

PRE-PROPOSAL SUMMARY

CONTRACT NO. T-8000-0387

Light Rail Vehicle Fleet Mid-Life Overhaul

HELD ON:

September 5, 2012, 10:00 A.M.,

North Ave. Light Rail Shop, 344 West North Ave., Baltimore, MD

1st. Floor, Classrooms A & B

ATTENDEES:

See the attendance sheet posted on the MTA website (www.mta.maryland.gov)

TOPICS DISCUSSED

PART I: CONTRACTUAL RELATED AND ADMINISTRATIVE INFORMATION

- Introductions: Marsha Turnipseed conducted the Pre-Proposal meeting for this solicitation. Mr. Gary Brown from our Office of Fair Practices and Mr. Patrick Albright from MTA's Systems Engineering Department were speakers.
- The meeting was recorded. A summary of the minutes from this meeting will be distributed to all persons/companies listed on the planholders list. The planholders list is used as a distribution tool; all notifications regarding this solicitation will be distributed only to the persons/companies listed on the planholders list. A copy of the current planholders list was distributed today. If you did not receive a copy today and would like to receive a copy, please provide Debbie Canty with your email address and she will send you an email copy for your use.
- Any questions and/or inquiries about this solicitation shall be direct to the email address that was supplied in the solicitation packages which is LightRailMid-LifeOverhaul@mta.maryland.gov . Only responses issued by the Procurement Officer are the official position of the Agency. Questions and responses generated during today's meeting were strictly for informational purposes only. All questions must be submitted in writing as instructed in Item # B.4 Inquiries of the solicitation documents.
- The purpose of this RFP is to award 1 contract(s) for an initial period of 5 years.
- **The submission deadline for written inquiries is September 18, 2012, by 4:00 pm**
- Section I, item B.6 Closing Date states: Proposals must be received no later than 2:00 pm., on **October 17, 2012.** One original and ten (10) copies of the technical proposal, one original and ten (10) copies of the Price Proposal, and One electronic copy in CDROM or DVD media containing the Technical proposal responses to Special provisions Section C.3 and C.4 shall be submitted.
- It is the goal of the Administration that Disadvantaged Business Enterprises participate in all contracts. An overall DBE subcontracting goal of **13% percent** has been established for this procurement. **Mr. Gary Brown** will give further instruction later in this meeting.

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- Insurance Requirements: Prior to execution of the Contracts, the Contractor must obtain at its own cost and expense and keep in force and in effect during the term of this Contract, including all extensions, the insurance specified in Exhibit K (Insurance Requirement).
- Special Provision Section C, Proposal Format: To be considered, Offerors shall submit a complete response to the RFP using the format provided in Special Provision Section C. This proposal format is mandatory.
- Section IV Proposal Exhibits: This section contains documents that must be included in order to submit a responsive proposal. Please do not change the format of these documents.
- Special Provisions, Section I.6 Technical proposal Evaluation: Listed in order of importance are the evaluation criteria for which an evaluating team will be evaluating the technical proposals.
- Performance Guarantee: The successful Proposer shall at time of execution of the contract furnish a surety Bond or bonds in a sum equal to 25% of the Contract price.
- Attendees were reminded to submit Price proposal in a separate sealed envelope with your technical proposal.
- Offeror's proposals will be reviewed by an evaluation committee set up by the MTA. The Committee will review and rate all proposals individually, and an initial technical ranking will be completed. Offeror who have been deemed reasonably susceptible of being recommended for award may be contacted to participate in the oral presentation process. The oral presentation will allow the Evaluation Committee to ask questions and/or enter into discussions with regards to the Offeror's proposal. This presentation also will provide an opportunity for the Offeror to clarify aspects of the proposal as requested.
- Attendees were asked, if anyone had any questions on concerns regarding the administrative and contractual requirements. No one responded.

Part II. DBE REQUIREMENTS

(presented by Gary Brown, Office of Fair Practices)

- Attendees were instructed on completing and submitting the MDOT Forms A, B, C & D and how the 60 percent Rule is applied to meeting the DBE Goal.
- Attendees were asked, if anyone had any questions on concerns regarding the DBE Requirements. No one responded.

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- **PART III DESCRIPTION OF WORK**

(presented by Patrick Albright, Project Manager)

- Attendees were informed of the requirements of this specification which included the overhaul of the entire Light Rail Vehicle Fleet. Patrick informed attendees, unlike the last contract this contract does not allow the vehicles to be separated. Attendees were informed that a CD would be available to all that are interested in receiving a copy of the reference documents mentioned in the specification. Request for this CD must be made by submittal to the email address LightRailMid-LifeOverhaul@mta.maryland.gov.
- Attendees were reminded to submit written inquiries by September 18, 2012 to allow the MTA sufficient time to respond and to distribute responses to all potential offerors. And they were reminded that a site visit was planned immediately following this meeting; all site visit attendees must sign-in on the Site Visit attendance Sheet for the Administration records.
- This meeting was adjourned at 10:23 am.