

PITTSBURGH REGIONAL TRANSIT
TRANSMITTAL MEMORANDUM No. 4

SUBJECT: Request for Proposal No. 26-18
Small Business Enterprise (SBE) Consultant

DATE: September 1, 2026

Please find enclosed the following:

- RFP26-18 Transmittal No. 4
- RFP26-18 Addendum 2
- RFP26-18 Q&A
- RFP26-18 Exhibit 6 Summary of Costs – REVISED 9/1/2026

The following signature acknowledges the receipt of this Transmittal Memorandum 4.

Signature

Name of Company

Date

As a reminder, please include and submit these as part of your Proposal Response rather than prior to the due date – these documents do not need submitted separately.

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: Keith Bayles (kbayles@rideprt.org); (CC Samantha Tirk (stirk@rideprt.org)).

PITTSBURGH REGIONAL TRANSIT

ADDENDUM No. 2

September 1, 2026

REQUEST FOR PROPOSAL NO. 26-18

Small Business Enterprise (SBE) Consultant

The following Amendments to the above Request for Information are hereby made a part thereof and the Proposer shall acknowledge receipt and inclusion of said change in its Proposal Letter of Transmittal (Section 2.1.1 of the RFP).

Clarification of the Proposal Submission Deadline.

1. The RFP due date shall be extended per this Addendum No. 2:

Previously read:

- Electronic proposals must be both received and time-stamped by PRT's eBusiness website at or before 2:00 p.m., prevailing time, **September 8, 2026.**

Shall now read:

- Electronic proposals must be both received and time-stamped by PRT's eBusiness website at or before 2:00 p.m., prevailing time, **September 15, 2026.**

2. **Section Addition to the Sample Agreement:**

- **Section 6.10 Compensation Schedule.** Contractor shall maintain on file with PRT its current compensation schedule, covering wage rates and salaries for personnel classifications eligible for reimbursement as direct costs for performance of the Contract Services. Such compensation schedule shall conform to general prevailing rates and shall be reviewed at least annually for necessary adjustment. Except as approved by PRT pursuant to this Section 6.10 and set forth on Attachment B(1), in no case shall Contractor or its subcontractors charge PRT for individual rates of wages and salaries in excess of Fifty and 00/100 Dollars (\$50.00) per hour without prior written approval of PRT. If personnel performing Contract Services hereunder are paid at rates greater than \$50.00 per hour, Contractor shall charge PRT no more than \$50.00 per hour for such Contract Services, unless written approval of PRT has been given to Contractor. In the event that a change in Contractor's Project Manager or any of the other Key Personnel occurs, compensation to Contractor shall be at the actual rate for the replacement individual or the previously identified rate for the replaced individual, whichever is less, unless otherwise approved by PRT.

End of Addendum No. 2

PITTSBURGH REGIONAL TRANSIT

**Small Business Enterprise (SBE) Consulting Services
Request for Proposal No. 26-18
Transmittal Memorandum 4**

Below are questions and answers received pertaining to RFP No. 26-18.

QUESTION		RESPONSE
No.	Section	
1		Will PRT please clarify if annual escalation of rates provided in Exhibit 6(a) is allowed? If escalation is allowed, are proposers permitted to include a note on Exhibit 6(a) indicating our annual escalation percentage? If escalation is not allowed, should proposers just include rates for the base term on Exhibit 6(a)? PRT will consider an annual escalation of the hourly rate with a five (5%) percent cap per individual title/roles per Key Personnel provided. Proposer is to provide all anticipated Key Personnel, title, company (distinguish between Prime and Sub if applicable) and the hourly rate(s) for years one, two, and three (the initial term). Please see Revised Exhibit 6.
2		Please provide the anticipated budget or not-to-exceed value for the initial three-year contract term. PRT will not release the anticipated budget.
3		Is there an incumbent consultant currently providing any of the services included in this RFP? If so, please identify the incumbent and the current or most recent contract value. No, there is no incumbent.
4		Can PRT provide the anticipated annual level of effort, estimated number of Work Orders, approximate consultant hours, or other information regarding the expected volume of work? • PRT best estimates: Semi-Annual FTA Reports, approximately 24 hours each. • State Report: approximately 24 hours. • Triennial Goal Methodology: goal preparation and public hearings, approximately 160 hours. • Triennial Review – Triennial review preparation and meeting with FTA, approximately 80 hours. • Review DBE Plan: Review for regulatory compliance, approximately 80 hours. Compliance with regulatory changes: as needed.

QUESTION			RESPONSE
No.	Section		
5		Does PRT anticipate making a single award or multiple awards under this RFP? Section 4.2 refers to securing “one qualified DBE consulting firm(s),” while other portions of the RFP refer to the “selected consultant(s).”	The pluralization is boilerplate use of the documents, however, PRT intends to issue a single award.
6		Are there currently any outstanding FTA Triennial Review findings, corrective actions, shortfall analyses, or other federal or state audit/compliance matters that PRT anticipates assigning to the selected consultant at the beginning of the contract?	There are no outstanding FTA Triennial Review findings; the anticipated assignment (in addition to the entire Scope of Services) is a Triennial Review Summary Report – Disadvantaged Business Enterprise (DBE), with basic requirements being that recipients must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of U.S. DOT-assisted contracts. Recipients also must create a level playing field on which DBEs can compete fairly for U.S. DOT-assisted contracts. Finding: No deficiency.
7		Does PRT anticipate that the majority of the services may be performed remotely? If on-site work or in-person meetings in Pittsburgh are anticipated, please provide the expected frequency.	Please refer to Transmittal Three, Meeting Minutes, Question 2.
8		If the prime Proposer is itself a certified DBE and intends to self-perform the services required for this RFP, will the Proposer be required to subcontract any portion of the work to another DBE or Diverse Business firm?	Please refer to Transmittal Three, Meeting Minutes, Question 1.
9		Are subconsultants required to maintain the same insurance requirements as the proposer?	Yes, PRT expects the Prime and any subconsultants to maintain the minimum insurance requirements specified in Exhibit 1 of this solicitation.

QUESTION			RESPONSE
No.	Section		
10		Exhibit 7 states, “Proposal contains no more than 50 pages; 10 additional pages for each additional category.” Please define what constitutes an “additional category” under this RFP and explain when the additional 10 pages would apply.	This Request for Proposal is being conducted for a single category. Please disregard the “additional category” language.
11		Section 2.5.2 states that “Résumés shall not exceed a total of 20 pages.” Please confirm that the 20-page limit applies collectively to all proposed staff résumés or to each individual resume.	Yes, the twenty (20) page limit applies collectively to all proposed staff resumes.
12		May Proposers recreate the Summary of Costs form in an editable format, provided all required information is included, or must the PDF form provided with the RFP be used? If an agency-provided form is required, can PRT provide an editable Excel version?	Yes, Proposers may recreate the Summary of Costs in an editable format, complete as appropriate, and submit so long as it contains all required information.
13		Please provide PRT's applicable travel and subsistence reimbursement limits.	PRT will reimburse travel based on the current GSA rate for Pittsburgh. For more information, please reference 48 CFR Part 31.205-46
14		Could PRT extend the September 8, 2026 proposal due date to allow adequate time to review and incorporate responses to questions, particularly given the Labor Day holiday immediately preceding the proposal due date?	PRT will extend the solicitation due date to September 15, 2026 per this Addendum.



Keith Bayles, Manager of Procurement

REVISED 9-01-2026 EXHIBIT 6(A)
SUMMARY OF COSTS
Request for Proposal No. 26-18
SBE Consultant Services

Note: This is only an example. Each Summary of Cost should reflect the appropriate services and agreement structure.

Proposers shall include cost(s) such as the following:

- Labor- Hourly/Flat rates

1. Labor – Fully burdened hourly rates per classification

<i>Example Proposal Costing</i>				
	<i>Name</i>	<i>Title/Role</i>	<i>Firm</i>	<i>Hourly Rate (2026-2027)</i>
1.	Jane Doe	Partner	Prime Co.	\$200 per hour
2.	John Doe	Professional	Prime Co.	\$180 per hour
3.	Jane Smith	Professional	Sub One	\$150 per hour
4.	John Smith	Technician 2	Sub One	\$80 per hour
5.	Frank Jones	Administrative Assistant	Prime Co.	\$95 per hour

<i>Example Proposal Costing</i>				
	<i>Name</i>	<i>Title/Role</i>	<i>Firm</i>	<i>Hourly Rate (2027-2028)</i>
1.	Jane Doe	Partner	Prime Co.	\$210 per hour
2.	John Doe	Professional	Prime Co.	\$189 per hour
3.	Jane Smith	Professional	Sub One	\$157.50 per hour
4.	John Smith	Technician 2	Sub One	\$84 per hour
5.	Frank Jones	Administrative Assistant	Prime Co.	\$99.75 per hour

(Rates in year two represent a five percent (5%) increase from year one. Salaries are limited to five percent (5%) per annum).

2) EXPENSES (**No markup** is permitted on expenses)

<i>Example Proposal Costing</i>	
* Subcontractor for (project task)	Hourly rates
* Subcontractor for (project task)	Hourly rates
Travel	Per Mile
Subsistence	Daily
Other (describe)	Each

***Separate Summary of Costs required for all subcontractors.**

Proposers are encouraged to identify and provide fee structures and alternative billing arrangements (such as flat fee arrangements for certain matters) as part of this Summary of Costs. Any alternative fee structures or arrangements proposed should be clearly described by the Proposer.

RFP26-18 - Transmittal Memo Four

Final Audit Report

2026-09-01

Created:	2026-09-01
By:	Samantha Tirk (STirk@rideprt.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2maJD100JsuThfr4Ri_BKEPubX5ibJL

"RFP26-18 - Transmittal Memo Four" History

 Document created by Samantha Tirk (STirk@rideprt.org)

2026-09-01 - 3:41:18 PM GMT- IP address: 199.102.91.189

 Document emailed to Keith Bayles (KBayles@rideprt.org) for signature

2026-09-01 - 3:42:07 PM GMT

 Email viewed by Keith Bayles (KBayles@rideprt.org)

2026-09-01 - 3:42:34 PM GMT- IP address: 199.102.91.189

 Document e-signed by Keith Bayles (KBayles@rideprt.org)

Signature Date: 2026-09-01 - 3:43:19 PM GMT - Time Source: server- IP address: 199.102.91.189 - Signature Appearance Selected: IMAGE

 Agreement completed.

2026-09-01 - 3:43:19 PM GMT