

2. Qualifications of Proposer: Proposers shall describe their knowledge and past project experience relevant to SMART’s needs as listed in the Scope of Work of this RFP, including the Proposer’s direct experience on projects of similar size, scope, and complexity.
3. Project manager and related positions.

SCHEDULE

RFP Advertised	Wednesday, October 19, 2022
RFP Questions or Change Request Deadline	4:00 p.m. PST Wednesday, November 9, 2022
Addenda Issued	Monday, November 14, 2022
Proposal Closes & Responses Due	4:00 p.m. PST, Monday, November 21, 2022
Evaluation of Proposals Complete	Wednesday, November 30, 2022
Interviews and Demonstration, if required*	Thursday, Jan. 12– Tuesday, Jan. 17, 2022
Notice of Intent to Award*	Friday, February 3, 2023
Award Protest Deadline*	5:00 p.m. PST, Friday, February 10, 2023
City Council Award*	Thursday, February 23, 2023
Notice to Proceed*	Friday, February 24, 2023
Project Completion*	Friday, June 30, 2023

RFP DOCUMENTS

Request for Proposal (RFP) documents may be obtained at Wilsonville City Hall, located at 29799 SW Town Center Loop East, Wilsonville, Oregon 97070, or may be obtained electronically on the City website (www.ci.wilsonville.or.us) under “Business” by clicking on “Bids and RFPs.” The City of Wilsonville shall not be held responsible for the delivery of the documents. Contact Eric Loomis at loomis@ridessmart.com or (503) 570-1577 to obtain RFP documents by mail.

PROJECT MANAGER

The City’s Project Manager shall be the sole point of contact for all questions, concerns, and protests. The Project Manager for this Project is:

Eric Loomis
 Transit Operations Manager
 (503) 570-1577
loomis@ridessmart.com

PROPOSAL SUBMISSION REQUIREMENTS

Responses shall be submitted in a sealed envelope / container to the following address and clearly marked “Request for Proposals – SMART Bus Station Electronic Display Signage.” Proposers may instead electronically mail Proposals to loomis@ridessmart.com, including all the information below.

1. One (1) original and four (4) copies of the response and Proposal documents.