



City of Tacoma

Questions and Answers

TACOMA URBAN FORESTRY COMMUNITY TREE PROGRAM

RFP Specification No. ES22-0398F

All interested parties had the opportunity to submit questions in writing by email to Dawn DeJarlais, Senior Buyer by date questions were due. The answers to the questions received are provided below and posted to the City's website at www.TacomaPurchasing.org. Navigate to [Current Contracting Opportunities / Services Solicitations](#), and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

Question 1: Can you clarify the "local" minimum requirement, specifically if some project team members are not within 50 miles of Tacoma would this exclude the bidder?

Answer 1: The "local" definition is defined as the bidder having "a local office within 50 miles of the greater Tacoma area." If the bidder has an office within 50 miles of Tacoma they would meet this minimum qualification. If the bidder does not have a physical office location, then the bidder would have to meet the minimum qualification "project staff must be physically located within a 50-mile radius of the greater Tacoma area".

Question 2: Can you clarify the requirement: In accordance with RCW 35.21.278 (1), all Respondents must meet one of the following criteria for consideration: a chamber of commerce, a service organization, a community, youth, or athletic association, or other similar association providing service within the City of Tacoma.

Answer 2: The City cannot pay for non-union entities to perform a public work, that which is union classified work. However, this RCW makes an exception in that a city may contract with "a chamber of commerce, a service organization, a community, youth, or athletic association, or other similar association located and providing service in the immediate neighborhood, for drawing design plans, making improvements to a park, school playground, public square, or port habitat site, installing equipment or artworks, or providing maintenance services for a facility or facilities as a community or neighborhood project, or environmental stewardship project" and be exempt from union labor laws for the body of work identified in this contract. This RCW also states that "...the contracting association may use volunteers in the project", therefore, the listed entities may also utilize volunteers to work in these public spaces that would typically be union protected work.

If a prospective Respondent is not "a chamber of commerce, a service organization, a community, youth, or athletic association, or other similar association" they would not meet the minimum requirements of this RFP.



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Question 3: Is the \$75,000 annual budget per calendar year or annually at the start of the contract?

Answer 3: The \$75,000 annual budget is per calendar year.

Question 4: Is there an ideal % of the budget that should be directed to individual tasks?

Answer 4: No, there is not a preferred % of the budget that should be directed to each individual task.

Question 5: Can you clarify the Required UFMP actions and the Optional UFMP actions?

Answer 5: The Required UFMP actions are actions the City would like Respondents to include in their proposals. The Optional UFMP are additional examples of actions that would meet goals listed in 4.2 Overview, but are not necessarily required.

Question 6: Is the bulk of the work focused on community engagement or more specialized urban forestry tasks to be conducted by a specialist, for example.

Answer 6: We recognize that community-centered work cannot be done without attention to the process, however, the intention of this RFP is to not just talking about how to do the work. The City encourages bidders to approach their Proposals with both process and action equally in mind.

Question 7: There are a breath of activities listed in this RFP. If the winning bidder received funding through this contract for an action/activity, would it preclude or prohibit the bidder from seeking out additional city funds for similar activities/actions?

Answer 7: If an additional funding source from the City awarded money to the Respondent for similar activities/actions, there is nothing in the City's purchasing policy that would prohibit a Respondent being eligible for multiple sources of City funding.

The Respondent must keep in mind that if they hold multiple contracts with the City, they would be prohibited from "double dipping" from both contracts. That is, the Contractor, cannot bill for one activity conducted against both contracts.

Note to all perspective bidders:

It perfectly acceptable to include in your Proposal other similar activities you are conducting that may fall in line with the activities listed in this RFP. Respondents must make it clear what activities they wish to fund from this RFP.