



**PORT
REQUEST FOR INFORMATION
NO. PA000000025R**

**LABOR AND EMPLOYMENT LEGAL SERVICES
2025**

Issued by
Port of Tacoma
One Sitcum Plaza
P.O. Box 1837
Tacoma, WA 98401-1837

RFI INFORMATION	
RFI Coordinator	Michelle Walker Procurement & Contract Analyst
Email Addresses:	procurement@portoftacoma.com
Phone:	(253) 888-4744
Submittal Date	March 25, 2025 @ 2:00 PM
Questions Due Date	March 18, 2025 @ 2:00 PM

SUBMIT ALL QUESTIONS AND RESPONSES VIA THE PROCUREMENT PORTAL. (LINK LOCATED ON THE LEFT SIDE OF THE PROCUREMENT WEB PAGE)

Port of Tacoma (PORT)
REQUEST FOR INFORMATION (RFI) PA000000025

Labor and Employment Legal Services

1) PURPOSE

The PORT is in the process of developing specifications for Employment Legal Services and is requesting input from the vendor community. The current contract is due to expire March 31, 2025.

We expect to develop detailed requirements following the review of responses to this RFI and will be included in a possible RFP to be issued later. Below is a high-level list of representative capabilities that are desired in a Employment Legal Services. This is not intended to be a comprehensive list of all requirements. Rather, it is meant to be a guide to the perceived needs of our internal and external stakeholders.

2) BACKGROUND

Created by Pierce County citizens in 1918, the Port of Tacoma is a major center for container cargo, bulk, break-bulk, autos and heavy-lift cargo. To learn more about the PORT, visit www.portoftacoma.com.

3) OVERALL QUALIFICATIONS

With oversight from the PORT's contract General Counsel and in compliance with the Port of Tacoma Guidelines for Outside Counsel (Rev 1, July 5, 2021), provided as Attachment B, the Consultant will provide legal advice, counsel, services, consultation, and opinions to the PORT staff regarding labor and employment issues and programs for PORT employees including but not limited to:

A. General Legal Consultation

- Provide legal and strategic advice on employment and labor relations matters.
- Draft, review and advise on agency policies and procedures to ensure compliance with all applicable employment laws and regulations.

B. Employment and Labor Relations

- Advisory Services:
 - Advise on individual employment matters, including hiring, promotions, and terminations.
 - Provide guidance on employee discipline and grievance procedures.
- Policy Review:
 - Review and update employee handbooks and policies to ensure compliance with federal, state, and local employment laws and regulations.

ATTACHMENT A – INSTRUCTIONS FOR RESPONDING

- Dispute Resolution:
 - Assist in resolving employment and labor disputes, including mediation and arbitration.
- Compliance:
 - Advise and assist Port staff to ensure compliance with all applicable employment and labor laws, including wage and hour laws, workplace safety regulations, and anti-discrimination laws.

C. Contract and Agreement Review

- Draft, review, and negotiate employment contracts, including:
 - Offer letters.
 - Severance agreements.
- Ensure all employment agreements and related documents comply with all applicable laws and agency policies.

D. Labor Relations

- Assisting with labor negotiations and CBA enforcement issues.

E. Investigations

- When requested, conduct internal investigations into allegations of employee misconduct, harassment, or discrimination.
- Provide reports and recommendations based on investigation findings.

F. Documentation and Record Keeping

- Advise on best practices for employee-related document retention and confidentiality.

G. Other Legal Services

- Provide additional legal services as needed, including but not limited to:
 - Advising on employee benefits and compensation.
 - Handling workers' compensation claims.
 - Provide updates on new and revised employment laws and regulations.

H. Litigation and Representation

- Represent the agency in employment-related litigation, including:
 - Discrimination and retaliation claims (EEOC complaints, etc.).
 - Wage and hour disputes.
 - Wrongful termination lawsuits.
 - Administrative hearings and appeals related to employment matters, including Unfair Labor Practice charges.

ATTACHMENT A – INSTRUCTIONS FOR RESPONDING

The Port does not guarantee that any litigation services in these areas will arise during the contract term and reserves the right to select other counsel for litigation services. It is anticipated that a separate personal services agreement would be entered into for specific litigation services when required with contract amounts to be based upon written proposals prepared by the Consultant and agreed to by the Port.

2) RESPONSE REQUIREMENTS:

Responses to this RFI should be submitted electronically to the RFI Coordinator listed below no later than March 25, 2025.

A response to this RFI is not a mandatory requirement for participation in any subsequent solicitations released by the Port of Tacoma. The results of this RFI may be used in development of future solicitations. All vendor communications concerning this RFI must be directed to the RFI Coordinator.

Port of Tacoma
Michelle Walker, RFI Coordinator
253-888-4744
procurement@portoftacoma.com

In responding, please provide the following:

- A summary of your business and your firm's qualifications.
- Identify the proposed team (to include working titles, degrees, certificates, and licenses), demonstrate the team's experience in performing the requested services, and describe how the team meets or exceeds the required qualifications.
 - Resumes of the key individuals may be included as an appendix and are not included in the total page count. Resumes are to be limited to one single-sided, letter-size page. Resumes exceeding this limit will not be reviewed.
- List hourly rates:
 - Fixed, fully burdened, including, but not limited to, per diem, administrative overhead, travel, lodging, and transportation (all direct/indirect expenses included);
 - Quoted in US Dollars.

3) PUBLIC RECORDS

The vendor acknowledges that state agencies are subject to [Chapter 42.56 RCW](#), the Public Disclosure Act. Vendor responses to this RFI will become public record as defined in the RCW. For the purposes of this RFI no information considered confidential or proprietary should be included.

4) NO OBLIGATION TO CONTRACT

Release of this RFI in no way obligates the PORT to award a contract.

ATTACHMENT A – INSTRUCTIONS FOR RESPONDING

5) TO SUMMARIZE

The PORT appreciates your thoughts and input and would also welcome any additional thoughts and comments related to this RFI.

6) LIST OF ATTACHMENTS:

ATTACHMENT A – INSTRUCTIONS FOR RESPONDING (ATTACHED TO RFI)

**ATTACHMENT B - PORT OF TACOMA GUIDELINES FOR OUTSIDE COUNSEL
(Rev 1, July 5, 2021)**

PROCUREMENT PROCESS

TIMELINE:

This is the schedule for this Request for Information (RFI). The dates shown below are estimated, are provided for information only, and are subject to change at the sole discretion of the PORT.

Issuance of RFI	February 25, 2025
*Last Day To Submit Questions	March 18, 2025 @ 2:00 PM
*Responses due	March 25, 2025 @ 2:00 PM

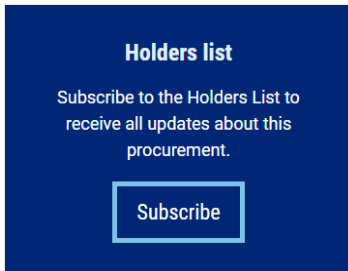
*Dates are tentative and may be subject to change.

All status updates on the above timeline will be announced on the PORT’s website.

VENDOR OBLIGATION

The Northwest Seaport Alliance (NWSA) and Port of Tacoma’s (PORT) Invitation to Bid, Request for Information, Request for Proposals, and Request for Qualifications can be accessed on the PORT’s website, www.portoftacoma.com under ‘Business -> Contracting -> Procurement.’

When viewing the details page for this procurement on the PORT’s Website firms have the option of subscribing to the Holder’s List.



By subscribing to the Holder’s List, firms will automatically be notified when new documents or changes relating to this procurement occur.

***Only those who have subscribed to the Holder’s List will receive notifications throughout the procurement process, up until a firm is selected.**

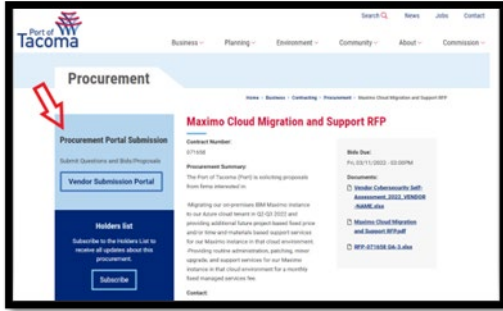
COMMUNICATION / INQUIRES

All communications are to be sent through the RFI Coordinator.

Applicants who, relative to this scope of services, contact any individuals or Commission members representing the NWSA or the PORT, other than the Procurement Representative listed on the RFI, may be disqualified from consideration.

Written questions about the meaning or intent of the RFI Documents shall be submitted only to the Procurement Department via the Procurement portal (portal link is accessible via this specific procurements website. See left side of page).

ATTACHMENT A – INSTRUCTIONS FOR RESPONDING



Applicants who may have questions about provisions of these documents are to submit their questions by the date listed on the RFI. The PORT will respond to all written questions submitted by this deadline, and responses will be posted on the corresponding procurements website.

ADDENDA

The PORT may make changes to this RFI. Any information modifying a RFI will be furnished in a formal, written addendum. No other written or oral interpretation, clarification, or submittal instruction will affect this RFI. If at any time the PORT changes, revises, deletes, increases, or otherwise modifies the RFI, the PORT will issue a written Addendum to the RFI. Addenda will be posted to the PORT's web site and conveyed to those potential submitters who have requested to be placed on the Holder's List.

SUBMITTAL PROCESS

Electronic Submittal:

Responses must be received via the procurement portal on or before the date and time outlined on the front page of this RFI.

Procurement Submission Portal Instructions:

Navigate to this procurements web page (referencing the number and name) via the following link [Procurement | Port of Tacoma](#). While on the procurements page, click on the 'Procurement Submission Portal' link (located on the lefthand side of the page).

Full instructions on how to utilize the submission portal can be found on the PORT's website, www.portoftacoma.com under 'Business -> Contracting -> Procurement'. See bold red heading above the bid search box "Bid and Question Submittal Instructions", to access the thorough instructions in PDF format.

Please submit responses, including all separate attachments and compensation in separate Adobe Acrobat PDF format. Submittals need to be limited to **9 MB in total size**. It is the Consultant's responsibility to verify the receipt of the submittal. **Electronic verification will be provided.**

***Late responses will not be accepted by the PORT. Responses received after the stated date and time will not be reviewed and shall be deemed non-responsive.**

All responses submitted shall be valid and binding on the submitting firm for a period of ninety (90) days following the submittal deadline and for any extension of time granted by the submitting firm.

ATTACHMENT A – INSTRUCTIONS FOR RESPONDING

GENERAL INFORMATION

News releases pertaining to this RFI, the services described therein, or the project to which it relates, shall not be made without prior approval by, and then only in coordination with, the PORT.

COSTS BORNE BY APPLICANTS

All costs incurred in the preparation of responses and participation in this RFI and negotiation process shall be borne by the proposing firms.

SMALL BUSINESS AND DISADVANTAGED BUSINESS OPPORTUNITIES

The PORT encourages participation in all its contracts by Minority and Women's Business Enterprises (**MWBE**) firms certified by the Office of Minority and Women's Business Enterprises (**OMWBE**). Participation may be either on a direct basis in response to this RFI or as a subcontractor to an Applicant. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids/submittals, no minimum level of MWBE participation shall be required as a condition for receiving an award and bids/submittals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply. The selected firm will be required to show evidence of outreach.

PUBLIC DISCLOSURE

Responses submitted under this RFI will be considered public records under the Public Records Act (**PRA**) chapter 42.56 RCW and, with limited exceptions, will become public records and may be subject to disclosure pursuant to the PRA.

If an Applicant considers any portion of its response to be protected under the law, the Applicant shall clearly identify each such portion with words such as **CONFIDENTIAL**, **PROPRIETARY** or **TRADE SECRET** on each page for which the protection is sought. If a request under the PRA is made for disclosure of such record, the PORT will, to the extent permitted by the PRA, notify the vendor of the request and allow the Applicant not less than ten (10) days to seek a protective order or other appropriate remedy. Unless a protective order is obtained and provided to the PORT by the stated deadline, the PORT will release the requested portions of the RFI.