



Alexandria Redevelopment & Housing Authority

401 Wythe Street

Alexandria, Virginia 22314

www.arha.us

October 31, 2023

Pre-Proposal Meeting Agenda

RFQ Q-23-10-16

Development Partner for Alexandria Redevelopment and Housing Authority

1. Introduction: Confirm that the attendees are in the correct meeting. Sequence of meeting:
 - a. Introduce ARHA Staff
 - b. Review purpose of RFQ
 - c. Description of Overview of Requested Services by Staff
 - d. Q & A session
2. Communications with ARHA: all communications go through Procurement until the contract is awarded. (*emphasize*)
 - a. Identify the location of all proposal documents.
3. Review Key Dates: (Acceptance date is: **(December 21, 2023 at 2:00 pm)**)
 - a. Emphasize that late proposals/bids will not be accepted, last day for questions
 - b. We use Atomic Time
 - c. Use example with UPS & bomb threat
4. Addendums or Question & Answers: Review the use of addendums to answer questions, where they can be found and that they must be included in bid/proposal submission. Last date for questions to be accepted by **5:00 pm, November 10, 2023.**
5. Contracting Process (RFQ):
 - a. **Contract Award Schedule:**

Issue RFQ:	October 23, 2023
Pre-Proposal Meeting:	October 31, 2023 at 10:00 am
Deadline for Questions:	November 10, 2023 at 5:00 pm
Issue last Addendum:	November 29, 2023 at 5:00 pm
Proposal Due:	December 21, 2023 at 2:00 pm
Tentative Board of Commission Selection	January 22, 2024
 - b. **Exceptions:** do not take exceptions to requirements in RFQ without prior approval no matter how good your idea is. If you want to request an exception, do it during the question & answer period.
 - c. **RFQ:**
 - 1) Review Form: RFQ Attachments
 - 2) Submission Requirements Part III
 - 3) Qualification Evaluation/Contract Award Section 4.5- 4.6
6. State Corporate Commission Registration
7. Project Summary: ARHA Staff will go over scope of service and requirements.
8. Question & Answers: Take good notes on the questions, answers if possible. All questions and answers and we cannot answer will be answered in the first addendum.