



**MEETING MINUTES
PERMIT AND PROJECT TRACKING
RFP PRE-PROPOSAL CONFERENCE**

**January 26, 2011 (1:00-3:00PM)
1660 Mission Street, Second Floor – Room 2001**

City and County of San Francisco (CCSF), represented by:

- Pamela Levin, Department of Building Inspection
- Isabelle Vulis, City Planning Department
- Alaric Degrafinried, Human Rights Commission

Handouts:

- Meeting Agenda
- Presentation Slides
- HRC Handout
- RFP Documents (available on web)

Pamela Levin provided welcome remarks and facilitated the introduction.

Ms. Levin reviewed the schedule and evaluation criteria for the RFP process as outlined in the presentation slides. Important dates to note:

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|---------|---|
| 2/1/11 | Deadline for submission of written questions or clarification requests |
| 2/14/11 | CCSF responses posted and/or final change notices issued |
| 3/2/11 | Proposals due by 2:00 p.m. PST. Late proposals or postmarks will not be accepted. |

Alaric Degrafinried reviewed the information provided in the Human Rights Commission (HRC) handout. Mr. Degrafinried encouraged vendors to contact him directly at 252-2515 should they have any questions or need clarification on the HRC requirements. He noted that vendors should meet the HRC's 6% subcontracting goal requirement or be deemed nonresponsive.

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CCSF representatives stressed that vendors must meet all minimum qualifications in order to be considered in the bid process.

It was agreed by all to have vendor questions emailed directly to Pamela.Levin@sfgov.org. Questions and their responses would be posted to the DBI website by February 14.