

**Summary
of Pre-Proposal Meeting (Non-Mandatory)
RFP WR170004068 – Parking Study**

1. **Sign-in** – All guests are asked to sign in. The sign-in sheet will be posted on the City’s Website.
2. **Welcome** Wanda Reese-Bey, Contract Specialist Supervisor
3. **Introductions**
4. **Overview of Statement of Needs** Mark Olinger/Maritza Pechin
 - Purpose
 - Background
 - Objectives
 - Requirements
 - Evaluation Criteria
5. **Minority Business Development/ MBE/ESB Participation & Reporting Requirements (LaQuiana Bailey)** – There is a 10% MBE goal assigned to this project. Please contact Minority Business Development if you should have any concerns with this requirement. The office number is 804-646-5947.
6. **No Contact Policy in Effect** – Offerors are required to not discuss this project with any city employee, other than Procurement Services.
7. **Proposal Due Date is May 1, 2017 at 3:30 pm.** Proposal should be properly labeled and accorded as instructed in the RFP document.
8. Review of RFP document to adhere to the requirements of the RFP – Please review the entire RFP document.
 - a. **Exhibits**
 - b. **Evaluation Criteria**
 - c. **Documents to be submitted to COR -**
 - d. **Check with the State Corporation Commission (SCC) to be sure you are registered to do business in the State of Virginia**
9. **Questions:** Related to RFP requirements & Procurement – There are several issues that were addressed at the Pre-Proposal Meeting that will be clarified in an Addendum. Please check the City’s website for any and all updates to this project. All Addenda must be acknowledged.
10. **Any additional questions received after this meeting should be forwarded in writing to Wanda Reese-Bey at wanda.reese-bey@richmondgov.com**

Any questions after this meeting, should be submitted no later than April 24, 2017. Wanda Reese-Bey will be out of the office from April 26th – April 28th.

Thank you and we look forward to receiving your proposals