



Capital Area Transportation Authority  
4615 Tranter Street  
Lansing, MI 48910

**AMENDMENT NO. 1 TO  
REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL AND ENGINEERING SERVICES**

1. AMENDMENT NO: 1	2. SOLICITATION NO: RFQ 2023-144	3. SOLICITATION NAME: ARCHITECTURAL AND ENGINEERING SERVICES	4. AMENDMENT DATE: MARCH 13, 2023
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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 minutes and attendance sign in sheet.
2. 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)



March 6, 2023

RE: Minutes of Pre-Proposal Meeting on Capital Area Transportation Authority (“CATA”) Request for Qualifications (“RFQ”) No. 2023-144, Architectural and Engineering Services.

A pre-proposal meeting was held March 6, 2023, at 9:30 A.M, in the CATA Board Room. Those in attendance were:

Matrix Consulting Engineers, Andrew Robeson  
Matrix Consulting Engineers, Sam Merritt  
NTH Consultants, Philip Rasor  
CATA Facilities Manager, Norm VanAlstine  
CATA Purchasing and Contracts Manager, Nicole Wilson

Nicole Wilson discussed the following:

1. The Schedule of Activities listed on the first page of the RFQ. Proposals are due at 11:00 A.M. Eastern Time on April 17, 2023.
2. The pre-proposal meeting included a facility tour. The project manager, Norm VanAlstine discussed components of the scope of work as he conducted the walk-through.
3. The proposals will be evaluated on the Brooks Act.
4. The evaluation committee will review proposals based on the selection criteria listed in the RFQ. Price is not a factor in the selection criteria. Prices should be submitted in a separate sealed envelope from the proposal.
5. Vendors should read II-C Scope of Work.
6. Vendors should read the terms and conditions. The required forms are listed in the RFQ, they must be signed, dated, and submitted with the proposal.
7. A site visit was conducted at the three facilities: CATA Administrative Building, CATA Transportation Center, and the Capital Area Multimodal Gateway.

The meeting ended at 11:10 A.M.

Attached: Pre-Proposal Sign in Sheets

