City of Seatac
Request for Proposal
Des Moines Creek Basin Committee Coordination

Clarifying Question 1 of 1

Question: Is the ILA administrative/coordination role budgeted only at $32,000 per year?

Answer: The minimum RFP Task 1 Basin Committee Coordinator administrative duties and responsibilities under this RFP are included in ILA Attachment 2.

In part, administrative duties and responsibilities also involve management and oversight of contracted ILA activities including Project Monitoring, Invasive Vegetation Monitoring and Control, Needs Assessment, and Education and Outreach. Basin Committee Coordinator administrative duties and responsibilities (ILA Attachment 2) are funded at $32,000 per year. *Note, this funding includes the identification of Education and Outreach goals, criteria for committee funded activities, and website content (see ILA Attachment 9).*

However, the consultant may elect to subcontract, or perform, other applicable tasks listed in the RFP above and beyond "management and oversight". These include:

- RFP Task 2, Invasive Vegetation Monitoring Year 1 (see scope of work, ILA Attachment 5)
    - Budgeted $30,000 (see ILA Attachment 9)
- RFP Task 3, Invasive Vegetation Restoration Year 2 (see scope of work, ILA Attachment 5)
    - Remove invasives, budgeted $6,500 (see ILA Attachment 9)
    - Replant with natives, budgeted $11,500 (see ILA Attachment 9).
- RFP Task 4, Education and Outreach (see scope of work, ILA Attachment 6)
    - Develop plan Year 1 (identify outreach goals, criteria for committee funded activities, and website content). *Note that the funding for this is included with RFP Task 1 Basin Committee Coordinator duties and responsibilities (see ILA Attachment 9).*
    - Prepare content and develop website Year 1, budgeted $10,000 (see ILA Attachment 9).
    - Update website Year 2, budgeted $2,000 (see ILA Attachment 9).
    - Community funded event Year 1 and 2, budgeted $5,000 per year (see ILA Attachment 9).

To help in RFP review, the consultant's proposal should clearly address their understanding and approach that describes elected tasks that are above and beyond "management and oversight", including omission of non-applicable costs estimates.