**The Pre-Submittal Conference will be held on:**

**When:** May 28, 2020 from 2:30 pm – 3:30 pm

**Where:** Via MS Teams Meeting (Conference Call)

Link to join meeting below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Join Microsoft Teams Meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_MjhiMjRmMzQtODk4Ny00YjNmLWJmZDEtZmRhMDJjMmFlYWM1%40thread.v2/0?context=%7b%22Tid%22%3a%2278e61e45-6beb-4009-8f99-359d8b54f41b%22%2c%22Oid%22%3a%22dcfc9c4f-10eb-47f5-bd29-98ea4510fcba%22%7d)

+1 206-686-8357   United States, Seattle (Toll)

Conference ID: 906 606 300#

## Pre-Submittal Conference.

The City offers an **optional** pre-submittal conference at the time, date, and location below. Proposers are highly encouraged to attend but not required to attend to be eligible to propose. The meeting answers questions about the solicitation and City Light’s RFP procurement process – the Expertise-Driven Project Delivery (XPD) process and clarifies any issues. This also allows Proposers to raise concerns. Failure to raise concerns over any issues during this opportunity will be a consideration in any protest filed regarding such items known as of this pre-proposal conference.

Three webinars listed below are intended as **optional** Pre-Submittal Conference proponent training for solicitations that utilize the XPD model, also known as the Best Value Business Model.

The Pre-Submittal Conference webinars are shared in three parts:

* Part 1: Overview, Objective, and Fundamentals
* Part 2: Developing Risk and Value Assessment Submittals
* Part 3: Past Performance Surveys, Cost Proposals and Interview

Consultants can view the ‘**Pre-Submittal Conference Proponent Training**’ at the following Web Address:[**https://simplar.com/efficiencyns/**](https://simplar.com/efficiencyns/)

The City Light RFP process emphasizes the following evaluation criteria:

* The expertise and experience of the individual project team members proposed by each consultant (i.e. the specific individuals that would be assigned to the project should the consultant be selected)
* The capability of consultant teams to clearly demonstrate their project-specific execution methodology.
* The capability of consultant teams to identify, prioritize, and minimize potential project-specific risk factors.

Due to the evaluation emphasis on the specific individual project team members, Consultants are **STRONGLY ENCOURAGED** to have lead members of their project team attend (see Section 8.7), that would be assigned to the project if awarded (i.e. in place of sending business development or sales personnel).