

# **SRTA 25-046 Strategic Management Advisory and Consulting Services**

## **Pre-Proposal Meeting Agenda**

March 27, 2025 10:00 AM (EST)

TEAMS Meeting ID: **274 519 077 340**

Passcode: **sz9iu9at**

**Dial in by phone**

**[+1 470-737-3848,,227888267#](tel:+14707373848,227888267) United States, Atlanta**

**[Find a local number](#)**

**Phone conference ID: 227 888 267#**

### **1. Introductions (by Procurement)**

- a. Procurement Team:
  - i. Staci Winston – Director of Procurements and Contracts: Issuing Officer
  - ii. Kathleen Lane
  - iii. Lisa Randle
  - iv. Taren Rickett
- b. Project Team:
  - i. Lauren Travis
  - ii. Shelby Barron
  - iii. Graham Foster

### **2. General Information (by Procurement)**

- a. Bidders please add your name, title and company name to the Chat
- b. Today's pre-bid meeting agenda will be available online after the meeting
- c. Meeting Rules:
  - i. It is imperative that you respect the process of this procurement. Please do not speak with staff members during or outside of this meeting regarding this proposal.
  - ii. Verbal responses to questions provided in this meeting are not binding until they have been answered in writing. Please field today's questions and any future questions to Staci Winston via email at [Procurement@srta.ga.gov](mailto:Procurement@srta.ga.gov) utilizing Attachment A: Question and Answer Template, no later than April 1, 2025

### **3. Project Overview/Background & Scope and Objective**

- a. Basic Scope Overview

### **4. Projects Schedule**

- a. Anticipated contract start date

5. **DBE Goal and Requirements**

- a. N/A to this project -. **SRTA has not established a separate DBE goal for this project.**

6. **Q & A**

- a. Reminder: Verbal responses to questions provided in this meeting are not binding until they have been answered in writing. Please field today’s questions and any future questions to Staci Winston via email at [Procurement@srta.ga.gov](mailto:Procurement@srta.ga.gov) utilizing Part 6 Attachment A: Questions and Answer and Contract Modification Template no later than April 1, 2025.

7. **Procurement Schedule** – when/how bids are to be submitted, when/how responses to questions will be provided (by Procurement)

**Schedule of Events**

<b>Release RFP</b>	March 20, 2025
<b>Pre-Bid Meeting (virtual)</b>	March 27, 2025, 10:00 AM EST
<b>Deadline for Proposer Written Questions</b>	April 1, 2025, 2:00 PM EST
<b>Responses to Written Questions</b>	April 7, 2025
<b>Contract – Terms &amp; Conditions Review (If Applicable)</b>	April 8 thru April 10, 2025
<b>PROPOSAL SUBMISSION DEADLINE</b>	<b>April 18, 2025, 2:00 PM EST</b>
<b>Evaluations</b>	April 21 thru April 28, 2025
<b>Oral Presentations/Interviews (If Applicable)</b>	April 29, 2025
<b>Notice of Intent to Award</b>	April 30, 2025
<b>Notice of Contract Award (target)</b>	May 1, 2025

8. **Submitting Bids:**

- a. Each Proposer must submit their proposal to the email address listed in the Solicitation: [Procurement@srta.ga.gov](mailto:Procurement@srta.ga.gov).
- b. Subject Line of email should read: **SRTA Request for Proposals (Company Name) 25-046 Strategic Management Advisory and Consulting Services**
- c. The proposal shall consist of all Offer Documents and Supporting Documentation requested in the RFP.
- d. The Price Rate Proposal shall be submitted as a separate Excel(.xlsx)file.