



**Capital Area Transportation Authority**  
**4615 Tranter Street**  
**Lansing, MI 48910**

**AMENDMENT NO. 1 TO  
 SNOW AND ICE REMOVAL SERVICES**

1. AMENDMENT NO: 1	2. SOLICITATION NO: RFP 2025-159	3. SOLICITATION NAME: SNOW AND ICE REMOVAL SERVICES	4. AMENDMENT DATE: APRIL 17, 2025
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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. Pre-proposal minute and attendance sign in sheet.
2. CATA responses to vendor questions.
3. Please note Section I, I-P Selection Criteria, has been "REVISED" and is attached.
4. 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 17, 2025

RE: Minutes of Pre-Proposal Meeting on Capital Area Transportation Authority (“CATA”) Request for Proposal 2025-159, Snow and Ice Removal Services

A pre-proposal meeting was held on April 4, 2025, at 10:00 A.M. Eastern Time. The meeting started at 10:05 A.M. See attachment for those in attendance.

Nicole Wilson discussed the following:

1. Reviewed the Schedule of Activities listed on the first page of the RFP. Electronic proposals are due May 15, 2025, at 11:00 A.M Eastern Time. Page 5 of the RFP provides further explanation of how to submit the proposal. Emails received at 11:01 A.M. Eastern Time or later, will be considered late submission and deemed NON-RESPONSIVE.
2. Vendors are advised to read the entirety of the RFP and fully understand the requirements.
3. The Selection Criteria are being updated, and the revised version will be included in an upcoming amendment.
4. The evaluation committee will review proposals based on the revised selection criteria released in the amendment.
5. Vendors should carefully review Section II-Scope of Work.
6. Vendors must read the terms and conditions. All required forms are listed in the RFP, they must be signed, dated, and submitted with the proposal.
7. The vendor has declined site tours for all four (4) CATA facilities.
8. For any amendment(s) issued, vendors must sign and date the amendment form(s) and include them in their proposal submission.

The meeting ended at 10:35 AM.

Attached: Pre-Proposal Attendance list





April 17, 2025

Capital Area Transportation Authority Request for Proposal 2025-159  
Snow and Ice Removal Services  
CATA Responses to Vendor Questions

VENDOR QUESTIONS AND CATA'S RESPONSES:

**1. What have been the major issues in the past for snow removal on these sites?**

Contractors' inability to meet the expectations of the scope.

**2. Is there any ability to store equipment or materials on site?**

No.

## I-P Selection Criteria “REVISED”

Responses to this RFP will be evaluated based upon the following factors as presented in the respondent’s proposal. The criteria used to evaluate the proposals are provided below and are listed in order of importance. Therefore, the contract may be awarded to a firm which is not necessarily the low bidder.

1. Project understanding and approach
  - The proposal should include a detailed work plan describing how you intend to provide services outlined in the scope of work
  - Describe the technical approach to be taken for the work required
  - The proposal should demonstrate vendors ability and or process for communicating to project managers
  - The proposal should demonstrate their process for when problems arise and how the problems are addressed.
2. Qualifications of Firm/Organization and Staff
  - The proposal must include the Contractors general qualifications.
  - The proposal must include Contractors equipment list.
  - The proposal must include Contractors length of time in business.
  - The proposal must include key individuals in your organization including; name, telephone number and qualifications of who would be directly involved with providing the required services.
  - The proposal must include projected staffing levels.
3. Price/Cost
  - The proposal clearly defines the prices.
  - The pricing form is completed accurately.
4. Experience of Firm with Similar Projects
  - The proposal lists three (3) company references that will illustrate the respondent’s past record of performance on similar projects.
  - The proposal demonstrates relevant experience and expertise as stated in the scope of work.
5. Completeness and Responsiveness of Proposal to RFP
  - Proposer has met all submittal requirements.
  - The proposal is thorough, visual and easily understandable.
  - The proposal must include Contractors certificate of insurance.

Overall evaluation of the proposal and the vendor, including with respect to vendor, satisfactory references, legal status and compliance, experience with other projects and procurements, and other matters of concern.

CATA will constitute an ad hoc committee to evaluate all proposals. The firm(s) determined to be the most highly qualified based on the submitted proposal and any oral presentation may be asked to enter final negotiations. If the most qualified firm is unable to consummate agreement with CATA, then the next most qualified firm will be considered for award, and so on.

CATA will evaluate proposal criteria on a best value basis which considers both price and the above technical factors to determine the offer that is most advantageous and presents CATA with the best overall value.

The cost basis for the proposal will be used to evaluate the price proposal. Price will be evaluated in comparison to the above technical factors in the group.

Respondents may be required to update their proposals in writing if clarification or additional information is needed. Inquiries may be made of Respondents concerning their proposals. At any time during this process, CATA reserves the right to re-bid, award, or cancel the project, as CATA determines.