

**RFP / TITLE**  
**CONTACT**  
**EMAIL**  
**PHONE NUMBER**  
**SUBMITTAL DUE DATE**  
**Q&A ISSUE DATE**

**QUESTIONS & RESPONSES #05**  
**071747 On-Call Environmental Support Services 2023**  
**Axa Turney, Contract & Procurement Analyst**  
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**253-888-4768**  
**OCT 13, 2022 @ 2:00 PM (PDT)**  
**OCT 12, 2022**

#	Question	Answer	Question #
1	Can you tell us how many firms are on the current roster, and how many will be selected for this contract?	3 for the remediation category 1, 1 or 2 for the hazard waste testing Category 2. You will find current holders list on website.	Q-001286
2	Are resumes included in the 10 page limit?	No	Q-001289
3	The Initial Evaluation Phase includes two sections requiring references: #1 Qualifications and Experience and #4 References. Does the Port want references listed in both sections or contained to #4 References, which is not included in the page count?	See Addendum 02	Q-001299
4	Per the RFQ, the Port is requesting fixed, fully burdened, including, but not limited to, per diem, administrative overhead, travel, lodging, and transportation (all direct/indirect expenses included); (Firms submitting for RFQ must submit a fully burdened rate minus per diem, travel, and lodging). These two statements seem to be contradictory and there is nowhere on Attachment C to include per diem, travel, and lodging. Would you mind clarifying what exactly you are looking for when it comes to pricing?	See Addendum 01	Q-001300
5	Can you confirm if the format and information requested in the rate table in Attachment C is correct in the following example: 'Jane Doe/Staff 2, Geologist with 2 years of experience, \$RATE'?	Attachment C is a template. Modify for your current roles and experience	Q-001302
6	Can you clarify whether or not resumes are included in the 10-page limit?	See question # 2	Q-001303
7	Are resumes being requested as part of this RFQ and if so will they be scored?	Resumes are not being requested and will not be scored	Q-001307

8	Would the Port of Tacoma allow proposers to use a font size smaller than 11 for data represented in tables and other graphics?	No. Needs to be size 11 or larger per section C on page 5	Q-001309
9	Will the Port's On-call Environmental Services 2023 contract require the use of divers for marine activities?	Maybe	Q-001308
10	Attachment A, Submittal Instructions (page 10), states: "Please submit proposal, including all appendices and compensation in separate Adobe Acrobat PDF format." Does this mean that three separate PDF files are submitted: 1 proposal file, 1 file containing appendix(ices), and 1 compensation file?	Yes	Q-001312
11	Earlier responses to questions state that resumes do not count towards the 10-page limit. Section C, RFQ Elements and Evaluation Criteria (page 5) states "SOQ's are limited to 10 numbered pages (8 ½ by 11 inch) including the cover letter and any submitted appendices, but excluding the compensation proposal and references." If submitting resumes as an appendix, this language indicates they are part of the page count. Can you confirm how resumes should be submitted if they are not part of the 10-page limit?	See question #7	Q-001313
12	If marine activities are not part of the scope of the RFQ, does the Port require consultants to maintain the insurance policy - 23.b.vii Maritime Employers Liability: \$1,000,000 limits shall be provided covering all divers?	Yes	Q-001314
13	Per the "QUESTIONS & RESPONSES #02", it states that the cover letter is not included in the page limit, but in section C of the RFQ, it states SOQ's are limited to 10 numbered pages (8 ½ by 11 inch) including the cover letter and any submitted appendices, but excluding the compensation proposal and references.	Cover letter is included within the 10 page limit	Q-001315
14	For the rate sheet format provided in Attachment C, the column called "Completed Related Projects and Years Experience", does the Port want us to tie each key team member to the specific project examples within our proposal, and then also include that key staff's years of experience in the same column? Or was that column meant to include key team members' areas of expertise (such as geology, engineering, etc.)?	Key team members area of expertise.	Q-001291

15 Page 7 of the RFQ says that the rates quoted should be fixed, fully See Addendum 01

Q-001291

burdened, including but not limited to per diem, administrative overhead, travel, lodging, and transportation. However, the next sentence says that firms submitting for the RFQ must submit fully burdened rates minus the per diem, lodging, and travel. Can the Port clarify how they would prefer to see the rates? In addition, would the Port like us to include rates for field equipment and consumables (such as tubing, pumps, etc.)?