

PORT AUTHORITY OF ALLEGHENY COUNTY d/b/a
PITTSBURGH REGIONAL TRANSIT

TRANSMITTAL MEMORANDUM No. 1

TO: All Holders of Request for Proposal No. 26-14

SUBJECT: Utility Consulting and Administrative Support Services
Request for Proposal No. 26-14

DATE: May 08, 2026

Please find enclosed the following:

- RFP 26-14 Information Meeting Agenda
- RFP 26-14 Meeting Minutes dated May 06, 2026
- RFP 26-14 Information Meeting Attendance
- RFP 26-14 Information Meeting Presentation Slides

The following signature acknowledges the receipt of this Transmittal Memorandum No. 1.

Signature

Name of Company

Date

Sign above and return signature page only promptly upon receipt to:

Pittsburgh Regional Transit
Procurement Department
345 Sixth Avenue, Third Floor
Pittsburgh, PA 15222-2527

Attention: John Young

**PORT AUTHORITY OF ALLEGHENY COUNTY d/b/a
PITTSBURGH REGIONAL TRANSIT**

**Information Meeting Agenda
Request for Proposal No. 26-14**

Utility Consulting and Administrative Support Services

DATE: Wednesday, May 06, 2026

TIME: 9:30 A.M.

SEQUENCE:

- A. Introduction
- B. Telephone Contacts for Proposer Questions

Procedural, eBusiness Registration:

John Young – PRT (412) 566-5216

Diverse Business Enterprises Questions:

Renelda Colvin – PRT (412) 566-5383

Questions Relating to Schedule of Activities and Technical Questions:

Sean Trageser – PRT (412) 566-5370

Must be in writing and must be submitted by mail, e-mail or facsimile to:

Pittsburgh Regional Transit of Allegheny County
345 Sixth Avenue, Third Floor Pittsburgh, PA 15222-2527
Fax: (412) 566-5359
Attn: Mr. John Young
E-Mail: jyoung@rideprt.org

- C. Review RFP Document and Proposal Requirements
- D. Overview of Scope of Services
- E. Questions and Answers
- F. Wrap-Up

PORT AUTHORITY OF ALLEGHENY d/b/a
PITTSBURGH REGIONAL TRANSIT

Utility Consulting and Administrative Support Services
Request for Proposal No. 26-14
May 06, 2026

Information Meeting Minutes

The Information Meeting for the above-referenced Request for Proposal (RFP) was held on May 06, 2026, at 9:30 a.m. A copy of the attendance sheet of attendees is attached.

John Young, Professional Services Contract Specialist, opened the conference for PRT. The other PRT attendees making presentations were: **Keith Bayles**, Manager of Procurement; **Renelda Colvin**, Contract Compliance Specialist; **William Fabus**, AFCS Revenue Analyst; **Jarryd Schwartz**, Assistant Manager of Accounts Payable; **Sean Trageser**, Director of Finance & Accounts Payable; **Ryan Warsing** Director of Sustainability.

Mr. Young then discussed the following issues:

- Electronic proposals must be both received and timestamped through PRT's eBusiness website at or before **2:00 p.m.**, prevailing time, **May 29, 2026**, at <http://http://ebusiness.ridePRT.org>. Proposals received or timestamped through PRT's Ebusiness website after the advertised time for the submission of proposals shall be non-responsive and therefore ineligible for award. Each Proposer shall be solely responsible for assuring that its proposal is timely received and time stamped in accordance with the requirements herein.
- All procedural questions concerning this RFP should be directed to John Young at (412) 566-5216. Questions concerning clarifications should be submitted in writing to the attention of Mr. Young of the Procurement Department and may be faxed to (412) 566-5359 or e-mailed to jyoung@ridePRT.org. PRT will not respond to questions received, other than procedural, after **May 19, 2026**.
- PRT's Diverse Business program requires that DBs have the maximum opportunity to participate in the performance of contracts and subcontracts.
 - PRT is aware of the United States Department of Transportation's Interim Final Rule, effective October 3, 2025, regarding the removal of Disadvantaged Business Enterprise requirements from federally funded projects. However, as RFP 26-14 is not a federally funded project, the Commonwealth of Pennsylvania's Diverse Business (DB) Program requirements as stated in Section 303 of Title 74 of the PA Consolidated Statutes to "...seek to maximize participation by diverse businesses" remain in effect for this solicitation. This position is specific to this RFP and is subject to change in future solicitations based on further legal or regulatory developments.
 - While there is no established goal on this specific RFP, proposers are required to identify subcontracting opportunities for the utilization of DB firms who are properly certified. If you are a DB proposer, you will still be required to identify subcontracting opportunities for the utilization of DBs.
 - The Pennsylvania DB law defines a "diverse business" as a "disadvantaged business, minority-owned or women-owned business or service-disabled veteran-owned or veteran-owned small business that has been certified by an acceptable third-party certifying organization." Third-party certifying organizations are defined to include:
 1. National Minority Supplier Development Council
 2. Women's Business Development Enterprise National Council
 3. U.S. Small Business Administration

4. Department of Veterans Affairs
5. Pennsylvania Unified Certification Program

While the Pennsylvania DB law remains in effect, the practical impact of the IFR removing the certified DBE status of all previously state UCP-certified DBE firms is that PRT Office of Small Business Engagement personnel cannot consider subcontractors or subconsultants proposed by prime contractors or consultants as “diverse businesses” if the only certification they hold is from the PA UCP. Rather, and at least temporarily, only a certification from one of the other four identified Pennsylvania certifying organizations will meet the “diverse business” definition/standard under the Pennsylvania DB law.

- All proposed DBs must be PA certified with the Pennsylvania Department of General Services (DGS) Small Diverse Business Program as an MBE, WBE, SDVBE or VBE at the time of proposal submission. The searchable directory of PA certified DBs is located at www.dgs.internet.state.pa.us/suppliersearch. Please note that you will need to provide written documentation of each DB’s certification with your proposal.
- The proposer should provide adequate time for DBs to respond to their solicitation.
- Inclusion of DB participation is part of the evaluation process. If there is no DB participation, the proposer will provide their good faith effort documentation that will be reviewed by the PRT Office of Small Business Engagement as part of the proposal review process. Good faith documentation will include the following for each DB contacted:
 1. DB firm name, contact information, contact person, date of contact, and type of contact (email, phone call)
 2. Description of the scope of work that was provided to the DB along with the date it was provided
 3. Documentation of the response received from the DB
 4. Dates of follow-up discussions
 5. Explanation for why a commitment with a DB was not made (if applicable)
 6. If pricing is a factor for the selection of a non-DB(s) rather than a DB(s), provide quotes for both firms that show scope of work, price, quote date, and date and time the quote was received
- Please be advised that the following do not constitute a good faith effort:
 1. Sending mass emails
 2. Contacting DBs using only one method – for example, if an email was sent and no response from the DB was received, follow up with the DB by phone
 3. Failure to contract with DBs because the bidder prefers to self-perform the scope of work is not legitimate Good Faith Efforts.
 4. A promise to use DBs after contract award is not legitimate Good Faith Efforts.
 5. Rejection of a DB based on political and social affiliations are not legitimate Good Faith Efforts.
 6. Rejection of a DB based on union status (Union shop or non-union) are not legitimate Good Faith Efforts.
- If assistance is required with identifying DBs to utilize, how to become a certified DB, or there are any other questions relating to DB participation, proposers should contact Renelda Colvin at 412-566-5383, or Sue Broadus at 412-566-5257. We can be reached by email at SBE@rideprt.org.
- The proposer will be required to report on its DB usage throughout the duration of the contract. Please be advised that any changes to your subcontractor participation plan, whether DB or non-DB, must be reported to the PRT Office of Small Business Engagement immediately. Please note that there are penalties imposed for non-compliance with the DB program.

- All questions relating to clarifications of, or modifications to, the RFP **must be in writing**. If any questions submitted make necessary the issuance of an addendum, an addendum will be issued to all RFP document holders. Proposals must be submitted based on the RFP as written, and as modified by Addenda.
- It was stressed that any comments/exceptions to Exhibit 1, the Sample Agreement, must be provided in the Appendix section of the Proposal. Post-RFP comments/exceptions to the Sample Agreement that are not set forth in a firm's proposal will not be considered or subject to any further negotiation consideration by PRT during the post-award Agreement finalization process.
- Mr. Young provided an overview of the ebusiness procedures for registration and submitting a proposal. All Proposers must be registered in ebusiness at <http://ebusiness.ridePRT.org>, in order to be notified of PRT solicitations, to obtain copies of RFP's, the subsequent addenda and other related information, and to submit a Proposal in response to this RFP 26-14.
Although RFP documents will also be available on PRT's website, PRT will only accept electronic proposal submittals through the ebusiness portal for this RFP, which requires vendor registration. Instructions on how to submit a proposal through PRT's eBusiness website can also be found in Exhibit 10 of the RFP.
- Mr. Young provided a general overview of the scope of services that PRT is seeking via this RFP.
- After generally discussing the scope of services for the RFP, Mr. Trageser advised the potential proposers on the scope of services located in Section 4.0 of the RFP General Information document on pages 26 through 30.
- The anticipated Procurement Schedules for both RFP is as follows:
 - Proposers' last day for submitting questions is **May 19, 2026**.
 - Proposals are due at the PRT by **2:00 p.m. May 29, 2026**.
 - Interviews are tentatively scheduled for **June 23, 2026 & June 24, 2026**.
 - The RFP is tentatively scheduled for approval at the **July 2026** Board of Directors Meeting.
- Following the overview of the scope of services, the floor was opened for general discussion and any questions from the attendees. None of the attendees asked any questions or requested further clarifications.

The conference was adjourned at 10:19 a.m. EST.



 John Young
 Professional Services Contract Specialist

Attachments: RFP 26-14 Information Meeting Attendance Sheet; RFP 26-14 Information Meeting Slides

cc: Project File

PORT AUTHORITY OF ALLEGHENY COUNTY d/b/a PITTSBURGH REGIONAL TRANSIT

INFORMATION MEETING ATTENDANCE

SUBJECT: Utility Consulting and Administrative Support Services

DATE: May 06, 2026

TIME: 9:30 AM

Representative Name	Company	Mailing Address	Phone No.	E-Mail Address	PRT/ PA UCP Certified DBE / DB
Kieth Bayles	PRT	345 Sixth Avenue, Pittsburgh, PA 15222-2527	412-566-5434	kbayles@rideprt.org	
Renelda Colvin	PRT	345 Sixth Avenue, Pittsburgh, PA 15222-2527	412-566-5383	rcolvin@rideprt.org	
William Fabus	PRT	345 Sixth Avenue, Pittsburgh, PA 15222-2527	412-566-5133	wfabus@rideprt.org	
Jarryd Schwartz	PRT	345 Sixth Avenue, Pittsburgh, PA 15222-2527	412-566-5269	jschwart@rideprt.org	
Sean Trageser	PRT	345 Sixth Avenue, Pittsburgh, PA 15222-2527	412-566-5370	strageser@rideprt.org	
Ryan Warsing	PRT	345 Sixth Avenue, Pittsburgh, PA 15222-2527	412-566-5534	rwarsing@rideprt.org	
John Young	PRT	345 Sixth Avenue, Pittsburgh, PA 15222-2527	412-566-5216	jyoung@rideprt.org	
Christian Carman	Veolia Energy	100 Federal Street, Suite 301, Boston, MA 02110	N/A	christian.carman@veolia.com	
Elias Scott de Martinville	Veolia Energy	100 Federal Street, Suite 301, Boston, MA 02110	N/A	elias.scottdemartinville@veolia.com	
Richard Fay	Veolia Energy	100 Federal Street, Suite 301, Boston, MA 02110	N/A	richard.fay@veolia.com	
Kacie Sabella	Veolia Energy	100 Federal Street, Suite 301, Boston, MA 02110	N/A	kacie.sabella@veolia.com	



Pittsburgh Regional Transit



INFORMATION MEETING

REQUEST FOR PROPOSALS NO. 26-14

UTILITY CONSULTING AND ADMINISTRATIVE SUPPORT SERVICES

May 06, 2026

INTRODUCTIONS

- **John Young**
 - Professional Services Contract Specialist
 - Provide an eBusiness Overview
 - Provide a general overview of the RFP requirements
- **Renelda Colvin**
 - Contract Compliance Specialist
 - Will address the DBE / DB requirements
- **Sean Trageser**
 - Director of Finance & Accounts Payable (Project Manager for this RFP)
 - Will provide an overview of Scope of Services

Please make sure your virtual microphones and phone are on mute throughout the duration of the meeting.

If you are joining through Teams Virtual platform, all questions should be entered in the Chat Box.

If you are joining by phone, you need to announce yourself and the company you represent before asking your question.

ALL questions must also be submitted in writing to:

Jyoung@rideprt.org

VIRTUAL AND PHONE ETIQUETTE

eBusiness Overview



REGISTER NOW

eBusiness Registration

- You **must** be registered:
 - To receive notifications for this RFP
 - To submit a proposal for this RFP
- Registration estimated time is 5-10 minutes to complete
- Recommend registering when there is time to complete

Already Registered?

- Great! Please check your credentials!
- Don't remember your User ID or Password?
- Getting an error message?

Contact **John Young** at:

Jyoung@rideprt.org

Do not wait!!!!!!!

- Navigating eBusiness takes time
- Uploading documents takes time
- Submitting the proposal takes time
- You may get an error message
- The system will kick you out when the event closes
- **PLEASE ALLOW YOURSELF ENOUGH TIME**

Web browser compatibility

- Recommended Browsers:
 - Chrome
 - FireFox
 - Edge
 - Safari
- Not mobile friendly



User ID

Password

Sign In

New Bidder Help
Bidder's Quick Guide to eBusiness (PDF)

Click the link below to register as a new Bidder:

Bidder Registration
Change Password

Ebusiness portal overview

- Login
- Download User Guide
- Register
- Reset Password

Ebusiness Portal Overview

P Pittsburgh
R Regional
T Transit

View Events and Place Bids

Favorites ▾

Main Menu ▾

ORACLE®

Main Menu

 **View Terms & Conditions**
View terms and conditions for events.

 **Maintain Supplier Information**
Maintain and update supplier information.

 **Manage Events and Place Bids**
Strategic Sourcing Events

-  Bidding Homepage
-  View Events and Place Bids
-  My Event Activity
- 3 More...

 **Change My Password**
Create a new password.

Ebusiness Portal Overview

- This page takes time to load!
 - Displays all Sourcing Events
 - Enter Event ID
 - Search
 - Click Event ID

View Events and Place Bids

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search

Event ID -

Event Name

Event Type

Event Status

Results Should

- ☒ Sell Event
- ☒ Purchase
- ☒ Request

☒ Include Declined Invitations?

Search

Clear Criteria

[Manage Saved Searches](#)

[Save Search Criteria](#)

Search Results



Event ID	Event Name	Format
OPERN-RFP 20-08	RFP 20-08 Employee Benefits	Sell

P Pittsburgh
R Regional
T Transit

Ebusiness Portal Overview

Event Details

Welcome, Creative Cupcakes
User: cupcake

[Information On Inquiry Options](#)[Bidding Shortcuts:](#)[View Event Activity](#)

Accept Invitation

Decline Invitation

View/Bid on Event

Event Name

RFP 20-08 Employee Benefits

Event ID

OPERN-RFP 20-08

Event Format/Type

Sell Event

RFX

Event Round

1

Event Version

1

Event Start Date

08/17/2020 12:21PM EDT

Event End Date:

09/17/2020 02:00 PM EDT

Event Description:

RFP 20-08 Employee Benefits Consulting Services

Contact

Catherine A Terrill

Phone

412/566-5188

Email:

cterrill@portauthority.org

Online Discussion:

[Discuss Event in Forum](#)

Live Chat Help:

Payment Terms:

60 DAYS

My Bids:

0

Edits to Submitted Bids

Allowed

Multiple Bids

Allowed

- Contact Info
- Discuss Event in Forum is disabled
- Please contact the Contract Specialist directly
- Click View/Bid on Event

Ebusiness Portal Overview

- Answer General Event Questions
- Provides Ideal Answer

P Pittsburgh
R Regional
T Transit

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions	1
Required Questions	1
Questions Responded To	0

[Hide Event Questions](#)

Event Questions

★ Bid Required

👑★ Ideal Response Required

General Questions

1 of 1

★👑★

Did you upload an electronic copy of your proposal as per the RFP requirements?

Response

Ideal Yes

[Add Comments or Attachments](#)

Ebusiness Portal Overview

- Leave Line Item information blank
- Event Comments and Attachments

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event

1

Lines Responded To

0

Your Total Line Pricing

0.0100 USD

[Hide Line Detail](#)

★ Bid Required

Line Comments/Files

Lines

Q

1-1 of 1

Line	Description	Manufacturer ID	Manufacturer's Item ID	Unit	Requested Quantity	Your Bid Quantity	No Bid	Your Total Bid Price	Manufacturer	Manufacturer Part No
1	See attached documents			EA	1.0000	1.0000	☐	0.0100 USD		

[Event Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid

Save for Later

Validate Entries

Ebusiness Portal Overview

- Download RFP Documents
- Upload Proposal

Event Comments and Attachments

F10_RFP_20-08_Exhibit_7_General_Requirements.pdf	Exhibit 7	View
F11_RFP_20-08_Exhibit_8_Rating_sheet.pdf	Exhibit 8	View
F12_RFP_20-08_Exhibit_9_Submitting_Prop_via_Ebusiness.pdf	Exhibit 9	View
F13_RFP_20-08_Exhibit_10_Authority_CP_and_PP.pdf	Exhibit 10	View
RFP_20-08_Employee_Benefits.pdf	Event Details	View
RFP_20-08_Employee_Benefits.pdf	Event Details	View

Add New Attachments ?

1-1 of 1

Attached File	Attachment Description	Upload	View		
		Upload	View	Add New Attachments	Delete

Comments

Add New Comments ?

[OK](#) [Cancel](#)

16

Ebusiness Portal Overview

- Enter Attachment Description
- Click Add New Attachment for each additional document
- Click Ok

Add New Attachments ?

 1-2 of 2

Attached File	Attachment Description	Upload	View		
RFP_20-08_Employee_Benefits_Consulting_Svcs.pdf	Proposal	Upload	View	Add New Attachments	Delete
		Upload	View	Add New Attachments	Delete

Comments

Add New Comments ?



Ebusiness Portal Overview

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines Administrator.

Lines in This Event 1
Lines Responded To 0
Your Total Line Pricing 0.0100 USD

[Hide Line Detail](#)

★ Bid Required

 Line Comments/Files

Lines

 				
Line	Description	Manufacturer ID	Manufacturer's Item ID	Unit
1	See attached documents			EA

[Event Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid and resume completion

Submit Bid

Save for Later

Save for Later vs. Submit
Bid

Ebusiness Portal Overview

Bid Confirmation

Your bid has been successfully submitted.

Bid ID 1

Bid Date 07/10/2020 2:06:44PM EDT

Event ID RFP20-04

RFP20-04 General Marketing Services

Event Format Sell Event

Round 1

Version 1

Start Date 06/30/2020 8:49AM EDT

End Date 07/30/2020 02:00 PM EDT

Your Total Price 0.01 USD

OK

Copy Bid

- Click OK
- Done!
- You will receive an email confirmation that the proposal was submitted

PROACTIVE VS REACTIVE



Additional ebusiness information

- Carefully select categories related to your type of business
- STRONGLY encourage to register multiple personnel
- Be proactive in updating eBusiness registration information
- Be proactive in checking PRT's website

eBusiness Support

- Please contact the following for eBusiness questions:

John Young at
Jyoung@rideprt.org



General Overview of RFP Requirements

GENERAL INFORMATION

- **PRT is requesting proposals for:**
 - Utility Consulting and Administrative Support Services
- **Term of the Agreements:**
 - **Three-Year (3-year)** period with the option to extend up to an additional **two (2) one-year periods** at PRT's sole discretion.
- **Termination for Convenience:**
 - As a public agency that receives federal funds, PRT will not negotiate the Termination for Convenience

GENERAL INFORMATION

- **Proposals must be submitted electronically through PRT's eBusiness system**
 - By **2:00 p.m.**, eastern standard time, **May 29, 2026**
 - Instructions have been provided in Exhibit 10 of the RFP
- **Questions must be received in writing no later than 10 days before Proposals are due.**
 - Cut off date is **May 19, 2026**
 - Procedural, please contact, John Young
 - Clarifications and questions to the RFP
 - **MUST BE IN WRITING**
 - Email Jyoung@rideprt.org or Fax (412) 566-5359
- **Tentative Presentation for Board Approval**
 - **July 2026**

SECTION 2.0- PROPOSAL REQUIREMENTS

- **Structure of Proposal**
 - Cover
 - Letter of Transmittal (Include items identified in Section 2.1.1)
 - Section 1 – Overview of Proposal
 - Section 2 – Experience Record
 - Section 3 – Project Work Plan
 - Section 4 – Project Organization and Management Plan
 - Section 5 – Summary of Cost(s)
 - Appendix Information
- **Shall be no more than 35 pages**
 - Appendix information is in addition to page limit
 - Font Size for all material shall not be less than 10 pt.

SECTION 2.1.2

DB SUBCONTRACTOR PARTICIPATION

Please pay attention to Section 2.1.2 of the proposal that outlines the Diverse Business (DB) participation requirements. Proposed DB utilization is taken into consideration in the proposal evaluations as indicated in Exhibit 8.

PRT's Diverse Business program requires that DBs have the maximum opportunity to participate in the performance of contracts and subcontracts.

PRT is aware of the United States Department of Transportation's Interim Final Rule, effective October 3, 2025, regarding the removal of Disadvantaged Business Enterprise (DBE) requirements from federally funded projects. However, as RFP 26-14 is not a federally funded project, the Commonwealth of Pennsylvania's Diverse Business Program requirements as stated in Section 303 of Title 74 of the PA Consolidated Statutes to "...seek to maximize participation by diverse businesses" remain in effect for this solicitation. This position is specific to this RFP and is subject to change in future solicitations based on further legal or regulatory developments.

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SECTION 2.1.2

DB SUBCONTRACTOR PARTICIPATION

The Pennsylvania DB law defines a “diverse business” as a “disadvantaged business, minority-owned or women-owned business or service-disabled veteran-owned or veteran-owned small business that has been certified by an acceptable third-party certifying organization.” Third-party certifying organizations are defined to include:

1. National Minority Supplier Development Council
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While the Pennsylvania DB law remains in effect, the practical impact of the IFR removing the certified DBE status of all previously state UCP-certified DBE firms is that PRT Office of Small Business Engagement personnel cannot consider subcontractors or subconsultants proposed by prime contractors or consultants as “diverse businesses” if the only certification they hold is from the PA UCP. Rather, and at least temporarily, only a certification from one of the other four identified Pennsylvania certifying organizations will meet the “diverse business” definition/standard under the Pennsylvania DB law.

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The proposer should provide adequate time for DBs to respond to their solicitation.

Inclusion of DB participation is part of the evaluation process. If there is no DB participation, the proposer will provide their good faith effort documentation that will be reviewed by the PRT Office of Small Business Engagement as part of the proposal review process.

Good faith documentation will include the following for each DB contacted:

- DB firm name, contact information, contact person, date of contact, and type of contact (email, phone call)
- Description of the scope of work that was provided to the DB along with the date it was provided
- Documentation of the response received from the DB
- Dates of follow-up discussions
- Explanation for why a commitment with a DB was not made (if applicable)
- If pricing is a factor for the selection of a non-DB(s) rather than a DB(s), provide quotes for both firms that show scope of work, price, quote date, and date and time the quote was received

SECTION 2.1.2

DB SUBCONTRACTOR PARTICIPATION

Please be advised that neither sending mass emails nor contacting DBs using only one method do not constitute a good faith effort. If an email was sent and no response from the DB was received, follow up with the DB by phone. Failure to contract with DBs because the bidder prefers to self-perform the scope of work is not legitimate Good Faith Efforts. A promise to use DBs after contract award is not legitimate Good Faith Efforts. Rejection of a DB based on political and social affiliations are not legitimate Good Faith Efforts. Rejection of a DB based on union status (Union shop or non-union) are not legitimate Good Faith Efforts.

If assistance is required with identifying DBs to utilize, how to become a certified DB, or there are any other questions relating to DB participation, proposers should contact Renelda Colvin at 412-566-5383 rcolvin@rideprt.org or Sue Broadus at 412-566-5257 sbroadus@rideprt.org.

The proposer will be required to report on its DB usage throughout the duration of the contract. Please be advised that any changes to your subcontractor participation plan, whether DB or non-DB, must be reported to the PRT Office of Small Business Engagement immediately. Please note that there are penalties imposed for non-compliance with the DB program.

If there are any DBs present, please identify yourself and your company name.

SECTION 2.2

OVERVIEW OF PROPOSER

SECTION 1 OF THE PROPOSAL

- **Include a description of the Proposer and its subcontractors**
- **The Contractor shall provide, as part of their proposal responses, the aggregated percentage of work that is subcontracted, as measured in terms of cost to PRT**
 - A maximum of 25% of the work may be subcontracted
 - Include percentage of work to be performed by the Proposer and its proposed Subcontractors

SECTION 2.3

EXPERIENCE RECORD

SECTION 2 OF THE PROPOSAL

- Provide relevant project experience of Proposer and its Subcontractors
- Status (ongoing or completed) and Time Frame
- Responsibilities for the Project
- Project Manager and Staff for each identified project
- Contract Value
- Client Contact and contact information. References that cannot be either confirmed or reviewed with your client are not beneficial.

SECTION 2.4

PROJECT WORK PLAN

SECTION 3 OF THE PROPOSAL

- **Demonstrate understanding and approach**
 - **DO NOT REINTERATE THE RFP SCOPE OF SERVICES**
- **Identify each task and names of individuals or disciplines**
 - Include Subcontractors
 - Include hours associated
 - Requested narrative for the sample project
- **Flow Chart that explains the interrelationship of work tasks**

SECTION 2.5

PROJECT ORGANIZATION AND MGMT. PLAN

SECTION 4 OF THE PROPOSAL

P Pittsburgh
R Regional
T Transit

- **Description, roles, and responsibilities for Contract Services**
 - Project Manager
 - Key Personnel
 - Subcontractors
- **Provide Organizational Chart**
 - Include individual's name
 - Include company
 - Include proposed role

SECTION 2.6

SUMMARY OF COSTS

SECTION 5 OF THE PROPOSAL

- **Sample forms provided in Exhibit 6**
 - Alternate fee structure may be proposed.
- **A separate Summary of Costs form is required for each subcontractor.**

SECTION 2.7

APPENDIX INFORMATION

APPENDIX SECTION OF THE PROPOSAL

- **Financial Information**
 - Two (2) most recent financial years
 - Publicly held firms shall include in the Proposal
 - Privately held firm may defer until notice of being short-listed
- **Certifications**
 - Exhibit 2 [Certification of Debarment]
 - Exhibit 3 [Certification of Lobbying and Disclosure Form]
 - Prime Contractor submission only. Subcontractors prior to award of Agreement.
- **Resumes**
 - Exhibit 5
 - Not to exceed 20 pages

SECTION 2.7

APPENDIX INFORMATION

APPENDIX SECTION OF THE PROPOSAL

- **Key Personnel Letter(s)**
 - Signed letter by Proposer and any of its proposed subcontractors
- **Affirmative Action and Equal Opportunity Policy Statement**
 - Signed and dated
 - **DO NOT SUBMIT ACTUAL POLICY**
- **Insurance Coverage Statement**
 - Requirements in Exhibit 1, Sample Agreement
 - **DO NOT SUBMIT CERTIFICATE OF INSURANCE AT THIS TIME**
- **As a reminder, please review Exhibit 1. As stated in the RFP, deviations MUST be set forth in the Proposal to receive consideration.**

SECTION 3.0

PROPOSAL SELECTION PROCESS

EXHIBIT 8 – EVALUATION RATING CRITERIA

RFP REF SECTION	RATING CRITERIA	WEIGHTED MULTIPLIER
2.1.2	DB/DBE Utilization	6
2.3	Experience Record	6
2.4	Project Work Plan	7
2.5	Project Organization and Management Plan / Staff Resumes	7
2.6	Summary of Costs	8
	TOTAL WEIGHTED SCORE:	34

TENTATIVE DATES

(DATES ARE SUBJECT TO CHANGE AT THE DISCRETION OF PRT)

P Pittsburgh
R Regional
T Transit

- | | |
|---|--------------------|
| • Last day for questions | May 19, 2026 |
| • Proposal due at or before 2:00pm EST. | May 29, 2026 |
| • Tentative Interviews | June 23 & 24, 2026 |
| • Presentation for Board Consideration | July 24, 2026 |
| • Commencement of Services | September 01, 2026 |

SECTION 4 SCOPE OF SERVICES

Overview of the Scope of Services

Presented by

- **Sean Trageser**
 - Director of Finance & Accounts Payable

QUESTIONS AND ANSWER SESSION

All questions must be submitted
in writing via email to

Jyoung@rideprt.org

