

QUESTIONS & RESPONSES #02

RFP or RFQ / TITLE

070484 - NWSA HEADQUARTERS REQUIREMENTS GATHERING AND
MARKET OPTIONS ASSESSMENT

CONTACT PROCUREMENT - RFP 070484

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SUBMITTAL DUE DATE **January 12, 2017 @ 2:00 Pm (PST)**

Q&A ISSUE DATE December 20, 2016

PROPOSER QUESTIONS	PORT RESPONSES
How many employees are you looking to locate in the new headquarters?	up to 200 long-term
What is your current employee headcount at each location?	Port of Tacoma Administration Building (South Harbor) - NWSA staff (33), POT staff (95) total = 128 Port of Seattle Pier 69 (North Harbor) - NWSA staff (15)
What is your current office portfolio footprint (owned and leased by location)?	Administration Building (South Harbor) - 11 offices, 134 cubicles, 12 conference rooms (plus common areas) totaling about 45,000 sq ft Pier 69 (North Harbor) - 5 offices and 12 cubicles totaling about 1800 sq ft
What are your current lease arrangements, including lease expirations or other critical dates?	Administration Building (South Harbor) - Owned by Port of Tacoma, NWSA purchasing space through annual service agreement Pier 69 (North Harbor) - NWSA purchasing space in Port of Seattle's Pier 69 building through annual service agreement
What discrete departments or business units make up the headquarters program?	Commercial (Container and Real Estate), Commercial (Non-Container and Commercial Strategy), Facilities Development (including Engineering, Planning and Environmental), Operations, Maintenance, Security, Contracts/Purchasing/Systems and Business Processes, External Affairs, Finance, Human Resources
What are your current growth projections?	grow from 48 staff (in the NWSA) currently to as many as 200 staff by 2020 (assumption that not necessarily all staff will be permanently located at the headquarters)
What is the number of total people you plan to include in the Scoping Sessions?	Estimate 25-30 (including Managing Members, Leadership Team, Transition Steering Committee, HQ Sub-Team)
How broad would you like to go with Stakeholder Engagements in terms of number of people?	stakeholder engagements should include enough people to represent the perspectives of staff, executive leadership, Managing Members and the community
Will coordination and scheduling of engagements be coordinated by NWSA?	The consultant is expected to facilitate the coordination and scheduling of the stakeholder engagements, in collaboration with the NWSA