QUESTIONS & RESPONSES #04
RFP / TITLE: PA000000300 On-Call MS4 Water Quality On-Call Support (MS4 Permit)
CONTACT: Michelle Walker, Procurement Analyst
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QUESTIONS DUE DATE: May 1, 2025, 2025 @ 2:00 PM (PDT)
Q&A ISSUE DATE: 4/30/2025

#	Question	Answer	Question #
1	There are conflicting statements in the issued RFQ. Can you please clarify the questions submittal deadline date/time and the SOQ submittal deadline date/time?	Questions due: 5/1 & Submittals due: 5/8 (Addendum 01)	Q-002975
2	I wanted to check in with you to clarify my understanding of two different RFQ that were advertised this week, but appear to be very similar. Can you please confirm that the Northwest Seaport Alliance RFQ No. PA000000099 - On-Call Water Quality Program and the Port of Tacoma RFQ No. PA000000300 – On-Call Water Quality Program are separate procurements and we need to submit two separate proposals to be responsive?	Yes these are 2 different RFQ's and you will need to submit a SOQ for each one.	Email
3	The RFQ request does not specifically call out a need for a team organizational chart or staff resumes/licenses. Are these items needed in our submittal? If yes, can they be included in an Appendix outside the 15-page limit?	It is not required	Q-002983
4	The RFQ, Section C: Scope of Services mentions an O&M Manual and Stormwater Management Guidance Manual awaiting review/updates from the selected firm. Can the Port of Tacoma provide a copy of these manuals prior to submittal of our Statement of Qualifications?	Copies are available on our website: https://www.portoftacoma.com/environment/water-quality	Q-002982
5	Can a consultant propose as both a subconsultant and separately as a prime consultant?	Yes	Q-002985
6	Should the proposal include a cover page, and if so, does it count towards the page limit?	Yes it should include a cover page. No it does not count towards the page limit.	Q-002985
7	Are headers and footers allowed outside of the 1-inch margins?	Yes	Q-002988
8	The front page (page 1) of the On-Call Water Quality Program Support Services (MS4 Permit) 2025 indicates the submittal date is May 1st 2025 @2pm but page 7 indicates the submittal packets are due May 8th @ 2pm. Can you please clarify the intended submittal due date?	SEE ADDENDUM #1 Page 7 is correct- the submitted packets for the On-call Water Quality Program Support Services (MS4 Permit) 2025 are due MAY 8TH, 2025 at 2:00PM.	Q-002986
9	Does a Table of Contents page count towards the 15-page limit?	No	Q-002996
10	If we provide key personnel resumes, will this count towards the 15-page limit?	No	Q-002996
11	One of the items in the Scope of Services section of the RFQ is "Review support for small improvement projects." Can you please provide examples of the small improvements, and the kinds of services required?	An example would be a project to retrofit an existing stormwater treatment vault. The project would need engineering design and permitting support, along with those activities would be reviewing contractor submittals associated with the design drawings and project specifications.	Q-002996