



Capital Area Transportation Authority
4615 Tranter Street
Lansing, MI 48910

**AMENDMENT NO. 1 TO
PROFESSIONAL SERVICES FOR TRIENNIAL REVIEW PROCESS**

1. AMENDMENT NO: 1	2. SOLICITATION NO: RFP 2024-155	3. SOLICITATION NAME: PROFESSIONAL SERVICES FOR TRIENNIAL REVIEW PROCESS	4. AMENDMENT DATE: APRIL 4, 2024
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5. ISSUED BY
Capital Area Transportation Authority
Purchasing and Contracts Department
4615 Tranter Street
Lansing, MI 48910

6. DESCRIPTION OF AMENDMENT:
The following documentation has been attached to this Amendment:

1. CATA responses to vendor questions.
2. Please note Attachment D, Pricing Form has been changed. A "REVISED" Attachment D, Pricing Form is attached.
3. All other terms and conditions remain unchanged.

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

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



April 4, 2024

Capital Area Transportation Authority Request for Proposal 2024-155
Professional Services for Triennial Review Process
CATA Responses to Vendor Questions

VENDOR QUESTIONS AND CATA'S RESPONSES:

- 1. Could you please confirm if there is an incumbent contractor CATA has utilized for this professional service/triennial preparation previously? If so, please provide the name of the firm.**

Yes, CATA has most recently contracted with RLS & Associates, Inc.

- 2. Could you please clarify if CATA will grant access to other pertinent audit reports, such as the annual financial audit, cybersecurity audits, and previous triennial review reports, to assist in the execution of this triennial review, if applicable?**

Yes, CATA will provide the successful bidder with access to pertinent past reports.

- 3. Is there an incumbent for this solicitation?**

Please refer to Question #1 for our response.

- 4. Per Section I-P Selection Criteria number 5, page 7 of 36, the last paragraph states that "Each Contractor should make every effort to include Disadvantaged Business Enterprises in this project. CATA has a Disadvantaged Business Enterprise goal of 1.28%."**

- **As this particular solicitation appears to be race-neutral, please confirm that CATA does not require demonstration of GFEs (good faith efforts) as part of the proposer's responsiveness to this solicitation.**

Confirmed.

- 5. Per Section III B Disadvantaged Business Enterprise, page 13 of 36, the solicitation states that "Cost Proposals must list the amount and activity of service provided by the DBE firm, as applicable."**

- **Where/how does CATA require this information to be captured on Attachment D, Pricing Form.**

This information must be filled out on Attachment E, the form for DBE participation.



6. *Per Appendix A CATA Standard Terms and Conditions, Item A.33 Travel Expenses, page 19 of 36 states that "CATA shall not reimburse Contractor for travel costs, including accommodations, meals, transportation and fuel costs, unless the travel activity and the travel costs have been approved in advance by an authorized representative of CATA."*
- **If the responder proposes any travel in accordance with its workplan, where/how does CATA require this information to be captured on Attachment D, Pricing Form.**

Please see the attached "REVISED" Pricing Form.

ATTACHMENT D

“REVISED” PRICING FORM

Task #	Deliverable	Hourly Rate	Hours	Total Price
1	Kick-Off Meeting	\$		\$
2	Work Plan and Schedule	\$		\$
3	Conduct the Review and Generate Audit Report, Complete the RIR Response, and Provide Training	\$		\$
4	*Post-FTA Triennial Review (As Requested by CATA)	\$		
5	*Future Follow-Up Review (As Requested by CATA)	\$		
Estimated Travel Expenses**		Quantity of In-Person Meetings	Cost Per Meeting (Including all associated travel costs)	Total Cost of Travel Expenses
			\$	\$
**Estimated Total Price:				\$

* A total price for Tasks 4 and 5 shall NOT be included in this Cost Estimate – please only include an hourly rate for each respective task. If these services are needed, CATA reserves the right to issue an amendment to the agreement to include these tasks, which will be negotiated at that time.

** Cost estimates should be submitted with assumptions that the review should be performed virtually to the greatest extent possible. If travel costs are proposed, the Contractor shall adhere to the most current U.S. General Services Administration (GSA) schedule. Proposal submissions will be evaluated on best value.

Bidder: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.