



**PRE-PROPOSAL CONFERENCE AGENDA**  
**RFP P24247**  
**Bus Stop Shelters**  
**MS Teams Meeting**  
**April 9, 2025 at 10:00 AM P.S.T**

**I. WELCOME/INTRODUCTIONS**

**Aaron Whelan, Contracts Administrator**  
**Nikki Diaz, Project Manager**  
**Jennifer Mena, Business Diversity**

**Until Contract Award, all communication, written or verbal, regarding this Request for Proposal MUST be address to Aaron Whelan**

**II. REQUEST FOR PROPOSALS**

- **Instructions to Proposers** **Page 5**
- **Proposer’s Minimum Qualifications** **Page 9**
- **Evaluation and Selection** **Page 10**
- **Proposal Format & Content** **Page 13**
- **Indemnification and Insurance Requirements** **Page 16**
- **Proposal Submittals** **Page 30**
- **Exceptions to the Agreement**
  - **Only those exceptions submitted as part of the Proposal shall be considered during negotiations.**
- **Oral interviews (June 5, 2025 – June 24, 2025)**

**III. SBE/DBE Policy** **Exhibit A6**  
**Jennifer Mena, Office of Business Diversity Programs**

**IV. PROJECT OVERVIEW/SCOPE OF WORK** **Page 17**  
**Project Manager: Nikki Diaz**

**V. QUESTIONS & ANSWERS**



**All questions asked at the Pre-Proposal Conference are informal. Please put any questions you feel are important in writing and submit to the Questions and Answers on the VTA solicitation site or email or them to Aaron Whelan by 4:00 p.m on April 23, 2025 at [Aaron.whelan@vta.org](mailto:Aaron.whelan@vta.org).**

**V. CLOSING REMARKS: Aaron Whelan**

**A. Reminder about channel of communication**

**B. Reminder about Due Dates:**

**Question Submission Deadline: April 23, 2025 at 4:00 PM P.S.T.**

**Proposal Submission Deadline: May 13, 2025 at 2:00 PM P.S.T**

**Interviews: June 5, 2025 – June 24, 2025**

**Best and Final Offers: July 31, 2025 at 2:00 PM P.S.T**