



**RFP No. 2013-R-1: “Measure R South Bay Highway Program (SBHP) On-Call Program Development /Project Oversight Technical Bench Services”**

**June 11, 2013, 10:00 AM,  
South Bay Cities Council of Governments Theater  
20285 S. Western Avenue, First Floor, Torrance, CA 90501**

**Pre-Proposal Conference Agenda**

- 1. Opening Remarks / SBCCOG Introductions** **Jacki Bacharach**
  
- 2. Housekeeping** **Jacki Bacharach**
  - a. Sign-In sheet reminder
  - b. Website address: <http://www.southbaycities.org/node/1329>
  - c. Marcy Hiratzka contact: [marcy@southbaycities.org](mailto:marcy@southbaycities.org) or 424 271-4682
  
- 3. Technical Overview / Scope of Work** **Steve Lantz**
  - a. Measure R SBHP Program Overview
  - b. RFP Scope of Work Overview
    - program development
    - project oversight
    - intergovernmental relations / training
    - administration / public outreach and marketing
  - c. Relationship between SBCCOG program management / Lead Agency project implementation / Metro
  - d. Proposer areas of interest and expertise
  - e. Key personnel experience and availability
  - f. Approach to teaming
  
- 4. Bidding and Contracting Requirements** **Steve Lantz**
  - a. 3-year Bench contract – task order approach
  - b. Proposal evaluation criteria
  - c. Proposal submittal and exhibits
  - d. Fully loaded, audited hourly rates
  - e. Interviews, if needed
  - f. Sample contract
  - g. Schedule / deadlines
  - h. Questions during proposal process
  
- 5. Questions / General Discussions** **Steve Lantz**

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LOCAL GOVERNMENTS IN ACTION

**Measure R South Bay Highway Program On-Call Program  
Development /Project Oversight Technical Bench Services**

**Conduct of the Pre-Proposal Meeting**

1. Anyone seeking to ask a question will, when called upon, state his/her name and organization, and then ask their question as concisely as possible.
2. All questions and answers will be recorded and posted on the COG's website by close of business, Friday, June 14, 2013.
3. COG staff will attempt to answer all questions asked. If staff is unsure of as to the answer to a question, a response will not be given at the Pre-Bid Conference but will be posted on the website.
4. If, upon subsequent review, COG staff believes that clarifications or revisions to an answer given at the Pre-Bid Conference are warranted, such clarifications or revisions will be posted and highlighted on the website.
5. The COG welcomes and will make note of any ideas and suggestions that the consultant community may wish to make regarding the Scope of Work, Schedule or other aspects of the RFP, but is under no obligation to accept them.