**Agenda for Pre-Proposal Conference**

**RFP 2224 Roof Replacement Services**

**(06/27/2022 - 9:00 am)**

**Name of AHA Attendees and Guests**

**Dan Foster**- Housing Development Director

**Rocio Sinche**– Procurement Officer

**Brian Eagan**- AHA Attorney- Section 3 Compliance Coordinator

**Opening and Introductions** – **Dan Foster**

* Sign In within the Zoom Chatroom- Type Name, Title and Company. Will be recorded by Procurement Officer
* Due Dates of RFPs
  + Q & A Schedule- Tuesday, July 5, 2022, 3:00 pm MT
  + Proposal Due Date – Wednesday, July 13, 2022, 3:00 pm MT
* Access to solicitation – https://ha.internationaleprocurement.com (no “www”)
* Addendums/Meeting Minutes- All notes and questions must be submitted via economic engine.

**Review of Scope of Work/Technical Specifications**

* Dan Foster - replaced with 45 mil TPO not 60 mil- Correction to RFP

**Review of Technical Evaluation Criteria – Dan Foster**

|  |  |
| --- | --- |
| **Evaluation Criteria** |  |
| Pricing Proposal | 30 Points |
| Experience | 25 Points |
| Capacity | 25 Points |
| Approach and Methodology | 20 Points |
| Section 3 Procurement Preference | 15 Points |

**Buyers Presentation**–**Rocio Sinche**

* Evaluation Criteria -Section 3 Procurement Preference Documentation and Compliance

|  |  |  |  |
| --- | --- | --- | --- |
| **Income Limit Category:** | **(1) Person** | **Hourly Rate : 2080 hrs. yearly** | **Effective Date** |
| 2022 Low (80%) | $42,300 | $20.34 | April 18, 2022-Current |
| 2021 Low (80%) | $37,800 | $18.17 | June 1, 2021-April 17, 2022 |
| 2020 Low (80%) | $38,750 | $18.63 | April 1, 2020-May 30, 2021 |

* Proposal Format, Review of Attachments
* Proposal Submittal

**Questions and Answers**