

Questions & Answers from Request for Proposals

Management Plan Consultant

Maritime Washington National Heritage Area

1. Given the current COVID travel impediments, we anticipate one (1) in-person meeting to kick-off the project, with others conducted via video web conferences. Is this acceptable? Also, if the COVID situation improves, and travel becomes safer, would Maritime Washington prefer a second meeting to be in person?

We would prefer one in-person meeting to kick off the project but note that, if health and travel restrictions make this unsafe, we are amenable to a video option. We would also prefer a second in-person meeting at the end of the contract (i.e. in August or September) to present recommendations to the Steering Committee, but, again, only if it is safe to do so. Other meetings via video conference are quite acceptable.

2. Our team finds that we gain a greater understanding of the NHA if we include a tour of the area, which then informs our work. Is it acceptable to build this into our proposed schedule? (The tour would likely be from 1 to 1½ days to see highlights of the area.)

Absolutely. We agree that a tour of the area is a great way to deepen your understanding of its unique stories, constituents, and needs. Please do feel free to build this, and any related travel expenses, into your proposed schedule and budget.

3. We understand the goal of completing this project in advance of the contractual workplan with the National Park Service for FY20-21. With continued unanticipated business interruptions brought on by COVID 1, is there flexibility to extend the schedule if determined necessary to engage partners and provide adequate time for review and feedback for the work plan, public engagement strategy and capacity assessment?

There is a bit of flexibility in the timeline for developing the workplan, public engagement strategy, and capacity assessment. However, due to federal deadlines for the submittal of the Management Plan (which must be approved by the Secretary of the Interior by Spring 2022), any time spent developing these "plans for the plan" would result in less time available to actually implement them and the consultant would need to take these parameters into account when creating the work plan.

4. For the capacity assessment, deliverable #2: would the consultant be assessing staff bandwidth / availability as well or just expertise / capabilities?

We will provide you with staff availability via number of hours/month folks have to work on the MW-NHA, so you'd largely be looking at expertise/capabilities to see where we might need to hire outside experts. The one area where bandwidth/availability will come into play is the work plan—we do expect the consultant to assign roles and responsibilities to the work plan and would request that they take availability into account.

5. Will this be a deliverables-based contract or an hourly contract? Would the consultant be submitting invoices based upon the number of hours worked or deliverables produced?

The contract will be deliverables based, although we have requested that you estimate the number of hours you will spend as part of the cost proposal.

6. In the RFP, it states that “interested parties should submit their proposals electronically. Where exactly should we submit our materials? Is it agradwohl@preservewa.org?

Yes, please email all materials to Alexandra Gradwohl, Project Manager, Washington Trust for Historic Preservation, at agradwohl@preservewa.org

7. Is it OK to propose an additional staff/consultant team or steering committee meeting?

Yes. Please propose as many meetings as you think will be needed. Note that the Steering Committee meets monthly-- the consultant is more than welcome to attend (virtually or in-person if we are able to host in-person meetings) and add agenda items for those meetings.

8. Should we assume that we should be able to handle this project either on-line or in person?

Given the current health restrictions, we anticipate much of this project happening online. However, if it safe to do so, we would request at least one initial in-person meeting and a second in-person meeting at the end of the contract (i.e. in August or September) to present recommendations to the Steering Committee. Otherwise, online is quite acceptable.

9. Does the WTHP have remote collaboration tool that they prefer?

Internally, we use DropBox for document sharing and Slack for communication, but are open to other suggestions if there is another tool you believe would be more appropriate for this project.