



**PORT OF TACOMA  
REQUEST FOR PROPOSALS  
No. 069403**

**FEDERAL LOBBYING SERVICES**

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

<b>RFP INFORMATION</b>	
Contact:	Heather Shadko, Procurement
Email Addresses:	<a href="mailto:procurement@portoftacoma.com">procurement@portoftacoma.com</a>
Phone:	(253) 428-8697
Submittal Date	<b>JULY 11, 2014 @ 2:00 PM (PST)</b>

**PLEASE SUBMIT ALL CORRESPONDENCE AND PROPOSALS  
VIA E-MAIL DIRECTLY TO THE PROCUREMENT CONTACT LISTED ABOVE  
AND INCLUDE 'FEDERAL LOBBYING SERVICES' IN THE SUBJECT LINE**

PORT OF TACOMA  
Request for Proposals (RFP) #069403  
FEDERAL LOBBYING SERVICES

The Port is soliciting proposals from firms qualified and interested in providing federal lobbying services and to provide strategic direction and oversight regarding issues of importance to the Port. The contract will begin September 1, 2014 for two years with two (2) one-year extensions options at the sole discretion of the Port.

**A. BACKGROUND**

The Port of Tacoma is a major gateway to Asia and Alaska. The Port is among the top 10 container ports in North America, as well as a major center for container cargo, bulk, break-bulk, autos and heavy-lift cargo.

Located on Commencement Bay, a natural, deep-water harbor in Southern Puget Sound, the Port of Tacoma is an independent municipal corporation that operates under state-enabling legislation. Created by Pierce County citizens in 1918, the Port of Tacoma has become one of the largest container ports in North America and one of the top 50 in the world. The Port of Tacoma manages a diverse set of business operations relating to maritime trade.

To learn more about the Port of Tacoma, visit [www.portoftacoma.com](http://www.portoftacoma.com).

The Port's Standard Terms and Conditions are included as Attachment B to this RFP. By submitting a Proposal, the Proposer represents that it has carefully read and agrees to be bound by the Port's Standard Terms and Conditions. Identify, during the question submittal and response period, any sections you consider onerous, clarify why you consider these sections onerous, propose alternative language and describe why it is in the Port's best interests to adopt the alternative language.

**B. SCOPE OF SERVICES**

Provide strategic advice and planning in the development of an annual comprehensive federal government affairs strategy for the Port of Tacoma, including but not limited to:

- Contribute proactive and creative suggestions for federal policy and funding opportunities to advance the Port's Strategic Plan and legislative/business priorities, fully utilizing the firm's staff resources in strategic brainstorming on proactive initiatives.
- Developing implementation plans for how to advance strategic priorities.
- Assist in the drafting of legislative language.

Implement the Port's federal government affairs strategy, including but not limited to:

- Proactively engaging with federal lawmakers, staff and agencies in pursuit of the Port's federal priorities.
- Identify key Congressional and federal agency relationships for the Port and assist in creating opportunities to build and strengthen.
- Contacting Washington state congressional officials at least once a month and provide notes from meetings

Provide regular updates, including but not limited to:

- Track key federal legislation and federal agency regulations relevant to the Port.
- Monitor and/or participate in meetings of D.C.-based port groups (e.g. AAPA, Pacific Northwest Waterways Association, Coalition for America's Gateways and Trade Corridors, Washington Council on International Trade, etc.) and provide written summaries.
- Provide regular updates on key staff changes in the Washington delegation congressional office, Congressional activities in Washington State including Member visits, speeches etc., as well as "look ahead" updates of upcoming congressional hearings, events and federal agency briefings on relevant port issues.
- Provide electronic access for the Port's Project Manager to Congressional Quarterly or other similar publication.

### **C. QUALIFICATIONS**

The Port is seeking an aggressive, proactive, creative firm that has read the [Port's Strategic Plan](#) and who has:

- At least six years of experience representing client interests before Congress or serving in a senior policy staff capacity in Congress or federal agency, or a combination thereof.
- Public sector experience.
- Demonstrated ability to develop positive working relationships; the ability to communicate through modern technologies.

**D. DELIVERABLES:**

The selected consultant will:

- Regularly (at least once every two weeks unless otherwise directed) communicate in person or by phone with the Port’s Project Manager describing the work and activities completed on part of each of the tasks included in the Scope of Services
- Provide a monthly written summary that describes the work and activities completed over the last month, with a focus on progress made towards furthering the Port’s government affairs strategy and strategic plan.
- Make themselves available for an annual in-person briefing of the Commission should it be requested.

**D. PROPOSAL ELEMENTS & EVALUATION CRITERIA:**

Proposals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the proposing team (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 RFP. The written proposals should be prepared in the same sequential order of proposal criteria as outlined below.

Proposals are limited to 15 numbered pages (8 ½ by 11 inch) **excluding** the cover letter, compensation information and all appendices as further described in this RFP. All pages shall be in portrait orientation with 1 inch (1”) margins. Font size shall be 11 point or larger. Proposals that do not follow this format may be rejected.

The cover letter shall include the RFP Title and Number, Name, Title, Email Address, Phone Number and current Address of the submitting firm’s main contact and include the following information:

- Describe any claim submitted by any client against the prime firm within the past two years related to the professional services provided by the firm or its key personnel. For purposes of this request, “claim” means a sum of money in dispute in excess of 10% of the firm’s fee for the services provided.
- Any real or perceived conflicts of interests for team members, inclusive of the prime, sub-consultants and key team members.

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

**INITIAL EVALUATION PHASE**

**1. Specialized Knowledge & Experience.....10 PTS**

Identify the proposed team (to include working titles, degrees, certificates and licenses), demonstrate the team's experience in performing the requested services and describe how the team meets or exceeds the required qualifications.

- The areas of expertise and the broad relationships of the key team members who will be performing work under this contract, and assisting the Port with its federal advocacy efforts.
- The team's knowledge and understanding of the key issue areas concerning the Port of Tacoma.
- The team's relationships and ability to work in a bi-partisan fashion with federal decision-makers including the Washington State Delegation, Congressional committees, and executive branch agencies specific to Port issues such as transportation, security, environmental regulatory issues, etc.
- The team's relationships with federal advocacy associations of which the Port is a member.

Resumes of the key individuals shall be included as an appendix and are not included in the total page count. Resumes are to be limited to one single-sided, letter-size page. Resumes exceeding this limit will not be reviewed.

Resumes shall include the following information:

- Employment and Education History relevant to this work.
- Brief description of past experience working on port related issues in Congress and among Federal Agencies, including number of years experience.
- Brief description of past experience working on port related issues in the private sector, including number of years experience.

**2. Project Approach Narrative.....25 PTS**

Proposals should clearly outline the team's recommended approach and methodology for:

- Describe the team's understanding and knowledge of the key issue areas concerning the Port of Tacoma, and answer the following two questions:
  - What federal actions do you see as most impactful to the successful execution of the Port of Tacoma's strategic plan over the next 5 years?
  - What strategy would you advise the Port to adopt in order to advance one goal contained in the Port's strategic plan?
- In the body of the submittal, briefly summarize the team's relationships and accomplishments working with:
  - The Washington State Congressional delegation members.

- Federal Agencies, such as the U.S. Army Corps of Engineers, United States Trade Representative, U.S. Treasury, U.S. Coast Guard, U.S. Customs and Border Protection, U.S. Department of Commerce, Department of Homeland Security, Environmental Protection Agency, Office of Management and Budget, and the U.S. Department of Transportation.
  - House and Senate leadership, Senate committees of Environment and Public Works, Commerce, Science and Transportation, Finance, Appropriations, and House committees on Ways and Means, Transportation and Infrastructure, Appropriations, and Energy and Commerce.
- Briefly describe 1-3 examples of success working across the aisle, with the executive branch and/or Congress, over the last 2 years.
  - Summarize the team’s relationships and accomplishments working with the various federal advocacy associations of which the Port of Tacoma is a member.
  - A summary of existing clients and description of how the firm would handle any conflicts of interest that might arise between clients.

**3. Ability to Secure Funding & Affect Legislation & Rulemaking.....30 PTS**

The Port will evaluate:

- The team’s experience working with federal government processes.
  - Describe the team’s experience working with federal government processes, and their understanding of public agency advocacy.
- The team’s effectiveness in securing federal funding through the competitive grant process and other relevant congressionally directed processes, such as Surface Transportation legislation and the Water Resources Development Act, etc.
  - Describe 2-3 past examples of how the team has helped a client through a competitive grant process, and a relevant congressionally directed funding process, with successful results.
- The team’s ability to successfully affect federal regulations, rulemaking, and legislation, including committee testimony, advancing policy provisions, amendments and legislation.
  - Describe 1-2 past examples of how the team has successfully changed the outcome of federal regulation and/or rulemaking.
  - Describe 2-3 examples of how the team has successfully advanced legislative policy through Congress.

- Briefly describe past examples of how the team has successfully provided strategic guidance to promote and protect their client’s interests in federal matters, and prevent an action that would have proven harmful to the client.

**4. Communications ..... 5 PTS**

The Port will evaluate:

- The team’s ability to represent the Port, orally and in writing, to provide clear, concise, and accurate communications on Port issues to external parties, and provide effective communications to Port representatives on emerging issues, strategies and action plans.
  - Provide 2 relevant sample documents showcasing your ability to both effectively communicate to external parties on the Port’s behalf, and effectively communicate to Port representatives. (The sample documents shall be included in the appendix)
    - Samples of external communications should be examples of the team’s ability to write clear, concise, and accurate testimony, letters, public comments, briefing papers, or other federal communications.
    - Samples of communications to Port representatives should be examples of documents or updates provided to a client to keep them informed on emerging issues or other areas of the client’s concern.
- The team’s ability to stay updated on federal activities that may impact the Port, and keep the Port informed of these issues and its activities in Washington, DC.

**5. Compensation ..... 30 PTS**

**Compensation information MUST be provided separately from the proposal, in an individual PDF document.**

All rates quoted shall be:

- Fully burdened, including, but not limited to, per diem, administrative overhead, travel, lodging, and transportation (all direct/indirect expenses included);**
- Quoted in US Dollars;
- Full cost inclusive of sales tax and other government fees, taxes and charges; and
- Valid throughout the contract period unless otherwise amended and agreed to by both parties in writing.

Proposed Price & Value

- Present detailed information on the firm’s proposed fee structure for the services proposed.
- An estimated number of hours per month the team would work on Port issues.

**FINAL EVALUATION PHASE**

6. Interviews.....100 PTS

Interviews will be conducted with the firms scoring at least 80% of the non-compensation points or the top three (3) firms, whichever is greater. Failure to participate in the interview process will result in the Proposer’s disqualification from further consideration. Travel costs will not be reimbursed for the interview.

- References.....

References will be requested and scored on those firms selected for interviews. Those firms will be provided a reference questionnaire to send to their references. The Port may phone references with additional questions.

**ATTACHMENT A – INSTRUCTIONS FOR PROPOSING**

**ATTACHMENT B – PERSONAL SERVICES CONTRACT TEMPLATE & TERMS AND CONDITIONS**

## **PROCUREMENT PROCESS**

### **SOLICITATION TIMELINE:**

Issuance of RFP	JUNE 2, 2014
Last Day To Submit Questions	JUNE 25, 2014
Proposal packets due	<b>JULY 11, 2014 @ 2:00 PM (PST)</b>
Short List Consultants*	JULY 21, 2014
Interviews (if required)*	AUGUST 4, 2014
Final Selection*	AUGUST 8, 2014
Execute Contract*	AUGUST 2014

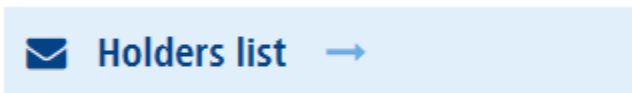
\*Dates are tentative.

All status updates on the above solicitation timeline will be announced on the Port's [website for this solicitation](#).

### **VENDOR OBLIGATION**

Port of Tacoma Requests for Bids, Requests for Proposals and Requests for Qualifications can be accessed on the Port's website, [www.portoftacoma.com](http://www.portoftacoma.com) under 'Contracts'; 'Procurements'.

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**

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

Written questions about the meaning or intent of the Solicitation Documents shall only be submitted to the Procurement Department, [procurement@portoftacoma.com](mailto:procurement@portoftacoma.com) (**Solicitation Name** in the subject line).

Proposers who may have questions about provisions of these documents are to email their questions by the date listed above. The Port will respond to all written questions submitted by this deadline.

## **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. Addenda will be posted to the Port's web site and conveyed to those potential submitters who have subscribed to the Holder's List.

## **SUBMITTAL PROCESS**

Proposals must be received via email on or before the date and time outlined on the front page of this RFP. Send your electronic submittal to:

[procurement@portoftacoma.com](mailto:procurement@portoftacoma.com).  
Name of Firm, RFP Title (Subject Line)

Please submit one electronic copy in Adobe Acrobat PDF format, including all appendices. Submittals need to be limited to **9 MB in total email size**. It is the Consultant's responsibility to verify the receipt of the submittal. Electronic verification will be provided upon request.

**\*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 days following the Proposal submittal deadline and for any extension of time granted by the submitting firm.

## **EVALUATION AND AWARD PROCESS**

An evaluation team will review each proposal and evaluate all responses received based upon the criteria listed herein. The Port may request clarifications or additional information, if needed. After the evaluation team individually scores each proposal, the scores are tallied and the firms are ranked based on the scores.

A selection may be made based on the proposals and initial evaluation criteria alone. Alternatively, the evaluation team may create a short list of the top ranked firms and invite the short listed firms in for interview and/or check references. Scores for reference checks and interviews will be tallied and added to the short listed firm's initial evaluation scores. Final selection will be based on reference checks and interviews.

The Port intends to select the Proposer who represents the best value to the Port.

The Port reserves the right to accept or reject any or all information in its entirety or in part and to waive informalities and minor irregularities and to contract as the best interest of the Port may require. The Port reserves the right to reject any or all Proposals submitted as non-responsive or non-responsible.

## **Procedure When Only One Proposal is received**

In the event that a single responsive proposal is received, the Proposer shall provide any additional data required by the Port to analyze the proposal. The Port reserves the right to reject such proposals for any reason.

## **GENERAL INFORMATION**

News releases pertaining to this RFP, 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 RFP and negotiation process shall be borne by the proposing firms.

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

The Port of Tacoma encourages participation in all of 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.

## **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 Proposals. 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.



People. Partnership. Performance.

P.O. Box 1837  
Tacoma, WA 98401-1837  
www.portoftacoma.com

## PERSONAL SERVICES AGREEMENT NO. XXXXXX

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PROJECT: Title

CONSULTANT: Company, Address, City, State, Zip

PROJECT MANAGER: PM

PROJECT NO. / GL ACCOUNT NO. #####

THIS AGREEMENT is made and entered into by and between the **Port of Tacoma** (*hereinafter referred to as the "Port"*) and **xxCOMPANYxx** (*hereinafter referred to as the "Consultant"*) for the furnishing of xxTITLExx Personal Services (*hereinafter referred to as the "Project"*).

The Port and Consultant mutually agree as follows:

### **SCOPE OF WORK**

The Consultant will

### **DELIVERABLES**

### **ASSUMPTIONS**

### **COMPENSATION**

This will be accomplished on fixed fee basis payable in equal monthly installments upon receipt of invoice and deliverables and will not exceed **\$00,000.00** without prior written approval from the Port.

Consultant is responsible for working within the budget as agreed. Should the Consultant incur costs beyond the not-to-exceed contract budget amount without an executed amendment to this contract, the Consultant is solely responsible for the additional costs.

All invoices shall be mailed "Attention: Contracts Department". Invoices may be emailed to [cpinvoices@portoftacoma.com](mailto:cpinvoices@portoftacoma.com). The email must include the required supporting documentation. Incomplete or improperly prepared invoices will be returned for correction without processing or payment.

Consultant agrees to submit timely invoices as the work progresses. Invoices that are submitted for payment 90 days or more after the work was completed are subject to non-payment.

The length of this agreement is from the date of execution to xxDATExx.

This agreement is expressly conditioned upon the Terms and Conditions attached and by reference incorporated herein. Consultant acknowledges reading this Agreement, understands it and agrees to be bound by its Terms and Conditions.

**AGREED**

**PORT OF TACOMA**

**CONSULTANT (LEGAL NAME)**

By \_\_\_\_\_  
Name Title Date

By \_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name Title

## **Port of Tacoma Terms And Conditions Personal Services Agreement**

In consideration of the mutual covenants, obligations, and compensation to be paid by the Port to Consultant, it is agreed that:

Consultant shall obtain all professional licenses and permits required to complete the scope of work as defined.

### **1. Key Personnel**

The Consultant and/or its subconsultants' key personnel, as described in its Consultant selection submittals, shall remain assigned for the duration of the Project unless otherwise agreed to by the Port.

### **2. Relationship of the Parties**

Consultant, its subconsultants and employees, is an independent Contractor. Nothing contained herein shall be deemed to create a relationship of employer and employee or of principal and agent.

### **3. Conflicts of Interest**

Consultant warrants that it has no direct or indirect economic interest which conflicts in any manner with its performance of the services required under this Agreement. Consultant warrants that it has not retained any person to solicit this Agreement and has not agreed to pay such person any compensation or other consideration contingent upon the execution of this Agreement.

### **4. Compliance with Laws**

Consultant agrees to comply with all local, state, tribal and federal laws and regulations applicable to the project, including building codes and permitting regulations existing at the time this Agreement was executed and those regarding employee safety, the work place environment, and employment eligibility verifications as required by the Immigration and Naturalization Service.

### **5. Records and other Tangibles**

Until the expiration of six years after the term of this Agreement, Consultant agrees to maintain accurate records of all work done in providing services specified by the Agreement and to deliver such records to the Port upon termination of the Agreement or otherwise as requested by the Port.

### **6. Ownership of Work**

The services to be performed by Consultant shall be deemed instruments of service for purposes of the copyright laws of the United States. The Port has ownership rights to the plans, specifications, and other products prepared by the Consultant. Consultant shall not be responsible for changes made in the models, programs, reports or other products by anyone other than the Consultant. Consultant shall have free right to retain, copy and use any tangible materials or information produced but only for its own internal purposes. Use of models, programs, reports or other products prepared under this Agreement for promotional purposes shall require the Port's prior consent.

### **7. Disclosure**

All information developed by the Consultant and all information made available to the Consultant by the Port, and all analyses or opinions reached by the Consultant shall be confidential and shall not be disclosed by the Consultant without the written consent of the Port.

## 8. Compensation

As full compensation for the performance of its obligations of this Agreement and the services to be provided, the Port shall pay Consultant as specified in the Agreement.

## 9. Payment Schedule

Consultant shall submit detailed numbered invoices showing contract number, description of work items being invoiced, title of project, total authorized, total current invoice, balance of authorization, individual's names and titles, hours, and hourly rate by the 10<sup>th</sup> of the month to be paid by the end of the current month, unless other terms are agreed to by the parties.

## 10. Costs and Disbursements

Consultant shall pay all costs and disbursements required for the performance of its services under this Agreement.

## 11. Insurance - Assumption of Risk

a) As a further consideration in determining compensation amounts, the Consultant shall procure and maintain, during the life of this Agreement, such commercial general and automobile liability insurance as shall protect Consultant and any subconsultants performing work under this Agreement from claims for damages from bodily injury, including death, resulting there from as well as from claims for property damage which may arise under this Agreement, whether arising from operations conducted by the Consultant, any subconsultants, or anyone directly or indirectly employed by either of them.

b) With respect to claims other than professional liability claims, Consultant and its subconsultants agree to defend, indemnify and hold harmless the Port of Tacoma, its appointed and elective officers and its employees from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatever kind and nature, including attorney fees and costs by reason of any and all claims and demands on it, its officers and employees, arising from the negligent acts, errors or omissions by the Consultant in the performance of the Consultant's professional services.

c) With respect to professional liability claims only, Consultant and its subconsultants agree to indemnify and hold harmless the Port of Tacoma, its appointed and elective officers and its employees from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatever kind and nature, including attorney fees and costs by reason of any and all claims and demands on it, its officers and employees, arising from the negligent acts, errors or omissions by the Consultant in the performance of the Consultant's professional services.

## 12. Standard of Care

Consultant shall perform its work to conform to generally accepted professional standards. Consultant shall, without additional compensation, correct or revise any errors or omissions in such work.

## 13. Time

Time is of the essence in the performance by the Consultant of the services required by this Agreement.

#### **14. Assignability**

Consultant shall not assign any interest in this Agreement and shall not transfer any interest in the Agreement to any party without prior written consent of the Port.

#### **15. Term of this Agreement**

The effective dates of this Agreement are as specified. This Agreement may be terminated by the Port for cause when the Port deems continuation to be detrimental to its interests or for failure of the consultant to perform the services specified in the Agreement. The Port may terminate this Agreement at any time for government convenience in which case it shall provide notice to the Consultant and reimburse the Consultant for its costs and fees incurred prior to the notice of termination.

#### **16. Disputes**

If a dispute arises relating to this Agreement and cannot be settled

through direct discussions, the parties agree to endeavor to settle the dispute through a mediation firm acceptable to both parties, the cost of which shall be divided equally. The Port reserves the right to join any dispute under this Agreement with any other claim in litigation or other dispute resolution forum, and the Consultant agrees to such joinder, so that all disputes related to the project may be consolidated and resolved in one forum. Venue for any litigation shall be the Pierce County Superior Court of the state of Washington and the prevailing party shall be entitled to recover its costs and reasonable attorney's fees.

#### **17. Extent of Agreement**

This Agreement represents the entire and integrated understanding between the Port and Consultant and may be amended only by written instrument signed by both the Port and Consultant.

## Attachment "A"

### HOURLY RATES

**Consultant**  
**Project Name**  
**PSA No. XXXXXX / Project No./GL Account No. XXXXXX**

<u>Personnel</u>	<u>Hourly Rates</u>
Sr. Consultant 2	\$
Sr. Consultant 1	\$
Consultant 2	\$
Consultant 1	\$
Project 2	\$

### Reimbursable

Outside Lab services	Cost + Negotiated Markup
Subconsultants	Cost + Negotiated Markup
Mileage (all Vehicles)	Paid at the current IRS allowable mileage reimbursement rate

**All other fees will be paid per the Port of Tacoma Terms & Conditions and Guidelines for Consultant Fees and Reimbursable Items.**

Additional personnel are not authorized without prior written approval from the Port's Project and Contract Managers.