

PORT AUTHORITY OF ALLEGHENY COUNTY
dba PITTSBURGH REGIONAL TRANSIT

TRANSMITTAL MEMORANDUM NO. 1

TO: All Holders of Request for Proposal No. 26-25

SUBJECT: General Architecture and Engineering Contract Services
Request for Proposal No. 26-25

DATE: June 30, 2026

Please find enclosed the following:

- *Minutes Of Information Meeting of June 29, 2026*

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:

Port Authority of Allegheny County
dba Pittsburgh Regional Transit
Procurement Department
345 Sixth Avenue, Third Floor
Pittsburgh, PA 15222-2527

Attention: Jeff Faddis

PORT AUTHORITY OF ALLEGHENY COUNTY
dba PITTSBURGH REGIONAL TRANSIT

General Architecture and Engineering Contract Services
Request for Proposal No. 26-25
June 29, 2026
Information Meeting Minutes

The Information Meeting for the above-referenced Request for Proposal (RFP) was held on June 29, 2026, at 9:30 AM. A list of the attendees is attached.

Jeff Faddis, Professional Services Sr. Contract Specialist, opened the meeting for Port Authority. The other Port Authority attendees making presentations were: Joe McKool, Senior Project Engineer; Renelda Colvin, SBE Contract Compliance Specialist.

Mr. Faddis then discussed the following items:

- Proposers were directed to the RFP for instruction requirements. The requirements were briefly summarized for the attendees.
- The term of the Agreements will be for a four-year period with the option to extend the term of the Agreements up to one additional year at the sole discretion of Authority.
- It was stressed that any comments/exceptions to Exhibit 1, the Sample Agreement must be provided in the proposal.
- Proposals must be electronically received before 2:00 p.m. on July 21, 2026. Proposals received after that time and date will not be considered.
- All questions concerning this RFP should be directed to Jeff Faddis. Questions concerning clarifications should be submitted in writing to the attention of Mr. Faddis of the Procurement Department and may be faxed to (412) 566-5359 or e-mailed to jfaddis@rideprt.org. Port Authority will not respond to questions received, other than procedural, after July 10, 2026.

Ms. Colvin addressed the DB requirements for the RFP as follows:

The US Department of Transportation issued an Interim Final Rule (IFR) that was effective as of October 3, 2025, putting a pause on setting DBE goals and counting DBE participation until the reevaluation of all PA UCP certified DBE/ACDBE firms has been completed.

Therefore, there is no DBE goal for this project and counting DBE participation is paused until the reevaluation of all PA UCP certified DBE/ACDBEs has been completed.

PRT still has reporting requirements so the contractor will be required to report on its subcontractor usage throughout the duration of the contract. Please be advised that any changes to your subcontractor participation plan, whether DBE or non-DBE, must be reported to this office immediately. Please note that there are penalties imposed for non-compliance with the DBE program.

Mr. Faddis then discussed the following items:

- 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 via eBusiness. 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 proposal.
- The anticipated Procurement Schedules for the RFP is as follows:
 - Proposers' last day for submitting questions is 7/10/26.
 - Proposals are due electronically at the Port Authority by 2:00 PM 7/21/26.
 - Interviews are tentatively scheduled for 8/11-12/26.
 - The RFP is tentatively scheduled for approval at the October 2026 Board of Directors Meeting.
- Joe McKool provided a general overview of the scope of services that Port Authority is seeking via this RFP and the Sample Projects.
- Following the overview, the floor was opened for general discussion and any questions from the attendees. The questions received both prior to the meeting and during the meeting and the responses are attached.

The meeting was adjourned at 10:07 am.

Submitted by:

Jeffrey C. Faddis
Sr. Professional Services Contract Specialist

Attachments:

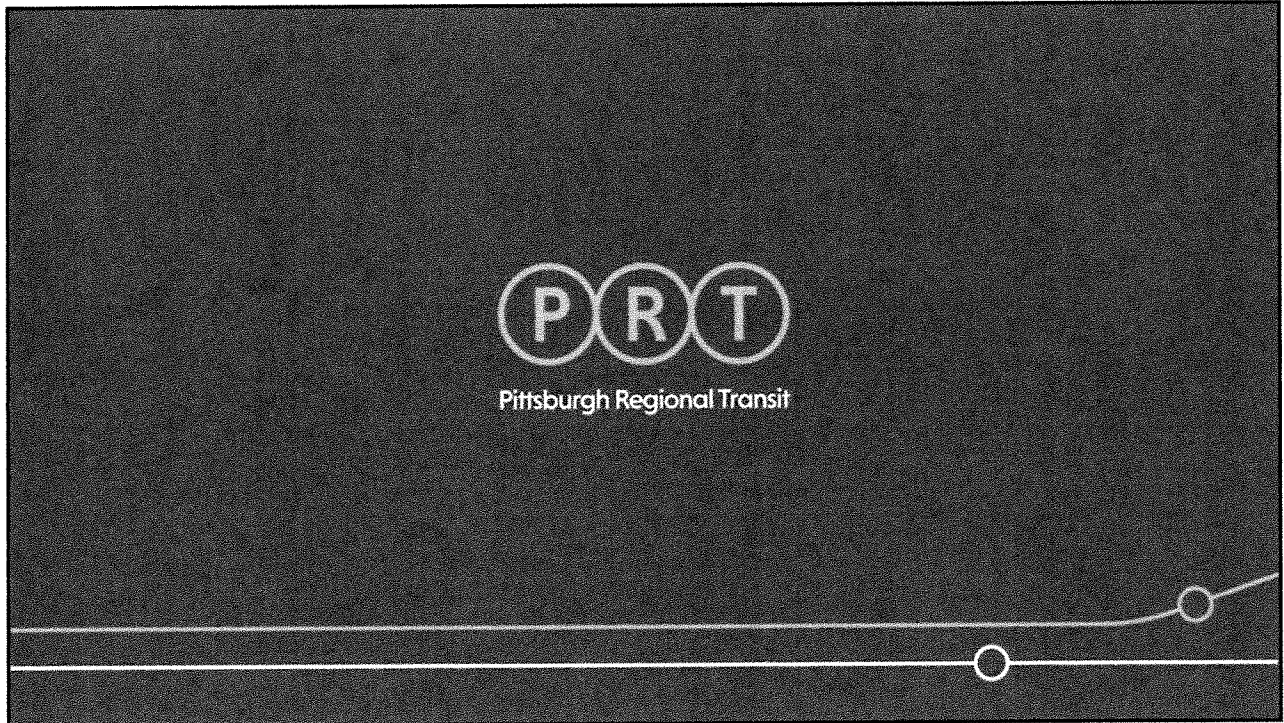
Attendance List
PowerPoint Presentation
Question #'s 1 - 6 and Responses

cc: Project File

formr216 5/13

ATTENDANCE LIST

Name	First Join	Last Leave	In-Meeting	Email
Faddis, Jeffrey C	6/29/26, 9:25:15 AM	6/29/26, 10:37:02 AM	46m 23s	JFaddis@rideprt.org
Hyatt, Marsha M	6/29/26, 9:25:27 AM	6/29/26, 10:36:56 AM	1h 11m 28s	MHyatt@rideprt.org
Bilsky, Eric C	6/29/26, 9:25:32 AM	6/29/26, 10:10:18 AM	44m 45s	EBilsky@rideprt.org
Christie Cohan	6/29/26, 9:25:34 AM	6/29/26, 10:10:20 AM	44m 46s	ccohan@gftinc.com
Herman, Lauren	6/29/26, 9:25:34 AM	6/29/26, 10:07:11 AM	41m 37s	LHerman@jmt.com
Claus, Ben	6/29/26, 9:25:35 AM	6/29/26, 10:10:24 AM	44m 48s	Ben.Claus@hdrinc.com
Leon E. Jeziorski III	6/29/26, 9:25:35 AM	6/29/26, 10:10:24 AM	44m 48s	LJeziorski@Pennoni.com
Christ, Stephanie [US-US]	6/29/26, 9:26:33 AM	6/29/26, 10:10:19 AM	43m 45s	Stephanie.Christ@parsons.com
Brian Daly	6/29/26, 9:26:34 AM	6/29/26, 10:10:18 AM	43m 44s	briandaly@eclimited.com
McKool, Joseph R	6/29/26, 9:26:37 AM	6/29/26, 10:10:22 AM	43m 45s	JMcKool@RidePRT.org
Colvin, Renelda L	6/29/26, 9:27:30 AM	6/29/26, 10:10:21 AM	42m 51s	RColvin@RidePRT.org
Batson, Andrew	6/29/26, 9:27:30 AM	6/29/26, 10:07:21 AM	39m 51s	Andrew.Batson@wsp.com
Ward, Jerimaine	6/29/26, 9:27:35 AM	6/29/26, 10:10:20 AM	42m 45s	JWard@rideprt.org
Beach, Neil	6/29/26, 9:28:42 AM	6/29/26, 10:10:20 AM	41m 37s	NBeach@jmt.com
Greg Cerminara (Unverified)	6/29/26, 9:28:43 AM	6/29/26, 10:10:22 AM	41m 38s	
Sharon Merckle	6/29/26, 9:28:43 AM	6/29/26, 10:09:57 AM	41m 14s	smerckle@mbe-eng.com
Krcelic, Robert	6/29/26, 9:28:47 AM	6/29/26, 10:10:25 AM	41m 37s	RKrcelic@rideprt.org
Zoriana Witmer	6/29/26, 9:28:50 AM	6/29/26, 10:10:22 AM	41m 31s	witmer.zoriana@va-inc.com
Jocelyn Severin	6/29/26, 9:28:56 AM	6/29/26, 10:10:23 AM	41m 26s	JSeverin@morgancml.com
Sulaiman, Micah	6/29/26, 9:29:23 AM	6/29/26, 10:10:19 AM	40m 55s	micah.sulaiman@aecom.com
Kay Morris	6/29/26, 9:29:23 AM	6/29/26, 10:09:54 AM	40m 30s	Kay.Morris@kci.com
Mayo, Chase R	6/29/26, 9:29:24 AM	6/29/26, 10:10:22 AM	40m 58s	CMayo@RidePRT.org
Jeffrey L Christie	6/29/26, 9:29:35 AM	6/29/26, 10:10:02 AM	40m 26s	jlchristie@urbanengineers.com
Ann M. Leiner	6/29/26, 9:29:47 AM	6/29/26, 10:09:32 AM	39m 45s	aleiner@thelexisgrouppllc.com
Mark Cassel	6/29/26, 9:29:52 AM	6/29/26, 10:09:24 AM	39m 31s	mcassel@bowman.com
Sarah M Amin	6/29/26, 9:29:53 AM	6/29/26, 10:09:54 AM	40m	smamin@urbanengineers.com
Danner, Crystal	6/29/26, 9:30:05 AM	6/29/26, 10:09:54 AM	39m 49s	Crystal.Danner@stvinc.com
Nicholas J Humby	6/29/26, 9:30:05 AM	6/29/26, 10:10:05 AM	40m	njhumby@urbanengineers.com
Salih, Adam	6/29/26, 9:30:13 AM	6/29/26, 10:10:21 AM	40m 8s	Adam.Salih@wsp.com
John Petulla	6/29/26, 9:30:13 AM	6/29/26, 10:09:56 AM	39m 43s	John.Petulla@kci.com
Maritzer, Scott	6/29/26, 9:30:14 AM	6/29/26, 10:07:04 AM	36m 50s	smaritzer@cecinc.com
Linda Kaplan (Unverified)	6/29/26, 9:30:26 AM	6/29/26, 10:10:51 AM	40m 25s	
Sho Sugimoto	6/29/26, 9:30:26 AM	6/29/26, 10:10:20 AM	39m 53s	ss@R3A.com
Kristen Kearby	6/29/26, 9:30:26 AM	6/29/26, 10:09:54 AM	39m 27s	Kristen.Kearby@kci.com
Jeffrey Knueppel	6/29/26, 9:30:45 AM	6/29/26, 10:00:58 AM	30m 13s	Jeffrey.Knueppel@kci.com
Angel Hackney	6/29/26, 9:30:50 AM	6/29/26, 10:10:34 AM	39m 43s	ahackney@morgancml.com
Charles F King	6/29/26, 9:30:56 AM	6/29/26, 10:10:44 AM	39m 48s	cfking@urbanengineers.com
Garfield, Marc	6/29/26, 9:31:13 AM	6/29/26, 10:10:20 AM	39m 6s	MGarfield@gpdgroup.com
Rowley, Mariya	6/29/26, 9:31:34 AM	6/29/26, 9:59:19 AM	27m 45s	Mariya.Rowley@stvinc.com
Mike Thomas	6/29/26, 9:31:43 AM	6/29/26, 10:10:24 AM	38m 40s	mjthomas@urbanengineers.com
Pamela Barrett	6/29/26, 9:31:49 AM	6/29/26, 10:10:24 AM	38m 34s	PBarrett@csdengineers.com
Jason Truckenbrod	6/29/26, 9:33:12 AM	6/29/26, 10:10:23 AM	37m 10s	JTruckenbrod@csdengineers.com
Sagar Kamath	6/29/26, 9:33:12 AM	6/29/26, 10:10:21 AM	37m 9s	sagarkamath@ethoscollaborative.com
Meggyesy, Karen	6/29/26, 9:36:42 AM	6/29/26, 10:10:19 AM	33m 36s	kmeggyesy@gpdgroup.com
Barton Kirk	6/29/26, 9:36:44 AM	6/29/26, 10:10:22 AM	33m 38s	bartonkirk@ethoscollaborative.com
Barton Kirk (Unverified)	6/29/26, 9:36:44 AM	6/29/26, 10:36:46 AM	1h 1s	
Yarnall, Zack	6/29/26, 9:40:23 AM	6/29/26, 9:56:50 AM	16m 26s	Zack.Yarnall@stvinc.com
Elizabeth Glowczewski	6/29/26, 9:40:23 AM	6/29/26, 10:10:18 AM	29m 55s	glowczewski@ethoscollaborative.com
Jamie North	6/29/26, 9:43:04 AM	6/29/26, 10:10:31 AM	27m 26s	jnorth@dlz.com
Minor, Ryan	6/29/26, 9:50:58 AM	6/29/26, 10:10:25 AM	19m 26s	rminor@cecinc.com
Riffle, Jennifer		6/29/26, 10:09:54 AM	42m 4s	JRiffle@jmt.com



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INFORMATIONAL MEETING

REQUEST FOR PROPOSALS NO. 26-25

June 29, 2026

2

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INTRODUCTIONS

- **Jeff Faddis**
 - Professional Services Sr. Contract Specialist
 - Provide an eBusiness Overview
 - Provide a general overview of the RFP requirements
- **Renelda Colvin**
 - SBE Program Specialist
 - Will address the DB requirements
- **Joe McKool**
 - Senior Engineer – Project Manager for this RFP
 - Will provide an overview of scope of services and Sample Projects

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VIRTUAL AND PHONE ETIQUETTE

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:

jfaddis@rideprt.org

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eBusiness Overview

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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

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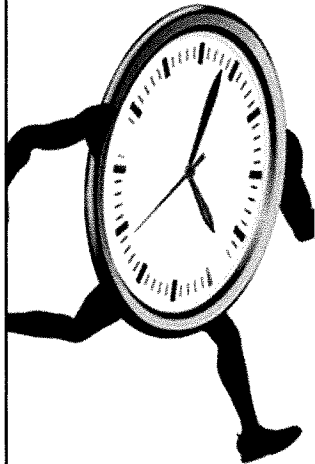
Already Registered?

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

Contact Jeff Faddis at jfaddis@rideprt.org or Anna McKibben at amckibben@rideprt.org

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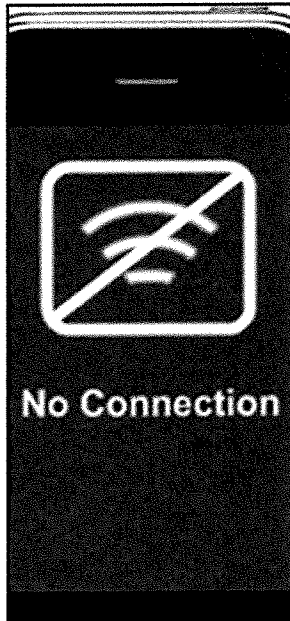


Do not wait!!!!!!!

- 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**

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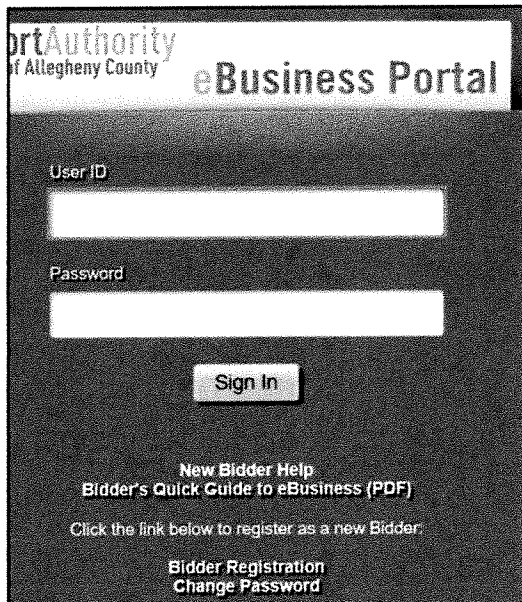


Web browser compatibility

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

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Ebusiness portal overview

- Login
- Download User Guide
- Register
- Reset Password

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Ebusiness Portal Overview

View Events and Place Bids



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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: OPERN RFP 20-08

Event Name

Event Type

Event Status

☒ Include Declined Invitations?

Results Should

☒ Sell Ever

☒ Purchase

☒ Request

Search Results

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

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Ebusiness Portal Overview

Event Details

See an event on the system. Click here.

[Accept Invitation](#)

[Decline Invitation](#)

[View/Bid on Event](#)

Event Name: RFP 20-08 Employee Benefits

Event ID: OPEN RFP 20-08

Event Format Type: Set Event RFX

Event Round: 1

Event Version: 1

Event Start Date: 08-17-2020 12:21PM EDT

Event End Date: 09-17-2020 03:00 PM EDT

Event Description:

RFP 20-08 Employee Benefits Consulting Services

Contact: Catherine A Tenn

Phone: 412-595-9158

Email: ctenn@cityofpittsburgh.org

Online Discussion: [Click to start an online discussion](#)

Live Chat Map

Bidding: [View Bidding](#)

Documents: [View Documents](#)

View: [View Details](#)

- [Contact Info](#)

- [Discuss Event in Forum](#) is disabled

- Please contact the Contract Specialist directly

- Click View/Bid on Event

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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

★ 

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

Response

Ideal: Yes

[Add Comments or Attachments](#)

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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 to order for consideration by the Event Administrator.

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

Manufacturer List:

Bid Required: 1 (Life Comments: Files)

Lines:

TS QS

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

Save for Later

Save for Later

Validate Entries

Validate Entries

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Ebusiness Portal Overview

- Download RFP Documents
- Upload Proposal

Event Comments and Attachments

F012018_1001_1-Label_1-Requirements.pdf

Event 1

View

F012018_1001_2-Label_2-Requirements.pdf

Event 2

View

F012018_1001_3-Label_3-Requirements.pdf

Event 3

View

F012018_1001_4-Label_4-Requirements.pdf

Event 4

View

F012018_1001_5-Label_5-Requirements.pdf

Event 5

View

F012018_1001_6-Label_6-Requirements.pdf

Event 6

View

F012018_1001_7-Label_7-Requirements.pdf

Event 7

View

F012018_1001_8-Label_8-Requirements.pdf

Event 8

View

F012018_1001_9-Label_9-Requirements.pdf

Event 9

View

F012018_1001_10-Label_10-Requirements.pdf

Event 10

View

F012018_1001_11-Label_11-Requirements.pdf

Event 11

View

F012018_1001_12-Label_12-Requirements.pdf

Event 12

View

F012018_1001_13-Label_13-Requirements.pdf

Event 13

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F012018_1001_14-Label_14-Requirements.pdf

Event 14

View

F012018_1001_15-Label_15-Requirements.pdf

Event 15

View

F012018_1001_16-Label_16-Requirements.pdf

Event 16

View

F012018_1001_17-Label_17-Requirements.pdf

Event 17

View

F012018_1001_18-Label_18-Requirements.pdf

Event 18

View

F012018_1001_19-Label_19-Requirements.pdf

Event 19

View

F012018_1001_20-Label_20-Requirements.pdf

Event 20

View

F012018_1001_21-Label_21-Requirements.pdf

Event 21

View

F012018_1001_22-Label_22-Requirements.pdf

Event 22

View

F012018_1001_23-Label_23-Requirements.pdf

Event 23

View

F012018_1001_24-Label_24-Requirements.pdf

Event 24

View

F012018_1001_25-Label_25-Requirements.pdf

Event 25

View

F012018_1001_26-Label_26-Requirements.pdf

Event 26

View

F012018_1001_27-Label_27-Requirements.pdf

Event 27

View

F012018_1001_28-Label_28-Requirements.pdf

Event 28

View

F012018_1001_29-Label_29-Requirements.pdf

Event 29

View

F012018_1001_30-Label_30-Requirements.pdf

Event 30

View

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Ebusiness Portal Overview

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

Add New Attachments 

 1

Attached File	Attachment Description	Upload	View	
WFP_2008_Employee_Benefits_Consulting_Svcx.pdf	Proposal	 Upload	 View	 Add New Attachments  Delete
		 Upload	 View	

Comments

Add New Comments 

 1

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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 Details

* 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

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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

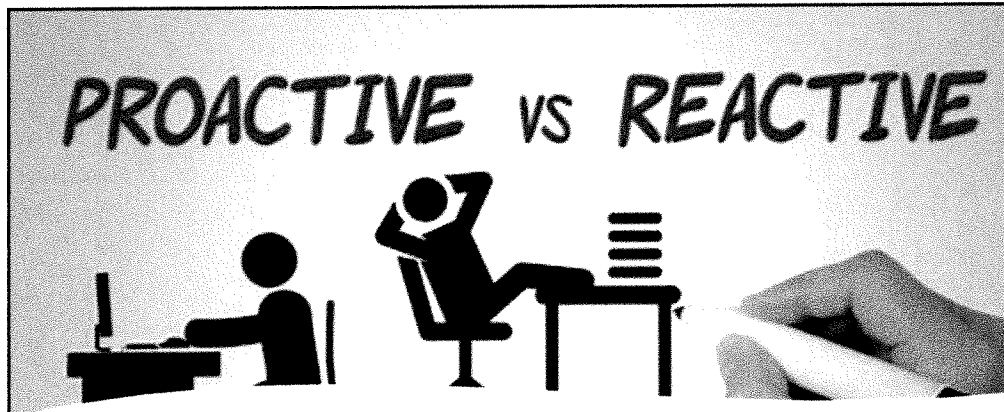
OK

Copy Bid

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

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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

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eBusiness Support

- Please contact the following for eBusiness questions:

Anna McKibben at amckibben@rideprt.org

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General Overview of RFP Requirements

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GENERAL INFORMATION

- **PRT is requesting proposals for:**
 - General Architecture and Engineering Contract Services – Brooks Act Procurement
- **It is the intent to enter into an Agreement(s)**
 - Pool of 2 firms in each category
 - This number may be adjusted up or down at PRT's discretion
- **Term of the Agreement:**
 - All services will be performed on an as needed, project specific, work order basis
 - Four-year period with the option to extend up to one additional year.

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GENERAL INFORMATION

- **Proposals must be submitted electronically through PRT's eBusiness system**
 - By 2:00 p.m., prevailing time, July 21, 2026
 - Instructions have been provided in Exhibit 9 of the RFP
- **Questions must be received in writing before Proposals are due.**
 - Cut off date for questions is July 10, 2026; please note no individuals at PRT will be available 7/3/26
 - Procedural and Technical questions, please contact, Jeff Faddis
 - Clarifications and questions to the RFP
 - **MUST BE IN WRITING**
 - Email jfaddis@rideprt.org or Fax (412) 566-5359
- **Tentative Presentation for Board Approval**
 - October 23, 2026

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SECTION 2.1.2

DB SUBCONTRACTOR PARTICIPATION

Renelda Colvin will address DB participation

- If assistance is required in obtaining DBs:

PHONE (412) 566-5383

EMAIL Renelda.Colvin@pennstate.edu

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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
- **Shall be no more than 50 pages**
 - Appendix information is in addition to page limit
 - Font Size for all material shall not be less than 10 pt.

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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
 - Include percentage of work to be performed by the Proposer and its proposed Subcontractors (please identify subcontractors who are DB)

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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.

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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(s)
 - Sample Project(s) Staffing Tables

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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

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SECTION 2.6

SUMMARY OF COSTS

SECTION 5 OF THE PROPOSAL

- Please note that a sealed Summary of Costs, Exhibit 6 should NOT be submitted with the Proposal but will be submitted at a later date as requested by Authority.
- **Sample Project forms are provided as Exhibit 10 by Category for each category proposed on.**
 - Provide manhours by job classification and total manhours only for each category proposed
 - Alternate fee structure may be proposed.
- **A separate Summary of Costs form is required for each subcontractor.**

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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
- Exhibit 1- Sample Agreement comments
- **Certifications**
 - Exhibit 2 [Certification of Debarment]
 - Exhibit 3 [Certification of Lobbying and Disclosure Form]
 - For Exhibits 2 and 3; Prime Contractor submission only. Subcontractors prior to award of Agreement.
 - Exhibit 4 - Subcontractor Data Form
- **Resumes**
 - Exhibit 5
 - Not to exceed 20 pages, 5 additional pages if two categories

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SECTION 2.7
APPENDIX INFORMATION
APPENDIX SECTION OF THE PROPOSAL

- **Key Personnel Letter(s)**
 - Signed letter by Proposer and letters from 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**

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SECTION 3.0
PROPOSAL SELECTION PROCESS
EXHIBIT 8 – EVALUATION RATING CRITERIA

RFP REF SECTION	RATING CRITERIA	WEIGHTED MULTIPLIER
2.3	Experience Record	6
2.4	Adequacy of Staff Resources	7
2.4.3/4.8	Effectiveness of Sample Project Work Plan	8
2.4.3	Staffing Table	7
2.5	Project Organization & Management Plan	5
2.5.1	Project Manager	7
2.5.2	Key Personnel/Staff Resumes	5
TOTAL WEIGHTED SCORE:		45

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TENTATIVE DATES

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

- | | |
|--|-------------------|
| • Last day for questions | 7/10/26 @ COB |
| • Proposal due at or before 2:00pm | 7/21/26 @ 2:00 PM |
| • Interviews (Tentative) | 8/11-12/26 |
| • Presentation for Board Consideration | 10/23/26 |
| • Commencement of Services | 1/1/27 |

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SECTION 4 SCOPE OF SERVICES

Overview of the Scope of Services

Presented by :

Joe McKool

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QUESTIONS AND ANSWER SESSION

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



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General Architecture and Engineering Contract Services
Request for Proposal No. 26-25

Questions and Responses: Question No's. 1-6

Question #	QUESTION	RESPONSE
1	We would be interested in submitting on the Engineering Project Management part of the RFP but not the Engineering General Architecture part of the RFP. Should we wait until PRT publishes an engineering only RFP? Or are these typically published as both engineering and architecture?	RFP 26-25 is solicited as posted for General Architecture and Engineering services in the categories of 1.) Roadway and Sitework Design and 2.) Building and Structure Design. Please refer to Section 4.0, Scope of Services of the RFP for more detailed descriptions of each category and the required services being requested. Proposers may submit on either category or both. "Potential projects" are listed in Item 4.2 for each category. There is not any separate/specific "Engineering Project Management" included in the Scope of Services as a "stand-alone" service, nor will a separate RFP for "engineering only" be forthcoming. Projects under this RFP may require both engineering and architecture services, please refer to Item 4.1 for more detail of required services in each of the categories.
2	Can you please clarify where the Sample Projects and Staffing tables should be provided in the Proposal? RFP Section 2.1.1 notes it should be provided in Section 5; other locations describe it as being provided as part of the Project Work Plan Section 3.	Section 5
3	In RFP Section 2.1.2.3 Requirements for DB Participation there appears to be mis-formatted and potentially missing text. Specifically, the second bullet "a)" states "The Proposer shall perform upon the request of PRT, the following:" Then there are no requirements listed. What are the requirements associated with this bullet?	This item can be considered stricken from the RFP.
4	RFP Section 2.5.4 Certification and Licenses request licenses for all proposed appraisers. What is the scope for the appraisers?	There is no need for Appraisers under this RFP.
5	Can the Key Personnel Guarantee noted in RFP 2.5.3 be signed by Senior Vice President as opposed to a CEO, COO, or President?	Yes, however the Key Personnel letters need to be signed by a Proposer Representative with signatory authority for this commitment.
6	Can a limited number of pages in 11"x17" format be provided in the proposal for clarity?	Yes