



**PRE-PROPOSAL CONFERENCE AGENDA  
RFP S19101  
On-Call Land Surveying and Mapping Services  
3331 NORTH FIRST STREET BUILDING B, ROOM 104  
SAN JOSE, CA  
September 11, 2019 at 2:00 p.m.**

- I. WELCOME/INSTRUCTIONS**  
**Chris Valle, Contracts Administrator**
- **RFP Questions Due – September 13, 2019 by 4:00 p.m.** **Page 5**
  - **Proposal Submittal – September 24, 2019 by 4:00 p.m.** **Page 5**
  - **Oral interviews – October 9-10, 2019** **Page 5**
  - **Proposer’s Minimum Qualifications** **Page 8**
  - **Evaluation and Selection** **Page 9**
  - **Proposal Format & Content** **Page 10**
  - **Administrative Submittals (submit all forms)** **Page 21**
  - **Exceptions to the Contract, Form 3** **Page 24**
    - All exceptions to the Contract terms and conditions must be stated on this form and submitted with the Proposal.
    - Only those exceptions submitted as part of the Proposal shall be considered during negotiations.
  - **Insurance Requirements (Exhibit A6)** **Page 48**
- II. Business Diversity Program Policy** **Page 10.**  
**Olga Medina, Office of Small and Disadvantaged Businesses**
- III. PROJECT OVERVIEW/SCOPE OF SERVICE** **Page 19**  
**Project Manager: Julia MacRory**
- IV. QUESTIONS & ANSWERS**  
**All questions asked at the Pre-Proposal Conference are informal. Please send any questions you feel are important in writing to VTA by 4:00 p.m. on September 13, 2019 by email the Contract Administrator: [chris.valle@vta.org](mailto:chris.valle@vta.org).**