



STATE OF WASHINGTON

DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

March 16, 2018

RFP Questions & Answers
RFP #18-63510-001 "Washington State Guidebook on
Military and Community Compatibility"

The following is a summary of all RFP Addenda and Answers to Questions for RFP #18-63510-001.

The period to submit Questions for this RFP has now closed as of March 12, 2018.

The deadline for posting final Addenda is Friday, March 16, 2018.

RFP Addendum:

None.

RFP Questions & Answers:

1. The RFP states "...consultant will work closely with program staff to collect and analyze..." Where is the Department of Commerce program staff located?

ANSWER: Program staff are located The Washington State Department of Commerce headquarters in Olympia, WA, and the department's satellite office in Spokane, WA.

2. Will cost of travel between consultant's office and Department of Commerce program staff office be reimbursed? Is this reimbursement within the project budget or in addition to it?

ANSWER: All expenses assumed under the proposal should be included and identified in the Consultant's proposed budget. Please refer to RFP Section 3.4 - Cost Proposal:

The maximum fee for this contract must be \$150,000 or less to be considered responsive to this RFP.

Identification of Costs (SCORED)

Identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Consultant is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract.

3. Please provide a list of all military installations and bases included in the scope of this project.

ANSWER: A specific list of military installations and bases is not included within this RFP due to the larger scope of the topic throughout communities impacted by military activities and off-site training as well. Guidebook content should not be considered limited to a list of installations or bases, but should provide guidance that applies to the subject of compatible use and land use processes relevant to planning near the military installations and testing/training ranges that are geographically located in Washington State. Proposals should provide the relevant information that demonstrates understanding and research about the statewide scope of the topics outlined in the RFP Objective and Scope of Work. Please refer to RFP Section 1.1 - Purpose and Background:

Production of the Guidebook implements elements of the “Washington State Military & Community Compatibility Strategy” (2017), and is related to an Office of Economic Adjustment (OEA) grant application titled “Washington State Guidebook on Military and Community Compatibility” (2018).

Please also refer to RFP Section 1.2 - Objectives and Scope of Work, including “Outreach (Activities)” and “Outreach and Public Engagement Plan (Deliverable)”:

Outreach (Activities)

The general plan for conducting public outreach should be outlined in the technical proposal.

Outreach and Public Engagement Plan (Deliverable)

The consultant should assume these activities will require travel to destinations to and/or around military installations in Washington State.

4. Will travel expenses for consultant’s staff (transportation & lodging) to outreach events and stakeholder visits be reimbursed within the project budget or in addition to it?

ANSWER: All expenses assumed under the proposal should be included and identified in the Consultant’s proposed budget. Please refer to RFP **Section 3.4 - Cost Proposal**:

The maximum fee for this contract must be \$150,000 or less to be considered responsive to this RFP.

Identification of Costs (SCORED)

Identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Consultant is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract.

5. Will consultant or COMMERCE cover costs associated with outreach events?

ANSWER: These costs are not outlined in the RFP as covered by Commerce. All expenses assumed under the proposal should be included and identified in the Consultant’s proposed budget. Please refer to RFP Section 3.4 - Cost Proposal:

The maximum fee for this contract must be \$150,000 or less to be considered responsive to this RFP.

Identification of Costs (SCORED)

Identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Consultant is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract.

6. Will consultant or COMMERCE provide support materials for outreach events (AV equipment, easels, easel pads, pens, tables, microphones, etc.)?

ANSWER: The Consultant should assume it will provide necessary materials identified within its proposal. All expenses assumed under the proposal should be included and identified in the Consultant’s proposed budget. Please refer to RFP **Section 3.4 - Cost Proposal**:

The maximum fee for this contract must be \$150,000 or less to be considered responsive to this RFP.

Identification of Costs (SCORED)

Identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Consultant is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract.

7. Will COMMERCE provide any graphic design support for Guidebook?

ANSWER: The Consultant should assume it will provide the necessary graphic design support identified within its proposal. Please refer to RFP Section 1.2 - Objectives and Scope of Work: Workflow Approach and Program Timeline:

Outreach and Guidebook Drafting.

...The consultant will organize all components into a cohesive preliminary Draft Guidebook with relevant and professional quality images, graphics, maps, diagrams, tables, charts or other visual aids that support document readability and meet COMMERCE publication standards...

8. Does the formatting of the guidebook need to be suitable for online publication?

ANSWER: The Guidebook must be in a format suitable for online publication. Please refer to RFP Section 1.2 - Objectives and Scope of Work: Workflow Approach and Program Timeline:

(3) Public Comment and Revision (January-March 2019). *COMMERCE will publish a draft Guidebook online for a public comment period of at least 30 days. COMMERCE and the consultant will solicit comments, analyze stakeholder input and initiate related Guidebook revision.*

9. Does the final product need to be submitted via MS Word, PDF, or other format in addition to the hard copies specified?

ANSWER: In addition to hardcopies, any electronic versions of the final Guidebook must be submitted as in Adobe PDF and MS Word document format. Any other formats should be approved during the contract negotiation and kick-off phase.

10. Will COMMERCE pay for the printing costs for hardcopies? If not, what are “COMMERCE publication standards” including acceptable paper stock and print quality?

ANSWER: Publication standards, as stated in the RFP, is intended to reflect what would be reasonably considered as a professionally written and graphically qualified publication. There is no specific paper stock or print quality stated in the RFP. All expenses assumed under the proposal should be included and identified in the Consultant’s proposed budget. Please refer to RFP Section 1.2 - Objectives and Scope of Work: Workflow Approach and Program Timeline for additional guidance:

3. Guidebook completion. *COMMERCE and the consultant will revise their respective portions to reflect stakeholder input, coordinating to ensure document quality and timely completion. The consultant will provide a “Revised Draft” to COMMERCE on or before April 25, 2019 to allow time for agency review/approval, and will remain available to assist with revisions as-needed until June 30, 2019. The consultant will provide COMMERCE with 2 printed proofs prior to publication, and a final set of coil-bound, full-color hardcopies for distribution, quantity will be determined in advance based on an assumed document length of 60 pages.*

ANSWER: Regarding costs and expenses incurred by the Consultant, please also refer to RFP Section 3.4 - Cost Proposal:

The maximum fee for this contract must be \$150,000 or less to be considered responsive to this RFP.

Identification of Costs (SCORED)

Identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Consultant is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract.

11. Will COMMERCE provide expertise, hardware, and software for creating GIS SHAPE files?

ANSWER: No. Description of the guidebook deliverable in the RFP, includes reference to inclusion of GIS-based shape files as part of the guidebook deliverable. Please refer to RFP Section 1.2 Objectives and Scope of Work/ Guidebook (Deliverable) / Part 3 (a) “Consultation quick-reference guide”:

The consultant will assist COMMERCE in clarifying appropriate contacts and procedures for this section, and will include GIS-based shape files for COMMERCE use that display administrative boundaries and military areas to help readers identify the appropriate military or civilian contacts for various land use or project actions.

12. Have similar guidebooks been published in the State of Washington or elsewhere that can serve as a template for this project? If yes, please provide the title(s) and, if possible, a link to publication(s).

ANSWER: No, this Guidebook outlined in the RFP will be the first of its kind for Washington State. The similarity to other Guidebook templates published in Washington State or elsewhere is of less importance for this project proposal, versus the content outlined in the proposal and addressing the Objectives and Goals in the RFP. Please refer to RFP Section 1.2 – Objectives and Scope of Work, including the “Executive Summary” and Parts 1 through 3, which best describe a template and the content that should be the focus of the proposal.

13. In addressing the requirements of the RFP, we are requesting consideration to not require firms to meet the minimum qualifications of the three items highlighted in the RFP. These items eliminate several firms that have national experience developing

- 1. Only firms having compatibility/ encroachment experience in the State of Washington.**
- 2. Only local / regional outreach to Washington State communities**
- 3. Only specific assistance related to the Washington State Growth Management Act.**

Below are the extracts from the RFP.

1.3 MINIMUM QUALIFICATIONS

Minimum qualifications include:

- 1. Licensed to do business in the State of Washington or provide a commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor.*

2. *Experience in civilian-military compatibility/encroachment and land use planning in Washington State.*
3. *Experience with program management, public outreach, and implementation planning.*
4. *Experience with technical writing, marketing/graphic communications, and GIS capability.*

* * *

B. Experience of the Consultant (SCORED)

1. *Indicate the experience the Consultant and any subcontractors have in the following areas:*

- a. *Land use planning documents and civilian-military compatibility programs.*
- b. *Outreach in the Military & Defense Sector and to military installations.*
- c. *Local/regional outreach to Washington State communities.*
- d. *Technical assistance related to the Washington State Growth Management Act*

ANSWER: Specific Experience with “*land use planning in Washington State*” has been listed as a minimum qualification in this RFP. However, the experience “*in civilian-military compatibility / encroachment*” is not intended to be limited to Washington State experience, and the separation of the “and” in this specific qualification distinguishes these criteria.

Commerce has determined that experience with “*land use planning in Washington State*” is a necessary and required minimum qualification for this RFP and project under Section 1.3.

In addition, Commerce has similarly determined that the scored criteria under RFP Section 3.3(B) – “Experience of the Consultant” must include (1) an evaluation of experience with “(c) *Local/regional outreach to Washington State communities*”, and (2) an evaluation of the experience with “(d) *Technical assistance related to the Washington State Growth Management Act*”.