



General A&E Services

SOQ – 212-22-10



Welcome & Introductions

- **Greater Richmond Transit Company (GRTC)**
- **Attendee Introductions**

Name/Title/Company

Prime Contractor/Sub-Contractor/DBE Contractor

ACTION Attendee's: *using the comment box, provide Company Name, Your Name, Phone, and Email Address, noting Prime, sub, DBE*

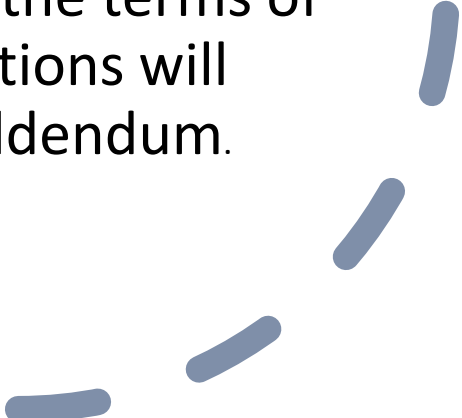
Administrative Matters

- **Key Points of Contact**

Antionette Haynes – DBE Assistance

Tonya Thompson– All Other Matters

- **Questions and Answers**

- Use the chat function
 - Questions will be answered after each Exhibit is covered
 - Please note that remarks and explanations at today's meeting will not change the terms of the SOQ. Any changes or corrections will come in the form of a written addendum.
- 



Solicitation Review

Solicitation Schedule & Exhibit	Presenter
Solicitation Schedule	Tonya
A – Schedule	Tonya
B - Representation and Certifications	Tonya
F – Scope of Service	McGregor
C – Solicitation Instructions and conditions	Tonya
C1 – Assumptions and Exceptions to Solicitation	Tonya
D – DBE	Antionette



Solicitation Review

- **Exhibit E**
Contractual Terms and Conditions
- **Exhibit E-1**
Federal Contract Terms and Conditions
- **Exhibit G**
Past Performance Questionnaire



Solicitation Schedule

- ✓ Written Questions Due:
June 23, 2022, 3:00 p.m.
- ✓ Response to Written Questions
June 28, 2022, 2022
- ✓ Questions and Answers will be posted on
the GRTC website
- ✓ **Offerors are reminded to check the
website frequently for current information**
- ✓ Proposals Due
July 12, 2022, prior to 3:00 p.m.

Proposals received after this time will not be accepted



Solicitation Schedule

- Oral Discussions (*if required*)
July 29, 2022, and August 1, 2022

These dates are provided for planning purposes only and may change

- Best and Final Offer Due (*if requested*)
August 10, 2022, by 12:00 p.m.

GRTC reserves the right to make an award from initial proposals.

- Anticipated Award of Contract **September 2022**



Qualifications Based Two Phase Process

- This procurement will be conducted in accordance with 40 U.S.C. 1101-1104 (“Brooks Act”)
- Selection Made on “Most Qualified” Basis



Exhibit F

Scope of Services

- Exhibit F – Scope of Service

Presenter: McGregor Sheppard,
Project Manager GRTC





Exhibit A Schedule

Exhibit A Schedule

Required Offer Submittals

- ✓ The offeror has enclosed one (1) original and five (5) copies of Volume I and one (1) original and five (5) copies of Volume II plus one (1) Thumb drive/USB of both volumes.
- ✓ Each offer must contain the following required submittals. Mark each box below to indicate the submittals have been included in the proposal documents. See Exhibit C, Solicitation Instructions and Conditions, Contents of Proposal clause for a description of the required proposal format.

Exhibit A –Schedule;

Exhibit B - Representations and Certifications;

Exhibit C-1 - Exceptions and Assumptions Form;

Exhibit D-1 - Schedule C of Subcontractor participation & intent to perform (if DBE/SBE Applicable); and,

Exhibit D-2 DBE Firm Data Sheet



Exhibit B Representations & Certifications

Exhibit B

- ✓ *is a required submittal. Failure to return it with your offer may result in your offer being determined non-responsive.*
- ✓ **Exhibit B must be signed by an authorized agent of the offeror.**



Exhibit C Solicitation Instructions and Conditions

Exhibit C

- Volume 1: Contract Forms (Information in this volume is not subject to the forty (40) page limit)
- Volume 1 shall be submitted in a separate folder from Volume 2 in one (1) ORIGINAL, and five (5) copies plus one (1) electronic copy (USB).
- Volume 1 should be structured as follows:
 - Tab A – Exhibit A Schedule
 - Tab B – Exhibit C-1, Exceptions and Assumptions
 - Tab C – Exhibit B, Representations and Certifications
 - Tab D - D-1 Exhibit D, Disadvantaged Business Enterprises Program Forms – Schedule C, and Intent to Perform form and Exhibit D-2 DBE Firm Data Sheet
 - Tab E – Firm Financial Data
 - Tab F - W-9
 - Tab G – Staff Guarantee



Exhibit C Solicitation Instructions and Conditions

Exhibit C –continued-

- Volume 2: Technical Proposal
- The technical proposal shall be organized as described below and submitted in a separate binder from Volume 1 in one (1) ORIGINAL, and five (5) copies plus one (1) electronic copy Thumb Drive (USB).

Tab A – Introduction of the Offeror

Tab B – Qualifications of the Firm

Tab C – Qualifications of Staff

Tab D – Work Plan

Tab E – Exhibit C-1 Exceptions and Assumptions in Technical Proposal



Exhibit C-1 Assumptions and Exceptions to the Solicitation

Exhibit C-1

- ✓ Offeror is required to submit a separate Exhibit C-1 for Volume 1 and Volume 2

If the offeror takes no exceptions to the solicitation, it should be stated in the proposal





Exhibit D DBE Participation

Exhibit D

- Exhibit D-1 , Disadvantaged Business Enterprises Program Forms – Schedule C, and Intent to Perform form; and
- Exhibit D-2 DBE Firm Data Sheet are required submittals.

Failure to return these exhibits may result in your offer being determined non-responsive.



Exhibit E

Contractual Terms and Conditions

Exhibit E

- **FIXED PRICE CONTRACT (Task Orders)**
- **TERM** The term of the Contract shall be three (3) years from the Contract notice to proceed. No Services shall be performed under this Contract prior to issuance of a Notice to Proceed
- **OPTION TO EXTEND CONTRACT TERM** GRTC shall have the unilateral right and option to extend the Contract for up to two (2) option periods for a twelve (12) month duration each at the option prices set forth in Exhibit A - Pricing Schedule upon written notice to the Contractor.



Exhibit E

Contractual Terms and Conditions

Exhibit E

- This is an indefinite-quantity Contract for the supplies or services specified and stated elsewhere in the Contract.
- The quantities of supplies and services specified are estimates only and are not purchased by this Contract
- This indefinite quantity, indefinite delivery Contract is subject to the following minimum/maximum quantities:
 - ✓ Minimum order. GRTC will order a minimum of \$10,000 in services under this Contract.
 - ✓ Maximum order. GRTC will order a maximum not to exceed \$30,000,000 under this Contract.



Exhibit E-1 Federal Clauses

Exhibit E-1

Federal funds are being used on this Contract.

Offerors are advised that GRTC cannot negotiate changes to Federal clauses.





t

Exhibit G

Past Performance Questionnaire

Exhibit G

- ✓ The offeror is required to send the past performance questionnaires to its current or past clients. See Exhibit C-Solicitation Instructions and Conditions for instructions.
- ✓ The past performance questionnaires must be sent directly to GRTC by the client not from the offeror.
- ✓ The past performance questionnaires should be sent to:
tonya.thompson@ridegrtc.com



QUESTIONS?

QUESTIONS?

Reminder Questions & Responses will be posted on GRTC website:

[Ridegrtc.com/about-us/procurement](https://ridegrtc.com/about-us/procurement)