

**QUESTIONS & RESPONSES #01****CONTRACT NUMBER: 122025-1005****RFP/RFQ TITLE: Tideflats Evacuation Plan****CONTACT: Shawn Seaks****EMAIL: [procurement@portoftacoma.com](mailto:procurement@portoftacoma.com)****PHONE NUMBER: 253-888-4744****QUESTIONS DUE DATE: [01/08/26@ 2:00 PM \(PDT\)](#)****Q&A ISSUE DATE: 01/08/2026**

#	Question	Answer	Question #
1	Can you provide access to the previous 2009 Port evacuation plan (link, attachment, or any other format)?	plan has been uploaded to the website	3575
2	For the Phase 2 Shelter-in-Place Assessment, does the Port envision on-site assessments to perform the identification and feasibility analysis tasks, or can templated assessment materials be provided to identified sites for completion, analysis, and compilation? If on-site assessments are desired, how many sites does the Port envision being identified for assessment?	Templated assessment materials may be an option; the port does not have a specific number of sites identified for assessment.	3578
3	For the Phase 4 Multi-Agency Exercise, please confirm if the Port is seeking a discussion-based tabletop exercise with a scope then developed for a future full-scale exercise. How many participants would be anticipated for the TTX? Which costs should the contractor budget for: venue rental, printed materials, and refreshments for participants?	Phase 4 intention confirmed. Estimate 75 exercise participants. Venue rental, printed materials, and refreshments do not need to be budgeted.	3578
4	Within the Project Approach Narrative requirements for the proposal, there are references to managing multiple task orders. Can you confirm if that is referencing the four (4) project phases or if multiple task orders are anticipated for this project? Please also confirm that the reference to "general information for supporting the Port with an overall approach to architectural services" is not relevant.	Task orders will align with the final SOW deliverables for the 4 project phases. Confirmed the reference is not relevant	3578
5	Will the compensation information to be completed as Attachment C fall within the 10-page limit (excluding appendices and the cover letter) given that it is to be a separate document?	it is not part of the 10 page limit	3578
6	What is the desired period of performance?	from contract execution to 8/31/2027. possibly of extension if needed but would require grantor approval	3578
7	Please confirm if the intended contract type is Time and Materials. Would the Port consider a Firm Fixed Price contract type with a deliverable-based invoicing schedule alternatively?	We will issue Task orders per phase of the scope so it can be a fixed price	3578
8	The proposal is due on 1/19/2026, which is a federal holiday. Will the Port of Tacoma please consider extending the due date to 1/20/2026.	updated to 1/20/2026	3584
9	On the Port of Tacoma Procurement Submission Portal, after the magnifying glass icon is clicked for the "Procurement Launch lookup modal", the bid due date is listed as "1/13/2026". Will the Port of Tacoma please modify this to reflect the correct due date?	updated	3584
10	Will the Port of Tacoma please confirm that the cover page and table of contents are excluded from the 10-page limit?	they are excluded	3584
11	In section A on page 3 of the RFP, it states, "The period of performance of the contract is two (2) years from the execution of the contract, with options for renewal at the sole discretion of the PORT, for a possible total of two (2) years." Will the Port of Tacoma please clarify whether this means the maximum length of the contract would be four years from the date of execution?	addendum 1 has clarification	3584
12	In section 1a on page 8 of the RFP, the requirement listed is that proposers must provide an organizational chart. Can proposers provide the org chart within the appendix for resumes and be excluded from the 10-page limit?	org chart excluded from 10 page limit	3584
13	In sections 2a and 2b on page 8 of the RFP, there are multiple references to task orders. Are each of the four phases in the Scope of Services considered to be the task orders referenced in the RFP? If not, will the Port of Tacoma please provide details of the anticipated task orders that will be issued during the contract?	we anticipate each phase to be a task order	3584
14	In section 2b on page 8 of the RFP, it states, "General information for supporting the PORT with an overall approach to architectural services at the PORT." Architectural services are not listed in the Scope of Services. Will the Port of Tacoma please provide details regarding the architectural services being requested for this project?	addendum one removes architectural services language	3584
15	In the Deliverable Cost table at the bottom of Attachment C – Cost Breakdown Offer, should Phases 1-4 be listed as separate line items (inclusive of each deliverable within each phase, with one price for each phase)? Or should each deliverable within each phase be listed separately (for a total of 12 priced line items since Phase 1 has one deliverable, Phase 2 has three deliverables, and Phases 3-4 each have four deliverables)	one price per phase. Attachment will be updated to clarify	3584
16	In the Project Role table in Attachment C – Cost Breakdown Offer, will the Port of Tacoma please clarify if the Experience column should contain the level of proposed Project Roles (e.g. Junior, Senior, Expert, etc.; I, II, III, IV, etc.) or if it should contain the years of experience/qualifications for each role?	level please (e.g. Junior, Senior, I, II, III, IV)	3584

17	Page 7 of the RFP states that proposals are limited to 10 numbered pages excluding the cover letter and all appendices. Does Compensation information submitted separately from the proposal count toward that 10 page limit?	it does not count and is considered excluded	3585