



City of Tacoma

Questions and Answers

On-Call Architectural Services RFQ Specification No. PW25-0245F

All interested parties had the opportunity to submit questions in writing by email to Carly Fowler, 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.

- 1. Question: : Are you looking for our firm, as the responder, to include a full A&E team as part of the submittal, or are you just looking for our Architectural qualifications?**

Answer: Architectural qualifications. We plan to award one or more contracts to provide the architectural services listed under section 2. Summary of Scope of Services and Deliverables.

- 2. Question: We are preparing a response to the RFQ for on-call architectural consultants. The RFQ asks respondents to identify "Names of all sub-consultant personnel and general responsibilities." However, because of the on-call nature of the work, subconsultants would not typically be pre-selected and would instead be identified depending on the specific project needs. Can you please provide guidance on how to address this requirement?**

Answer: We have on-call contracts with engineering firms; however, some projects could benefit from the architectural firm subcontracting the work to others. Provide names of any subconsultants you have pre-selected, or information on how you would approach subcontracting work if needed. It is more important to highlight architectural services that your firm is especially qualified for, versus trying to demonstrate that you can do everything on the list by subcontracting it out.

- 3. Question: Under section 9.3 - Project Manager & Personnel Qualifications and Experience, the 2nd bullet, Qualifications of the Firm's Personnel, are you looking for just the Responding Firm's Personnel or all the Personnel on the team, including Subconsultants of the major disciplines?**

Answer: Just the responding firm's personnel, unless you are planning to pre-select a subconsultant that will regularly perform work under the contract.

- 4. Question: Section 9.3 - Project Manager and Personnel Qualifications and Experience, both bullet items: Are you looking for a resume for just the team's Project Manager, or are you looking for resumes for the Lead people of all disciplines as mentioned in the 2nd bullet?**

Answer: Provide any data necessary to demonstrate that key staff (project managers, leads, etc.) are highly qualified to perform the work.



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- 5. Question: The RFQ states a limit of 15 double-sided pages. For an electronic PDF submission, does this translate to a total of 30 pages?**

Answer: Yes, 30 pdf pages

- 6. Question: : Is there a page limit for our submittal? If there is, are there any pages that would be excluded from this page count such as the Signature Page form?**

Answer: The city recommends no less than 30 pages (not including City of Tacoma required forms).

- 7. Question: Does the City prefer the Cost Estimator have any specific registration or certification?**

Answer: No.