



**PRE-PROPOSAL CONFERENCE AGENDA
RFP S19092**

**Sand Vacuum Services on Select VTA Light Rail Station Tracks
3331 NORTH FIRST STREET BUILDING A, ROOM 109
SAN JOSE, CA
October 23, 2019 at 1:30 p.m.**

I. WELCOME/INSTRUCTIONS

Chris Valle, Contracts Administrator

- **RFP Questions Due – October 25, 2019 by 4:00 p.m.** **Page 5**
- **Proposal Submittal – November 5, 2019 by 4:00 p.m.** **Page 5**
- **Oral interviews – November 20 and 21, 2019** **Page 5**
- **Proposer’s Minimum Qualifications** **Page 8**
- **Evaluation and Selection** **Page 8-9**
- **Proposal Format & Content** **Page 10**
- **Administrative Submittals (submit all forms)** **Page 18**
- **Exceptions to the Contract, Form 3** **Page 21**
 - 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 A2)** **Page 37**

II. Business Diversity Program Policy **Page 11**
Olga Medina, Office of Small and Disadvantaged Businesses

III. PROJECT OVERVIEW/SCOPE OF SERVICE **Page 19**
Project Manager: Manjit Khalsa

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 October 25, 2019 by email the Contract Administrator: chris.valle@vta.org.