

Addendum One: RTA Alternatives Analysis for the Central Oklahoma Reginal Transit Corridors to Promote Economic Development and Equity Inclusion Project

October 18, 2022

Section VII. Proposal Instructions and Guidelines

Proposal Instructions and Guidelines		
Instruction	Description of Requirement	Violation Penalty or Disqualification
Page Limits	The maximum allowable number of pages for the proposal is 10. The Required Forms (Attachments A-E), resumes, and section divider tabs do not count toward the page limitation.	Additional pages will be removed
Page Sizes	Allowable page size is 8 ½ x 11.	Pages violating size requirement will be removed
Consultant Proposed Staffing Plan	Provide a copy of the Consultant Proposed Staffing Plan with no additional information beyond that which is required, as identified on Attachment B.	If additional information is provided, the Staffing Plan will be removed
Margins	Provide one-inch (1") margins throughout the proposal; consultant name/logo and page headers/footers may be within the margins	Guideline
Font and Line Spacing	Use a 10-point [or greater] Arial or Times New Roman font	Guideline
PDF Submission	Send proposals via e-mail in PDF format to info@rtaok.org	Guideline
Proposal Deadline	Send proposals to info@rtaok.org prior to 5:00 P.M Central Time on June 5, 2020.	Disqualification
Interviews	If interviews are required, attend the date and time instructed by RTA Owner's Representative	Disqualification
Fee Discussion	Submit a proposal without any reference to consultant fees on this project or any past, present or future project	Disqualification
Cover Page	Provide a complete Cover Page, including a signed, verbatim acknowledgement as identified in Attachment A.	Disqualification
DBE Goal	The goal for participation in this proposal by qualified DBEs is 2%	Guideline
Required Forms	Submit all Required Forms, as identified in Attachments A-E. Required Forms do not count toward the page limitation.	Disqualification

Section VIII. Proposal Requirements and Evaluation Criteria

1. The proposal should be organized with the following sections:
 - a. Cover Page (Attachment A)
 - b. Consultant Proposed Staffing Plan (Attachment B)
 - c. Project Team
 - d. Key Personnel Resumes
 - e. Capability of the Firm(s)
 - f. Approach to the Project
 - g. Required Forms (Attachments A-E)