

PORT AUTHORITY OF ALLEGHENY COUNTY
D/B/A PITTSBURGH REGIONAL TRANSIT

TRANSMITTAL MEMORANDUM NO. 2

TO: All Holders of Request for Proposal No. 26-17

SUBJECT: General Marketing Services
Request for Proposal No. 26-17

DATE: May 28, 2026

Please find enclosed the following:

- *RFP 26-17 Information Meeting Agenda*
- *RFP 26-17 Information Meeting Minutes*
- *RFP 26-17 Information Meeting Attendance Sheet*
- *RFP 26-17 Questions & Responses 1-11*
- *RFP 26-17 Information Meeting Presentation Slides*

The following signature acknowledges the receipt of this Transmittal Memorandum No. 2.

Signature

Name of Company

Date

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

Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit
Purchasing and Materials Management Department
345 Sixth Avenue, Third Floor
Pittsburgh, PA 15222-2527

Attention: Fred Buckner

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

General Marketing Services
Request for Proposal No. 26-17

May 26, 2026
Information Meeting Agenda

DATE: Tuesday, May 26, 2026

TIME: 9:30 a.m.

SEQUENCE:

- A. Introduction
- B. Contacts for Proposer Questions

Procedural and eBusiness Registration Questions:

Fred Buckner – PRT (412) 566-5467
Fbuckner@rideprt.org

Contact for Diverse Business Enterprises' Questions:

Renelda Colvin – PRT (412) 566-5383
RColvin@rideprt.org

Questions Relating to Schedule of Activities and Scope of Services must be emailed to:

Fred Buckner – Fbuckner@rideprt.org

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

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General Marketing Services
Request for Proposal No. 26-17

May 26, 2026
Information Meeting Minutes

The Information Meeting for the above-referenced Request for Proposal (RFP) was held on May 26, 2026 at 9:30 AM. A copy of the attendance sheet is attached.

Fred Buckner, Senior Contract Specialist, opened the meeting for Pittsburgh Regional Transit (PRT). The other PRT attendees making presentations were Dante Calderone, Director of Marketing and Creative Services and Renelda Colvin, Contract Compliance Specialist.

Mr. Buckner discussed the following issues:

- Proposers are directed to the RFP for instruction requirements. All requirements are addressed in the RFP documents.
- Electronic proposals must be both received and timestamped by a member of the Procurement Department through PRT's eBusiness website at or before **2:00 p.m.**, prevailing time, **June 9, 2026**, at <http://ebusiness.rideprt.org>.
- Proposals received 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 Fred Buckner at (412) 566-5467. All questions concerning clarifications **must** be submitted in writing to the attention of Mr. Buckner of the Procurement Department and may be e-mailed to fbuckner@rideprt.org. PRT will not respond to questions received, other than procedural, after **May 29, 2026**. Verbal questions will not be honored in any future Agreement.

Ms. Colvin discussed the following issues:

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

PRT is aware of the Department of Transportation's Interim Final Rule (DOT IFR), effective October 3, 2025, regarding the changes to Disadvantaged Business Enterprise (DBE) program requirements for federally funded projects. However, RFP No. 26-17 is a state and locally funded project, so the federal DBE rule is inapplicable. Rather, the Commonwealth of Pennsylvania's Diverse Business Participation law, Title 74 Pa. C.S. § 303, remains applicable and effective 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.

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:

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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; and
5. Pennsylvania Unified Certification Program.

Please note that until the evaluation of the PA UCP DBE certified firms is completed, the proposed DB firms will need to provide proof of certification with one of the other four acceptable agencies to count towards DB participation. All proposed DBs must be PA certified at the time of bid submission.

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:

- 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 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 does not constitute a good faith effort:

- Sending mass emails
- 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

If assistance is required with identifying DBs to utilize, how to become a certified DB, or 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

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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 require 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.
- 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 26-17.
- 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 to how to submit a proposal through PRT's eBusiness website can also be found in Exhibit 9 of the RFP.
- Mr. Calderone then gave an overview of the Scope of Services. Mr. Calderone highlighted for Category 2: Market Research and Strategic Planning that PRT is seeking proposals from vendors specializing in the data collection and analysis (from developing the initial questionnaire to supplying qualified interceptors to analyzing/report the findings).
- The Scope of Services for this RFP is set forth under Section 4 of the RFP document issued by PRT.
- The anticipated Procurement Schedule for RFP is as follows:
 - Proposers' last day for submitting scope-related questions is **May 29, 2026**.
 - Proposals submission deadline is **2:00 PM, June 9, 2026**.
 - Interviews (if necessary) are tentatively scheduled for **July 9, 2026**
 - The RFP is tentatively scheduled for approval at the **September 2026** PRT Board Meeting.

Meeting adjourned at 10:29 a.m.



Fred Buckner
Senior Contract Specialist
Professional Services

Attachments: RFP 26-17 Information Meeting Attendance Sheet; RFP 26-17 Questions & Responses 1-11; RFP 26-17 Information Meeting Presentation Slides

cc: Project File

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INFORMATION MEETING ATTENDANCE

SUBJECT: General Marketing Services
Request for Proposal No. 26-17
DATE: May 26, 2026
TIME: 9:30 AM

Representative Name	Company	Phone No.	E-Mail Address	PRT/ PA UCP Certified DB
Fred Buckner	PRT		fbuckner@rideprt.org	
Dante Calderone	PRT		dcalderone@rideprt.org	
Keith Bayles	PRT		kbayles@rideprt.org	
Alexandra Sakalik	PRT		asakalik@rideprt.org	
Christopher Panza	PRT		cpanza@rideprt.org	
Renelda Colvin	PRT		rcolvin@rideprt.org	
Rich Cichoski	AlphaGraphics		rich@alphagraphics.com	
Danielle				
Shawn Lingle	Jones Worley		slingle@jonesworley.com	
Stephanie Zanin	Campos		Stephanie@Campos.com	
Kait Soeder	Gatesman		ksoeder@gatesmanagency.com	
Allison Moore	Moore & Associates Inc	888.743.5977	allison@moore-associates.net	
Yash Derasaria	Mark.it Now LLC		yash@markitservices.com	
Madeline Shaughnessy	Reingold	703-819-0713	mshaughnessy@reingold.com	
Tim Hinds	TrailBlaze Creative	412.480.3614	tim@trailblazecreative.com	
Glennis Curry	Jones Worley		gcurry@jonesworley.com	
Michelle (<i>No more info submitted</i>)				
William Elliott	Bravo Group		elliott@thebravogroup.com	
Koya Parks	Jones Worley		kparks@jonesworley.com	
Eric (<i>No more info submitted</i>)				
Alexis Meier	E. Holdings, Inc.		alexis.meier@eholdingsinc.com	
Janai Williams	E. Holdings, Inc.		Janai.williams@eholdingsinc.com	Yes
Paige Klein	Athena Global Advisors Inc.		jlarkin@athenaglobaladvisors.com	

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Grant Regan				
Todd Lepley				

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Questions & Responses #1-11

QUESTION #	QUESTION	RESPONSE
1.	Is there a preferred file type for submission of the proposal?	<i>Yes, a PDF file.</i>
2.	Is a contact list for key personnel required?	<i>No, PRT will communicate directly with awardee's project manager to coordinate contract services.</i>
3.	Can PRT provide any past data related to scope 2, Market Research & Strategic Planning?	
4.	Can PRT confirm that confidential financial information will be redacted if proposal submissions are released to the public?	<i>PRT does not release proposals submission for the public. If a situation where to occur where awarded proposals are released to the public (ex: Right-To-Know request), confidential financial information will be redacted from the proposals.</i>
5.	Can PRT confirm that website development is not a task envisioned under this RFP?	<i>While website development is not a current need, PRT may end up needing marketing assistance during future website related projects</i>
6.	Can a subcontractor located in Allegheny County qualify as the Prime bidder's agent of Allegheny County?	<i>Yes.</i>
7.	Can PRT confirm that the Case Studies, which must be submitted in the Appendix, are excluded from page count?	<i>Yes.</i>
8.	Recognizing that this contract doesn't have a set goal for DB utilization, can you clarify how PRT intends to evaluate responsiveness to the DB Utilization evaluation criteria, which has a weighted value of 4?	<i>Please review RFP 26-17 General Information Section 2.1.2.3 "Requirements for DB Participation".</i>
9.	Can PRT please confirm that we only need to provide a description of our good faith efforts upon request and NOT as part of our proposal submission?	<i>No. The description of the good faith efforts must be a part of your proposal submission.</i>
10.	How vital is it for proposers to have prior transit experience?	<i>While it is not required, prior transit experience would be viewed positively during proposal evaluation.</i>
11.	It was noted that having an Agent in Allegheny County is required. Is any preference being given to proposers who reside in the greater Pittsburgh area?	<i>Location of Proposer is not a portion of the evaluation criteria, however it may impact evaluation when determining a Proposer's ability to perform on-site services for PRT, if required.</i>



Pittsburgh Regional Transit



INFORMATIONAL MEETING

REQUEST FOR PROPOSALS NO. 26-17

MAY 26, 2026

INTRODUCTIONS

- **Fred Buckner**
 - Senior Contract Specialist
 - Provide an eBusiness Overview
 - Provide a general overview of the RFP requirements
- **Renelda Colvin**
 - Contract Compliance Specialist
 - Will address the DB requirements
- **Dante Calderone**
 - Director of Marketing and Creative Services (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:

fbuckner@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 Fred Buckner at:

fbuckner@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

P Pittsburgh
R Regional
T Transit

- 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

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



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

[Add Comments or Attachments](#)

Ideal Yes

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

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](#)

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:

Fred Buckner at
fbuckner@rideprt.org

General Overview of RFP Requirements

GENERAL INFORMATION

- **PRT is requesting proposals for:**
 - General Marketing Services
 - Category 1 - Marketing, Advertising, Design & Promotion
 - Category 2 - Market Research & Strategic Planning
 - Category 3 – Direct Mail
 - Category 4 – Video/Radio Production
 - Category 5 – Language Support Services
 - Category 6 – Employee Appreciation Support Services
 - Category 7 – Public Engagement Logistics

GENERAL INFORMATION

- **It is the intent to enter into Agreements with**
 - A pool of up to two (2) firms per category
 - This number may be adjusted up or down based on PRT's discretion
 - All services will be performed on an as-needed, project specific, work order basis
- **Term of the Agreements:**
 - Four (4) year period with the option to extend up to one (1) additional year at PRT's sole discretion.
- **Termination for Convenience:** As a public agency that receives federal funds, Termination for Convenience is a non-negotiable Agreement term; any attempts to strike or modify this term shall be ruled as non-responsive. Please keep this in mind when preparing your proposal, particularly your Summary of Costs.

GENERAL INFORMATION

- **Proposals must be submitted electronically through PRT's eBusiness system**
 - By 2:00 p.m., prevailing time, June 9, 2026
 - Instructions have been provided in Exhibit 9 of the RFP
- **Scope Related Questions must be received via email by 12pm est, May 29, 2026.**
 - Procedural Questions, please contact, Fred Buckner
 - Clarifications and questions about the RFP
 - **MUST BE IN WRITING**
 - Email fbuckner@rideprt.org
- Please note that Exhibit 1 in the RFP is the Sample Agreement that PRT will utilize to enter into an Agreement with the successful Proposers. Please review and, if necessary, provide any comments in your proposal. **Redlines and Deviations will not be accepted if not included in your proposal.**

SECTION 2.1.2

DB SUBCONTRACTOR PARTICIPATION

- Inclusion of Diverse Business (DB) participation will be accounted for in the proposal evaluation process.
- Certified DBs can be found on the Pennsylvania Department of General Services (DGS) Small Diverse Business Program website
 - <https://www.dgs.internet.state.pa.us/suppliersearch>
- If assistance is required in obtaining DBs:

	Renelda Colvin	Sue Broadus
PHONE	(412) 566-5383	(412) 566-5257
EMAIL	SBE@rideprt.org	

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 Costs
 - Appendix Information
 - Include any comments on Exhibit 1, Exhibits 2 through 5, and Case Studies are to be submitted as part of the appendix of your proposal
- **Shall be no more than 50 pages (10 additional pages allowed for each additional category proposed for)**
 - Appendix information is in addition to page limit
 - Font Size for all material shall not be less than 10 pt.

SECTION 2.2

OVERVIEW OF PROPOSER

SECTION 1 OF THE PROPOSAL



- Include a description of the Proposer and its subcontractors
- Contractor will be required to perform a minimum of 75% of the work
 - A maximum of 25% 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

SECTION 2.5

PROJECT ORGANIZATION AND MGMT. PLAN

SECTION 4 OF THE PROPOSAL



- **Description, roles, and responsibilities for Contract Services**
 - Project Manager
 - Key Personnel
 - Subcontractors
- **Provide Organizational Chart**
 - Include individual's name
 - Include company
 - Include proposed role
- **Case Studies**
 - Submit a portfolio that includes three (3) successful examples/case studies, which best demonstrates the firm's expertise related to the category(ies) the proposer is submitting for.
 - Case Studies should be a part of the Appendix – refer to RFP 26-17 General Information Section 2.5.4 for more information.

SECTION 2.6

SUMMARY OF COSTS

SECTION 5 OF THE PROPOSAL



- Sample forms per category 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 (5 additional pages allowed for each additional category proposed for)

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**
- **Case Studies**
 - Include in the Appendix – refer to RFP 26-17 General Information Section 2.5.4 for more information.

SECTION 3.0

PROPOSAL SELECTION PROCESS

EXHIBIT 7 – GENERAL REQUIREMENTS

RFP Reference Section	Rating Criteria (Reference – Part II)	Yes	No
2.1.1(1)(a)	Name, Title, Address, Phone/Fax number(s) and e-mail address of Individual(s) Authorized to Bind Proposer/Signature		
2.1.1(1)(b)	Name, Title, Address, Phone number and e-mail address of Individual to be Contacted for Interview		
2.1.1(1)(c)	Address and Legal Form of Proposer		
2.1.1(1)(d)	Proposal in effect for 180 days		
2.1.1(1)(e)	Acknowledging receipt of addendum		
2.1.1(1)(f)	Proposer Confidentiality Statement		
2.1.1(1)(g)	Statement identifying which category(ies) Proposer is proposing for		
2.1.1(2)(c)	Proposal contains no more than 50 pages; 10 additional pages for each additional category		
2.2.1	Description of Proposer		
2.2.3	Contractor to Perform 75 Percent of the Work		
2.2.3	Subcontractor Utilization/Percentage of Work		
2.2.5	Personnel and Operations Policies		
2.7.1	Financial Information (<i>Publicly Held Firms Only</i>)		
2.7.2	Certification of Proposer Regarding Debarment (Exhibit 2)		
2.7.3	Certification Regarding Lobbying (Exhibit 3)		
2.7.4	Proposer/Subcontractor Data Form (Exhibit 4)		
2.7.6 & 2.5.3	Guarantee of Personnel Assignment		
2.7.7	Affirmative Action/Equal Opportunity Policy		
2.7.8	Statement of Insurance Availability		

SECTION 3.0

PROPOSAL SELECTION PROCESS

EXHIBIT 8 – EVALUATION RATING CRITERIA

P Pittsburgh
R Regional
T Transit

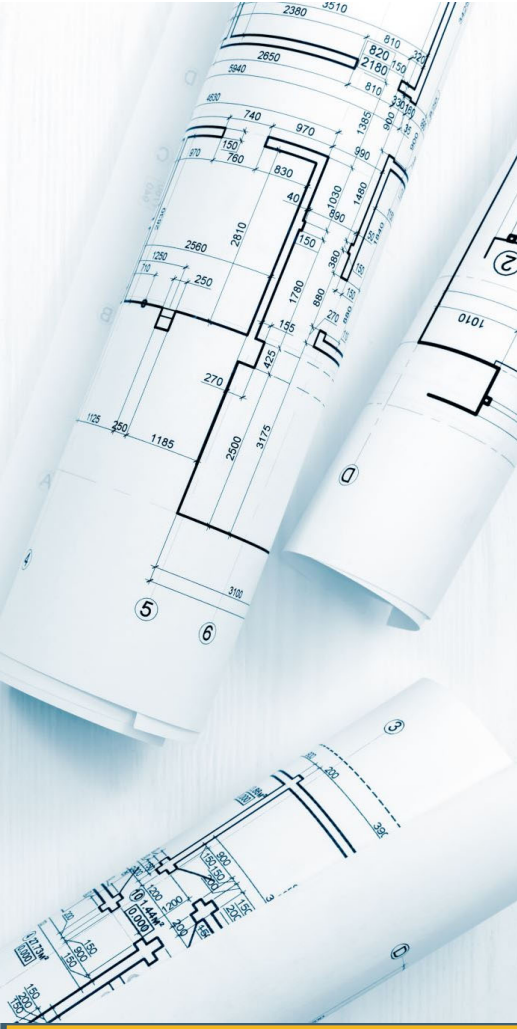
RFP REF SECTION	RATING CRITERIA	WEIGHTED MULTIPLIER
2.1.2	DB Utilization	4
2.3	Experience Record and References	6
2.5.4	Case Studies	5
2.5	Project Work Plan	4
2.5.2 & 3	Project Organization & Management Plan	5
2.5.2	Project Manager/Staff Resumes	6
2.6	Summary of Costs	8
	TOTAL WEIGHTED SCORE:	38

TENTATIVE DATES

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

P Pittsburgh
R Regional
T Transit

- | | |
|--|----------------------------|
| • Last day for questions | May 29, 2026 at 12pm est |
| • Proposal due at or before 2:00pm | June 9, 2026 |
| • Interviews (if necessary) | July 9, 2026 (tentative) |
| • Presentation for Board Consideration | September 2026 (tentative) |
| • Commencement of Services | TBD |



SECTION 4 SCOPE OF SERVICES

Overview of the Scope of Services

Presented by

Dante Calderone

QUESTIONS AND ANSWER SESSION

All questions must be submitted
in writing via email to
fbuckner@rideprt.org

P Pittsburgh
R Regional
T Transit

