



Transit Governance and Financial Consulting
Solicitation No. 18-065– Addendum #1
August 15, 2017

This Addendum #1 to SRTA Solicitation No. 18-065 is being issued in accordance with Section 2.5 of the Request for Proposals document. SRTA Solicitation No. 18-065 is hereby amended as follows:

SECTION 3.5-Statement of Firm’s Qualifications and Experience. Section 3.5 is hereby deleted in its entirety and replaced as follows:

This document shall be a narrative description of the Proposer’s qualifications and experience. This narrative description shall include the appropriate use of headings and subheadings that address, at minimum, the following elements:

- Brief description of the Proposer (firm history, number of employees, lines of business, areas of specialization, office locations, organization, etc.)
- Description of the firm’s experience in performing work of a similar nature to that solicited in this RFP
- Comprehensive listing and brief descriptions of relevant engagements started and/or completed during the last ten years that are similar in scope and nature to the Scope of Services, attached to this RFP.
- Description of any unique awards received or accomplishments on previous similar projects

There is no prescribed format for this document. The format of the document shall be at the discretion of Proposer; however, the document shall be limited to no more than five (5) single-side, typed pages, font size no smaller than 10 pt. Proposer should label this document as Offer Document #5 in its proposal.

SECTION 3.6-Project Approach and Team. Section 3.6 is hereby deleted in its entirety and replaced as follows:

This document shall be a narrative description of the Proposer’s project approach and proposed project team members and shall include, at minimum, the following elements:

- Firm’s understanding of the Scope of Services and challenges of the project
- Firm’s technical approach to the project and interpretation of the Scope of Services, including the Tasks identified in the Scope of Services
- Identification of the adequacy of the firm’s resources, including personnel, labor, equipment and supplies, etc.
- Project schedule for the scope of services, including any management and planning strategies
- Information regarding any proposed innovative concepts that may enhance the value and quality of the services to be performed

- Resumes, roles and availability of all key personnel to be assigned to the project

There is no prescribed format for this document. The format of the document shall be at the discretion of Proposer; however, the document shall be limited to no more than fifteen (15) single-side, typed pages, font size no smaller than 10 pt. Resumes will not be counted towards the page limit; **however, Proposer shall only submit resumes for Key Personnel as defined in the attached Contract.** Proposer should label this document as Offer Document #6 in its proposal.

All other terms and conditions of SRTA Solicitation No. 18-065 not specifically addressed in this Addendum #1 remain in full force and effect.