



**REQUEST FOR INFORMATION (RFI)**  
**NO. PA000000355**

**MARITIME MUSEUM/TOURISM PROMOTION**  
**PARTNERSHIP OPPORTUNITY**

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

<i>RFI INFORMATION</i>	
Contact:	Shawn Seaks, Procurement Analyst
Email Addresses:	<a href="mailto:procurement@portoftacoma.com">procurement@portoftacoma.com</a>
Phone:	(253) 592-6734
Submittal Date	<b>August 08 2025</b>

**SUBMIT ALL QUESTIONS AND PROPOSALS VIA THE PROCUREMENT PORTAL.  
(LINK LOCATED ON THE LEFT SIDE OF THE PROCUREMENT WEB PAGE)**

**Port of Tacoma Port**  
**REQUEST FOR INFORMATION PA000000355**  
**MARITIME MUSEUM**

**A. PURPOSE**

The Port of Tacoma (**Port**) is seeking information from Pierce County museums with a maritime emphasis and/or Pierce County non-profit organizations managing historical landmarks with a maritime emphasis, in attracting visitors from outside of Pierce County and to encourage tourist expansion. The Port is interested in understanding the availability and experience for qualified organizations and their capabilities—with additional funding—to attract visitors to Pierce County above current levels.

**B. BACKGROUND**

Created by Pierce County citizens in 1918, the Port of Tacoma is a major center for container cargo, bulk, break-bulk, autos and heavy-lift cargo. To learn more about the POT, visit [www.portoftacoma.com](http://www.portoftacoma.com).

[RCW 53.08.255](#) authorizes port districts in Washington state to “expend moneys and conduct promotion of resources and facilities in the district or general area by advertising, publicizing, or otherwise distributing information to attract visitors and encourage tourist expansion.” [RCW 53.08245](#) authorizes port districts “to engage in economic development programs.”

Historically, the Port has accomplished these goals through its Local Economic Development Investment Fund (**LEDIF**) and an annual call for projects. Due to increasing administrative costs and a decrease in the number of qualified applicants, the Port is interested in exploring alternative approaches for encouraging tourism promotion.

Additionally, the Port has entered multi-year contracts with federally registered non-profit organizations that seek to promote Washington-state based international trade or business retention and recruitment efforts in Pierce County. These contracts include reporting requirements on how the contracted organization is performing relative to the measurements identified in the Port’s strategic plan. Examples include the World Trade Center of Tacoma and the Economic Development Board of Tacoma Pierce County. The Port is interested in whether this might serve as a model for encouraging tourism promotion.

**C. THE INTENDED RESULT OF THIS RFI**

The Port will use the information provided to make an informed decision on how best to procure with one or more organizations through a multi-year agreement(s) in attracting visitors from outside of Pierce County and to encourage tourism expansion. We will inform those who respond to this RFI of our intentions no later than sixty (60) days following the response due date stated below.

## **PROPOSAL ELEMENTS:**

Proposals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the proposing Vendor (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 RFI. Emphasis will be on completeness of content. The written proposals should be prepared in the same sequential order of proposal criteria as outlined below.

Proposals are limited to 20 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 10 point or larger. Proposals that do not follow this format may be rejected. Submittals need to be limited to **9 MB** in total size.

The cover letter shall include the RFI Number & Title in the subject line, the Name, Title, Email Address, Phone Number and current Address of the submitting team's main contact and include the following information (even if the answer is none).

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

### **Performance requirements**

The ideal organization would:

- Be located in Pierce County.
- Be a museum with a maritime emphasis and/or a Pierce County non-profit organization managing a historical landmark with a maritime emphasis.
- Have a proven history of attracting visitors from outside of Pierce County.
- Be capable of managing programs or strategies that would increase visitors from outside of Pierce County.
- Offer additional deliverables of direct benefit to the Port, its operations and/or its strategic plan goals.

### **Response Requirements**

In response to this RFI, please provide the following, up to twenty (20) pages:

- A summary of your organization, its focus and programs offered to the public.
- Estimates on the number of visitors from outside of Pierce County that visit your organization and a description of how this is measured and/or data collected.
- A description of what initiatives the organization might pursue if it received \$20,000 per year over the life of a multi-year contract. A similar description if it received \$50,000 per year.
- A description of how these investments would increase tourist activity in Pierce County and how this increased activity would be measured. A description of how your organization would engage in marketing to draw tourists to Pierce County would be helpful.
- A recommendation for an ideal length of a multi-year contract.

- A description of how a Port investment might be recognized through the institution's promotional materials and/or communication channels.
- A description of additional deliverables of direct benefit to the Port, its operations and/or its strategic plan goals that could be provided.

**Questions**

- Institutions are encouraged to be creative and candid in their response. Should you have any questions, please submit them to [procurement@portoftacoma.com](mailto:procurement@portoftacoma.com)

**LIST OF ATTACHMENTS:**

**ATTACHMENT A – INSTRUCTIONS FOR PROPOSING (ATTACHED TO RFI)**

# **PROCUREMENT PROCESS**

## **SOLICITATION TIMELINE:**

This is the procurement schedule for this RFI. The dates shown below are estimated, are provided for information only, and are subject to change at the sole discretion of the Port.

Issuance of RFI	August 8, 2025
Closing of RFI	30 days

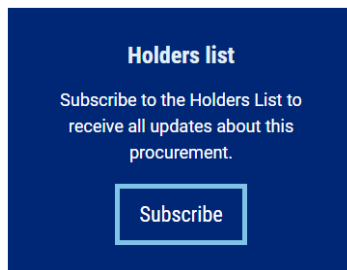
\*Dates are tentative and may be subject to change.

All status updates on the above solicitation timeline will be announced on the Port's website for this solicitation.

## **VENDOR OBLIGATION**

The Northwest Seaport Alliance (**NWSA**) and Port of Tacoma's (**PORT**) Invitation to Submit, REQUEST FOR INFORMATION and Request for Qualifications can be accessed on the following websites, [www.portoftacoma.com](http://www.portoftacoma.com) (**PORT**) under 'Business -> Contracting -> Procurement' or <https://www.nwseaportalliance.com/> (**NWSA**) under 'Resources -> Procurement.'

When viewing the details page for this procurement on the Port's Website firms have the option of subscribing to the Holder's List.



By subscribing to the Holder's List, firms will automatically be notified when new documents or changes relating to this procurement occur.

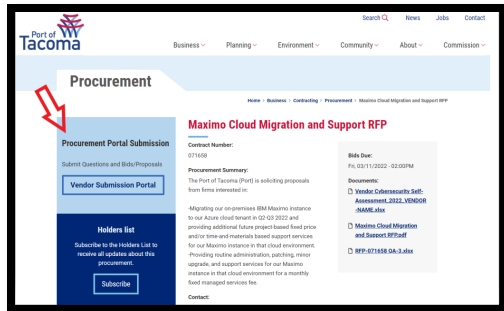
**\*Only those who have subscribed to the Holder's List will receive notifications throughout the procurement process, up until a firm is selected.**

## **COMMUNICATION / INQUIRES**

**All communications is to be sent through Shawn Seaks, the Procurement Analyst @ [procurement@portoftacoma.com](mailto:procurement@portoftacoma.com).**

Proposers who, relative to this scope of services, contact any individuals or Commission members representing the NWSA or the PORT, other than the Procurement Representative listed on the solicitation may be disqualified from consideration.

Written questions about the meaning or intent of the Solicitation Documents shall only be submitted to the Procurement Department via the Procurement Portal (Portal link is accessible via this specific procurements website. See left side of page.).



## **ADDENDA**

The Port may make changes to this Solicitation. Oral or other interpretations, clarifications or submittal instructions will be without legal effect. Any information modifying a solicitation will be furnished in a formal, written addendum. If at any time, the Port changes, revises, deletes, increases, or otherwise modifies the Solicitation, the Port will issue a written Addendum to the Solicitation. Addenda will be posted to the Port's web site and conveyed to those potential submitters who have requested to be placed on the Holder's List.

## **SUBMITTAL PROCESS**

### **Electronic Submittal:**

PROPOSALS must be received via the procurement portal on or before the date and time outlined on the front page of this RFI.

### **Procurement Submission Portal Instructions:**

Navigate to this procurements web page (referencing the number and name) via the following link [Procurement | Port of Tacoma](#) or [Procurement | Northwest Seaport Alliance](#). While on the procurements page, click on the 'Procurement Submission Portal' link (located on the lefthand side of the page).

Full instructions on how to utilize the submission portal can be found on the Port's Procurement website.

Please submit the PROPOSAL in Adobe Acrobat PDF format. Submittals need to be limited to **9 MB in total size**. It is the Consultant's responsibility to verify the receipt of the submittal. Electronic verification will be provided.

**\*Late PROPOSALS will not be accepted by the Port. PROPOSALS received after the stated date and time will not be reviewed and shall be deemed non-responsive.**

All PROPOSALS submitted shall be valid and binding on the submitting firm for a period of ninety (90) days following the submittal deadline and for any extension of time granted by the submitting firm.

## **PROCEDURE WHEN ONLY ONE PROPOSAL IS RECEIVED**

## **GENERAL INFORMATION**

News releases pertaining to this RFI, the services, or the project to which it relates, shall not be made without prior approval by, and then only in coordination with, the Port.

## **COSTS BORNE BY PROPOSERS**

All costs incurred in the preparation of a PROPOSAL and participation in this RFI and negotiation process shall be borne by the proposing firms.

### **SMALL BUSINESS AND DISADVANTAGED BUSINESS OPPORTUNITIES**

The Port of Tacoma encourages participation in all its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprises (**OMWBE**). Participation may be either on a direct basis in response to this solicitation/invitation or as a subcontractor to a Bidder/Proposer. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids/submittals, no minimum level of MWBE participation shall be required as a condition for receiving an award and bids/submittals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply. The selected firm will be required to show evidence of outreach.

### **PUBLIC DISCLOSURE**

PROPOSALS submitted under this Solicitation will be considered public documents and, with limited exceptions, will become public information and may be reviewed by appointment by anyone requesting to do so following the conclusion of the evaluation, negotiation, and award process. This process is concluded when a signed contract is completed between the Port and the selected Consultant.

If a firm considers any portion of its response to be protected under the law, the vendor shall clearly identify each such portion with words such as **CONFIDENTIAL**, **PROPRIETARY** or **TRADE SECRET** on each page for which the protection is sought. If a request is made for disclosure of such portion, the Port will notify the vendor of the request and allow the vendor not less than ten (10) days to seek a protective order from the Courts or other appropriate remedy and/or waive the claimed confidentiality. Unless such protective order is obtained and provided to the Port by the stated deadline, the Port will release the requested portions of the PROPOSAL. By submitting a response, the vendor assents to the procedure outlined in this paragraph and shall have no claim against the Port on account of actions taken under such procedure.