PRE-PROPOSAL MEETING

FOR

REQUEST FOR PROPOSALS (RFP) # 2022-10712

PASSENGER SHELTERS

**AGENDA**

DATE: Wednesday, July 27, 2022

TIME: 8:30 AM Pacific Time

1. MICROSOFT TEAMS MEETING INSTRUCTIONS

**Join on your computer or mobile app**

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmNlZjFlNjEtYmZhYi00NTljLTljNTItNmYwNWU0ZGFkMDQ2%40thread.v2/0?context=%7b%22Tid%22%3a%22f2cefbce-2048-47d7-8325-37c5dfec6705%22%2c%22Oid%22%3a%220227919c-60db-421d-b58b-5cb5811dac40%22%7d)

**Or join by entering a meeting ID**  
Meeting ID: 273 756 884 74   
Passcode: dFxfsF

**Or call in (audio only)**

[+1 509-824-1714, 384401639#](tel:+15098241714,,384401639# )   United States, Spokane

Phone Conference ID: 384 401 639#

1. INTRODUCTION OF SPOKANE TRANSIT AUTHORITY (STA) STAFF – Tammy Santana, Purchasing Manager
2. GUIDELINES – Tammy Santana, Purchasing Manager
3. Today’s meeting will be recorded so that all questions and answers can be captured for issuing a written amendment.
4. An attendance record is needed for today’s meeting. Please email your name, company name, email address, and phone number to tsantana@spokanetransit.com.
5. A written amendment will be issued following the meeting stating any clarifications, corrections, or additions to the solicitation. All prospective Proposers who received the original RFP will receive the amendment along with those in attendance at today’s pre-proposal meeting who provide STA with their contact information.
6. Any questions received prior to the meeting (see section 1.8 of the RFP & Attachment B) will be addressed at the meeting if STA has the answers to Proposers questions prior to the start of the meeting and as time allows.
7. Remarks, clarifications, or corrections to the RFP during the meeting shall not change the terms of the solicitation.
8. Careful attention must be paid to all requirements of the RFP. Please read thoroughly and return all required forms, documentation, and information.
9. Questions and comments will be accepted during the meeting. Please state your name prior to speaking.
10. Project Scope – Tara Limon, Associate Transit Planner and Darin Hoffman, Senior Facilities Maintenance Manager
11. Project Summary – Tara Limon
12. Picking Mechanism – Darin Hoffman
13. Questions from Proposers
14. IMPORTANT NOTES & CLARIFICATIONS – Tammy Santana, Purchasing Manager
15. Make sure your proposal reflects the latest addenda to avoid disqualification.
16. This procurement is partially funded by the United States Department of Transportation, Federal Transit Administration (FTA) and/or the State of Washington. Proposers will be required to comply with all applicable FTA, Federal, State and local laws, rules, regulations and grant requirements.
17. RFP TIMELINE AND NEXT STEPS – Tammy Santana, Purchasing Manager
18. Deadline to submit questions, requests for clarifications or approved equals is **Monday, August 1, 2022.** This includes any redline changes to the sample agreement.
19. Proposals due by **4:00 PM, Pacific Time, Thursday, August 18, 2022.**