

REGIONAL TRANSIT AUTHORITY

PUBLIC NOTICE

RFP 2026-005 ON-CALL TECHNICAL SAFETY SUPPORT

Addendum I

Acknowledge receipt of this addendum in the bid submission. This addendum is a part of the Contract Documents and shall be included in the Contract Documents. Changes made by the addenda take precedence over information published at an earlier date.

This addendum serves to establish new clarification and proposal submission deadlines, and respond to vendor inquiries/questions.

The new proposal submission deadline is Monday, June 8, 2026 at 1:00 p.m. CST.

The new clarification submission deadline is Tuesday, June 2, 2026 at 1:00 p.c. CST

1. RFP Section 4, Proposal Instructions and Content, requires the letter of interest include a schedule of the proposed work. As this is an on-call services contract with unknown tasks and the term of service will be set in the contract agreement, can NORTA please clarify what type of schedule is required?

Response: Please include a schedule for initial coordination with NORTA staff upon receiving the Notice to Proceed. This should include a proposed kick-off meeting date, at a minimum.

2. The procurement is currently limited to small businesses only. Would NORTA consider eliminating this requirement to allow the procurement to be fully open to other consulting firms?

Response: No.

3. Would NORTA consider extending the due date for proposals by 2 weeks?

Response: Please refer to the new submission deadline above.

4. Would RTA consider extending the proposal submission deadline to allow for additional time for offerors to incorporate responses to questions and finalize comprehensive proposal submissions?

Response: Please refer to the new submission deadline above.

5. Can RTA provide an estimated annual workload, estimated annual spend range, or approximate level of effort expected under this on-call contract so proposers can properly structure staffing and pricing?

Response: Due to the on-call nature of this contract, RTA cannot guarantee a specific annual workload, level of effort, or annual spend amount. Task orders will be issued on an as-needed basis depending on agency priorities, regulatory requirements, and available funding. Proposers should structure staffing and pricing to provide flexibility in supporting a variety of technical safety-related assignments of varying scope and duration.

6. Given that the RFP identifies the work as on-call and task-by-task, does RTA anticipate any regularly assigned or recurring consultant support, or should proposers assume support will be intermittent and task-specific?

Response: RTA anticipates that consultant support will primarily be task-specific and issued on an as-needed basis. However, certain assignments may involve recurring or ongoing support depending on operational needs, regulatory requirements, audits, inspections, or special projects. As an example, based on previous projects, RTA is anticipating needing support with its annual Internal Safety Management Audit (ISMA) program, in accordance with 49 CFR Part 674.

7. Can RTA clarify the expected balance between remote support and onsite support for typical assignments under this contract?

Response: RTA anticipates a combination of both remote and onsite support. Certain tasks, such as document reviews, data analysis, and virtual meetings, may be performed remotely, while activities including field assessments, inspections, investigations, workshops, training, and operational observations may require onsite support. The level of onsite support will vary based on the specific task order.

8. Can RTA provide additional clarification regarding the types of Risk-Based Inspection (RBI) support expected under this contract?

Response: Risk-Based Inspection support may include assistance with coordinating document and data submittals to the State Safety Oversight Agency, responding to State Safety Oversight Agency inquiries or requests, conducting or supporting follow-up inspections and assessments, evaluating compliance with agency procedures and regulatory requirements, reviewing inspection data and trends, and assisting with the development of corrective actions and mitigations accordingly.

9. Can RTA provide additional clarification regarding the expected consultant support related to Employee Safety Reporting Program (ESRP) activities?

Response: Consultant support related to the Employee Safety Reporting Program (ESRP) may include assistance with program development and enhancement, internal outreach (via existing “safety promotion” means), conducting risk assessments and other evaluations, performing data and trend analysis, and developing corrective actions and/or mitigations associated with reported safety concerns.

10. Can RTA clarify the primary areas where consultant support is expected within the agency’s existing Safety Management System (SMS) program?

Response: Consultant support may be requested across various components of the agency’s Safety Management System (SMS), including Safety Risk Management (SRM), Safety Assurance (SA), Safety Promotion, safety data analysis, internal safety assessments, corrective action plan development and tracking, regulatory compliance support, policy and procedure reviews, performance monitoring, audit preparation, and continuous improvement initiatives.

11. Will RTA provide existing SMS documentation, templates, audit forms, reporting formats, and related standards to the selected consultant team?

Response: Yes. RTA anticipates providing relevant existing documentation, templates, forms, reporting formats, policies, procedures, and applicable standards necessary to support assigned task orders, as appropriate and subject to agency policies and confidentiality requirements.

12. Beyond the stated evaluation weights, can RTA clarify whether any particular elements within the technical approach or staffing qualifications are especially important to RTA for this contract?

Response: RTA places significant value on demonstrated experience supporting public transit safety programs, knowledge of FTA requirements and Safety Management Systems (SMS), technical expertise relevant to the scope of services, the ability to provide responsive and flexible support, and experience performing similar on-call technical safety assignments for transit agencies or comparable organizations

13. Does RTA anticipate conducting interviews, presentations, or discussions as part of the evaluation process?

Response: Pending results of initial evaluation, RTA may conduct in-person presentations for select vendors.

14. Can RTA provide any anticipated labor categories, staffing roles, or functional disciplines expected under this contract?

Response: Potential labor categories and functional disciplines may include, but are not limited to, safety management specialists, safety auditors/inspectors, risk management

specialists, (rail and/or transit) accident/incident investigators, industrial hygiene or occupational safety professionals, data analysts, regulatory compliance specialists, and project managers. Proposers may include additional roles they believe are necessary to effectively support the scope of services.

15. Can RTA please confirm that the term of the agreement will be for three (3) years, with two (2) one-year renewal options as stated in the Scope of Services document? The RFP states three (3) years and doesn't indicate renewal options.

Response: The resulting contract shall be for three (3) years, with two (2) one-year renewal options as stated in the scope.