

Capital Area Transportation Authority



AMENDMENT NO. 1 OF SOLICITATION ARCHITECTURAL AND ENGINEERING SERVICES REQUEST FOR PROPOSAL

1. AMENDMENT NO: 1	2. SOLICITATION NO: RFP 2016-125	3. SOLICITATION NAME: Architectural & Engineering Services	4. AMENDMENT DATE: November 29, 2016
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5. ISSUED BY

Capital Area Transportation Authority
Purchasing and Contracts Department
4615 Tranter Street
Lansing, MI 48910

PLEASE NOTE: Contractor is required to sign this document and return it with the bid/proposal/quote.

6. DESCRIPTION OF AMENDMENT:

- CATA's Pre-Proposal meeting minutes and written responses to vendor questions, dated October 29, 2016, are attached.
- All other terms and conditions remain unchanged.

NAME / TITLE OF OFFEROR (Type or Print)	COMPANY NAME
(Signature of person authorized to sign)	(Date Signed)



Date: November 29, 2016

Re: Minutes of Pre-Proposal Meeting and Responses to Vendor Questions
CATA RFP 2016-125, Architectural and Engineering Services

A pre-proposal meeting was held November 22, 2016 at 2 PM. Those in attendance were:

Susan Holmes, CATA Purchasing and Contracts Manager
Allan Currie, CATA Procurement Specialist
Barry Flowers, CATA Facilities Superintendent & Project Manager
Norm VanAlstine, CATA Facilities & Grounds
Marty Ruitter, Hobbs & Black
Carroll Strange, CHMP Inc.
David Boersma, Spicer Group
David Richmond, Spalding DeDecker
Vicki Briggs, DLZ
Seth Horton, Progressive AE
Rob Sherman, DLZ

I. Susan Holmes discussed the following:

1. Various administrative functions as well as the RFP process as a whole;
2. Proposals are due at 2:00 PM on December 20, 2016;
3. Proposal evaluation and the various criteria used;
4. Vendors should thoroughly review all provisions listed in CATA's Terms and Conditions (Appendix A) prior to submitting their proposal as well any certifications attached.
5. Procurement will be following Brooks Act (Title IX) procedures; technical & price proposals will be submitted at the same time, but packaged separately. The cost proposal for the most qualified firm will be opened. That most qualified firm will be asked to enter final negotiations. If the most highly qualified firm is unable to consummate agreement with CATA, then the next most highly firm will be considered for award, and so on.
6. All communication with CATA prior to contract award needs to go through Susan Holmes.

II. Barry Flowers provided an overview of the project as a whole, as well as the requirements listed in the scope of work.



III. Questions and Answers

Q: Is CATA requesting a cost to execute the work in Task 4, or just hourly rates?

A: Hourly rates.

Q: What is the proximity of the majority of locations?

A: The Frandor stop is on Michigan Ave.; the addresses for CATA's main locations are listed in the RFP.

Q: Does vendor need to include pricing for geo-technical exploration in their response to the RFP?

A: No; this will need to be addressed on a case-by-case basis.

Q: Will site plans be available?

A: The site plans that CATA has are available.

**PRE-PROPOSAL MEETING SIGN IN SHEET
CATA RFP 2016-125 – ARCHITECTURAL & ENGINEERING SVCS
TUESDAY, NOVEMBER 22, 2016 AT 2:00 P.M.**

Name	Company	Phone	E-Mail
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