# SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT

**NOTICE TO PROPOSERS – GENERAL INFORMATION**

**ON-CALL PROFESSIONAL SERVICES FOR CENTRAL SUPPORT SERVICE AREAS**

**RFP NO. 6M4639**

The SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT (“BART” or “District”), 300 Lakeside Drive, Oakland, CA, is advertising for proposals for On-Call Professional Services for Central Support Service Areas, Request for Proposals (RFP) No. 6M4639, on or about January 29, 2019, with proposals due by **2:00 PM, local time, Tuesday, March 5, 2019.** All general questions regarding this RFP should be directed to Erica Elkington at [eelking@bart.gov](mailto:eelking@bart.gov).

**SCOPE OF SERVICES**

The San Francisco Bay Area Rapid Transit District ("BART" or "District") intends to engage the services of consulting firms or joint ventures ("Consultant") to provide on-call general consulting services for BART’s Central Support Service Areas (“CSSA”). Proposers are expected to propose on one or multiple CSSAs. **Please note**: Separate proposals must be submitted for each CSSA, and each CSSA will evaluate their respective proposals separately. Proposers should cater their responses to the evaluation criteria based on the CSSA for which they are proposing.

The CSSAs are as follows:

1. Human Resources

2. Procurement/Materials Management

3. Capital Budget

4. Operating Budget

5. Performance/Audit

6. Finance

**REQUIRED REGISTRATION ON THE BART PROCUREMENT PORTAL**

**Prospective Bidders or Interested Parties (including prospective Subcontractors of any tier) who are not currently registered on the BART Procurement Portal to do business with BART are required to register on the BART Procurement Portal on line at** [**https://suppliers.bart.gov**](https://suppliers.bart.gov) **in order to download the Contract Documents (including Contract Drawings and Contract Specifications), updates, and any Addenda issued on line and be added to the On-Line Planholders List for this solicitation.**

**If a Prospective Bidder is a joint venture or a partnership, such entity must register on the BART Procurement Portal with the entity’s Tax Identification Number (“TIN”) and download the Contract Documents so as to be listed as an On-Line Planholder under the entity’s name prior to submitting its Bid, in order for the entity to be eligible for award of this Contract.**

**Prospective Bidders or Interested Parties may also purchase printed copies of the Contract Documents from the District Secretary’s Office by downloading the Contract Documents’ Order Form from the BART Procurement Portal website and submitting the completed Contract Documents’ Order Form to the District Secretary’s Office. Prospective Bidders or Interested Parties must be registered on the BART Procurement Portal to do business with BART in order to be able to download the Contract Documents’ Order Form. Downloading the Contract Documents’ Order Form will automatically make a Prospective Bidder or Interested Party an On-Line Planholder. In order to be an On-Line Planholder and be eligible for award of this Contract, a Prospective Bidder must either: i) download the Contract Documents for this solicitation from the BART Procurement Portal or ii) download the Contract Documents’ Order Form with which to purchase the Contract Documents directly from the District Secretary’s Office.**

**BIDDERS WHO HAVE NOT REGISTERED ON THE BART PROCUREMENT PORTAL PRIOR TO SUBMITTING A BID AND DID NOT OBTAIN THE CONTRACT DOCUMENTS FOR THIS SOLICITATION EITHER ON LINE OR DIRECTLY THROUGH THE DISTRICT SECRETARY’S OFFICE IN ORDER TO BE LISTED AS AN ON-LINE PLANHOLDER FOR THIS SOLICITATION, WILL NOT BE ELIGIBLE FOR AWARD OF THIS CONTRACT.**

**BIDDERS MAY OBTAIN INFORMATION ON THE STATUS OF THE AWARD OF THIS CONTRACT BY CHECKING THE BART WEBSITE AT** <http://www.bart.gov/about/bod/meetings.aspx> **FOR CONTRACTS SCHEDULED TO BE PRESENTED BY STAFF TO THE BART BOARD FOR AWARD CONSIDERATION.**

## **PRE-PROPOSAL MEETINGS**

**Two pre-proposal meetings will be held on for the respective CSSAs as follows:**

The first pre-proposal meeting February 20, 2019. The meeting will convene at 10:30 am – 12:00 pm, local time, at BART offices located at 300 Lakeside Drive 15th Floor, Oakland, California.

**The CSSAs covered during the first pre-proposal meeting will be:**

1. Human Resources

2. Procurement/Materials Management

The second pre-proposal meeting will also be held on February 20, 2019. The meeting will convene at 1:30pm – 3:00pm, local time, at BART offices located at 300 Lakeside Drive 15th Floor, Oakland, California.

**The CSSAs covered during the second pre-proposal meeting will be:**

1. Capital Budget

2. Operating Budget

3. Performance and Audit

4. Finance