

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

**QUESTIONS & RESPONSES #01**  
**071798 Management of the Puget Sound Zero-Emission Truck Collaborative**  
**Axa Turney, Contract and Procurement Analyst**  
[procurement@portoftacoma.com](mailto:procurement@portoftacoma.com)  
**253-888-4768**  
**FEB 13, 2023 @ 2:00 PM (PDT)**  
**JAN 27, 2023**

#	Question	Answer	Question #
1	Should the response include a detailed budget and breakdown by task?	Response should not include detailed budget and breakdown by task. A rate sheet should be submitted. Attachment C is a template that can be used.	Q-001484
2	Section 3 "Communications" references communications about "NWSA property requirements" and later asks for "samples of communications....provided to a client to keep them informed on the progress of their property searches." What does this mean in the context of this project? Can you provide more guidance on what type of products will help "evaluate the team's ability to represent the NWSA, orally and in writing, to provide clear, concise, and accurate communications"?	Response should include example where contractor has had to communicate externally on client's behalf. The port anticipates the contractor may need to communicate to tenants about potential pilot or demonstrations on port property, if directed by the Collaborative membership.	Q-001484
3	Can we include references (item G.4) in addition to project contacts as described in G.1 Qualifications & Experience or should the two be the same?	The two should be the same. References from project contacts will be contacted if the firm moves forward to interviews in the evaluation process.	Q-001484
4	Please clarify second bullet under item G.2 Project Approach Narrative ("Schedule"). Would you like a project schedule? Would you like information about the consultant's availability and responsiveness?	Please see project schedule in D. Deliverables and base the response off of that schedule in how the firm will be able to respond to the Port's request for service	Q-001484
5	What is the amount of the Washington State grant received to do this work?	The amount that WSDOT has given us for this grant is \$400,000.00	Q-001489
6	In the RFP on page 5, under TASK 7, there is a reference to an attachment. "A draft outline of the Roadmap developed by the NWSA has been attached for reference, to be refined by the Collaborative once established." I don't see the attachment. Can we get a copy of the referenced attachment?	An addendum will be posted with the attachment	Q-001488