PRE-PROPOSAL TEAMS MEETING

FOR

REQUEST FOR PROPOSALS (RFP) #2022-10701

CITY LINE RAILING PANELS & INSTALLATION

**AGENDA**

DATE: July 27, 2022

TIME: 10:30 AM Pacific Time

1. DIAL-IN INSTRUCTIONS:

Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzQ0M2FhYTUtYWZhZS00NjY5LThkYTMtMTY1MTA0YzY0ZjA3%40thread.v2/0?context=%7b%22Tid%22%3a%22f2cefbce-2048-47d7-8325-37c5dfec6705%22%2c%22Oid%22%3a%223d882d0f-fd59-43ea-82a7-f08d77d5865d%22%7d)

**Or join by entering a meeting ID**  
Meeting ID: 251 417 490 326   
Passcode: GKNq5C

**Or call in (audio only)**

[+1 509-824-1714,,699800685#](tel:+15098241714,,699800685# )   United States, Spokane

Phone Conference ID: 699 800 685#

1. INTRODUCTION OF SPOKANE TRANSIT AUTHORITY (STA) STAFF – Kimberly Smallwood, Procurement Coordinator
2. PROJECT SCOPE – Nick Hanson, Capital Project Manager, Capital Development
3. GUIDELINES
   1. Questions and comments will be accepted during the meeting. In addition, all questions must be submitted in writing to Kimberly Smallwood, Procurement Coordinator, [ksmallwood@spokanetransit.com](mailto:ksmallwood@spokanetransit.com) for inclusion in a future Amendment.
   2. Remarks, clarifications, or corrections to the RFP during the meeting shall not change the terms of the solicitation.
   3. 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.
   4. Careful attention must be paid to all requirements of the RFP. Please read thoroughly and return all required forms, documentation and information.
4. IMPORTANT NOTES AND CLARIFICATIONS

1. Reminder of the importance of making sure your proposal reflects the latest addenda by completing the Proposal Response Form to avoid disqualification.
2. 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.
3. RFP TIMELINE AND NEXT STEPS
   1. Deadline to submit questions, requests for clarifications, changes or redlines to the sample agreement is **August 3, 2022 at 5:00 PM Pacific time.**
   2. Proposals are due by **3:00 PM Pacific time, August 18, 2022** to the drop box link listed in the RFP document.
   3. The above dates will change via an Amendment if the procurement timeline is revised.