and strengthen, including the facilitation of meetings between the Puyallup Tribe and the Port of Tacoma, relating to:
  - Dredging projects
  - Habitat enhancement opportunities
  - Fish barrier removal opportunities
  - Cleanup and remediation opportunities

- Joint Economic Development opportunities
- Strategic advice on effective implementation of the Puyallup Land Claims Settlement of 1989, as amended, including educational materials for Port staff and Commission.
- Strategic advice on regional intergovernmental cooperation initiatives among the Puyallup Tribe, Port of Tacoma, Cities of Tacoma and Fife, Pierce County and the State of Washington.

### **C. DELIVERABLES:**

The Consultant shall facilitate meetings between the Tribe, Port, and other parties from time to time as directed by the Port's Executive Director. These meetings are expected at least monthly, but also more often as needed.

### **D. ASSUMPTIONS:**

The Consultant shall provide recommendations for economic development partnership opportunities between the Puyallup Tribe, possibly in cooperation with Marine View Ventures, and the Port of Tacoma.

### **E. PROPOSAL ELEMENTS & EVALUATION CRITERIA:**

Proposals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the proposing team (to include the prime, key team members and major sub-consultants) and the team's ability to meet the requirements and provide the requested services of this RFP. The written proposals should be prepared in the same sequential order of proposal criteria as outlined below.

Proposals are limited to 8 numbered pages (8 ½ by 11 inch) **excluding** the cover letter, compensation information and all appendices. All pages shall be in portrait orientation with 1 inch (1") margins. Font size shall be 11 point or larger. Proposals that do not follow this format may be rejected.

The cover letter shall include the RFP Title and Number, Name, Title, Email Address, Phone Number and current Address of the submitting firm's main contact and include the following information:

- Describe any claim submitted by any client against the prime firm within the past two years related to the professional services provided by the firm or its key personnel. For purposes of this request, "claim" means a sum of money in dispute in excess of 10% of the firm's fee for the services provided.
- Any real or perceived conflicts of interests for team members, inclusive of the prime, sub-consultants and key team members.

**Proposals are to address, and will be evaluated upon, the following criteria:**

**INITIAL EVALUATION PHASE**

**1. Qualifications & Experience.....35 PTS**

Identify the proposed team (to include working titles, degrees, certificates and licenses), demonstrate the team's experience in performing the requested services and describe how the team meets or exceeds the required qualifications.

Resumes of the key individuals may be included as an appendix and are not included in the total page count. Resumes are to be limited to one single-sided, letter-size page. Resumes exceeding this limit will not be reviewed.

- The Port will evaluate the experience, technical competence and qualifications of the Key Personnel identified, their project specific roles and responsibilities, and overall organization of the project team. Emphasis will be placed on demonstrated experience with:
  - Demonstrated experience with and knowledge the Puyallup Land Claims Settlement of 1988, as amended.
  - Experience with Tribal and local governments in Pierce County.
  - Knowledge of economic development principles.
  - Familiarity with WA port districts
- Include a list of recent contracts/projects in the last five years, to include a point of contact, contact information (phone and email), and brief description, for services relevant to the items listed in the Scope of Services as performed by the key personnel. Only projects completed by key members of the project team will be considered.

**2. Project Approach Narrative.....40 PTS**

Proposals should clearly outline the team's recommended approach and methodology for:

- Accomplishing the Scope of Services: Clearly describe the approaches and methods that will be used to accomplish the tasks required in the scope of services. Include a summary of innovative ideas and suggestions for enhancing the scope of services.
- Schedule: Outline the team's experience providing and describe how the team is able to respond to the Port's request for services.
- Coordination & Communication: Provide a plan for communications and coordination between the project team, the Port's project manager and the various stakeholders.
- What risks that are beyond your control do you see in providing this service and how would you mitigate them?

**3. Compensation.....25 PTS**

Present detailed information on the firm's proposed fee structure for all resources for the services proposed.

**Compensation information MUST be provided separately from the proposal, in an individual PDF document.**

All rates quoted shall be:

- a) Fixed, fully burdened, including, but not limited to, per diem, administrative overhead, travel, lodging, and transportation (all direct/indirect expenses included);**
- b) Quoted in US Dollars;
- c) Full cost inclusive of sales tax and other government fees, taxes and charges; and
- d) Valid throughout the contract period unless otherwise amended and agreed to by both parties in writing.

FINAL EVALUATION PHASE (if applicable)

**4. Interviews (as requested by the Port).....100 PTS**

If an award is not made based on the written evaluations alone, interviews may be conducted with at least the top two (2) ranked proposers. Failure to participate in the interview process will result in the Proposer's disqualification from further consideration. Travel costs will not be reimbursed for the interview.

**5. References.....50 PTS**

Reference checks may be performed on the selected firm, if based directly on the proposals received, or on shortlisted firms if interviews are being requested. The Port may evaluate the reference checks to assess the proposed team's overall performance and success of previous, similar work. Reference checks may also be utilized to validate information contained in the proposal.

**ATTACHMENT A – INSTRUCTIONS FOR PROPOSING**

**ATTACHMENT B – PERSONAL SERVICES CONTRACT TEMPLATE & TERMS AND CONDITIONS**

**ATTACHMENT C – RATES**