



## QUESTIONS & RESPONSES #02

**TITLE** 071691 | On Call Graphic Services  
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**SUBMITTAL DUE DATE** May 20, 2022 @ 2:00PM (PST)  
**Q&A ISSUE DATE** May 16, 2022

QUESTIONS	PORT RESPONSES	REFERENCE
Can companies from Outside USA can apply for this? (like,from India or Canada)	Yes.	N/A
Will we need to come over there for meetings?	Possibly. However, we have successfully completed some projects entirely remote and without in person meetings.	N/A
Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	Yes, as long as technology and time zone allows easy access and sharing (including meetings) of data and other information.	N/A
Can we submit the proposals via email?	Yes, per the submittal instructions proposals will need to be submitted via the provided email address.	Submittal Instructions
Can you clarify what is meant by "icons" in the following bullet under Deliverables? "Graphics simplifying and depicting complex data and information, such as icons."	Icon refers to a graphic or symbol that represents port related operations or equipment which may not exist or be available for use.	Deliverables
The RFP says materials will be used for internal and public meetings, could you be more specific about likely target audiences for these materials?	Staff frequently prepare written materials that sometimes need graphics to help illustrate complex information. This may include illustrating plans, studies, data, geography. The materials could be used for internal staff conversations and sometimes be later used for communications with port commissioners.	Scope of Services
What departments or project manager (titles) are expected to utilize this on-call?	The on-call would be open to all departments, but is intended for use by staff in the Environmental and Planning Department.	N/A
What departments or project manager (titles) have utilized this on-call in the past?	Environmental and Planning staff have used the prior on-call, for environmental program communication materials and support for visioning materials.	N/A
Is there a current incumbent for the work?	No.	N/A
Do you intend to award one or multiple contracts?	Anticipated award of multiple as stated in the RFP.	N/A
Will any of these deliverables have a digital version available to access on a website? Map and drawings Graphics simplifying and depicting complex data and information, such as icons Existing graphic material Multi-scale aerial images Interactive maps and story maps	Yes to all.	Deliverables
The RFP states, "Interactive maps and story maps." Are you using an existing interactive maps software?	arcgis	Deliverables
Do you have examples that are using interactive maps and story maps that you like?	A recent storymap example can be found on the Port of Tacoma website about stormwater: <a href="https://www.portoftacoma.com/environment/water-quality">https://www.portoftacoma.com/environment/water-quality</a>	Deliverables
Do you have examples of maps and drawings, graphics depicting complex data and information, and multi-scale aerial images that you like?	This will vary by project. Here is a public facing example available on our website: <a href="https://s3.us-west-2.amazonaws.com/nwseaportalliance.com.if-us-west-2/prod/2022-04/Seattle%20Harbor%20Truckers%20Guide%2003.31.22.pdf">https://s3.us-west-2.amazonaws.com/nwseaportalliance.com.if-us-west-2/prod/2022-04/Seattle%20Harbor%20Truckers%20Guide%2003.31.22.pdf</a>	Deliverables
Are we illustrating any maps or updating existing map illustrations?	Possibly, this will vary by project. Most materials are internal and are not intended for public distribution. This contract is not intended to support the Communications department.	Deliverables
The RFP states, "Updates to existing graphic material." What graphic materials would need to be updated? For example: brochures, flyers, reports, presentations, etc.	This will vary by project. Most materials are internal and are not intended for public distribution. This contract is not intended to support the Communications department.	Deliverables
The RFP states, "The contractor shall post in a location readily visible to workers at the project site". How does this work if most of our team is working remotely?	Does not apply to design work done for the alliance or port.	Deliverables

Do you all provide the total proposal NTE amounts per task order?	Estimates will be provided by the consultant. Negotiations may be performed, and a final agreed upon value will be finalized for the task order. The summation of all task orders should not exceed the authorized contract amount. It is the responsibility of the consultant to ensure they do not exceed the contract amount without prior written approval from the Port / NWSA.	Deliverables
Can you explain the redacted and non-redacted versions?	A redacted version of your submittal needs to have all identifying company information removed from the wording, also including graphics such as headers and logos. A non-redacted would include said identifying information.	Submittal Instructions
Do I need to include a signed services agreement with the proposal?	No.	Submittal Instructions
Do I need automobile insurance or maritime liability if the work is done on the computer?	It would not be required for this specific work.	Terms and Conditions
Will I need access to secure areas of a maritime regulated facility?	No.	Terms and Conditions
Do I need to follow the state of Washington prevailing wage rates if we are located in the state of Georgia?	This work would not constitute a requirement for prevailing wages.	Terms and Conditions
I don't understand the rate sheet with personnel/titles. Our titles are different. Can you explain this?	The populated titles are for example only. In your submittal you would need to put in your specific titles and hourly rates for future negotiation and invoicing purposes.	Submittal Instructions
Do we have to list completed projects for each person on the rate sheet? If so, which completed projects are you referring to?	Projects listed should be similar in nature to the Port / NWSA requirement. Examples of projects with corresponding similarities in work and the key personnel involved would be sufficient.	Submittal Instructions
Will our contractors be considered sub-tier consultants? They are not subcontractors.	In regards to the terms and conditions they would be considered sub-contractors or your employees.	Terms and Conditions