

REGIONAL TRANSIT AUTHORITY
PUBLIC NOTICE
RFP 2025-034 DOWNTOWN TRANSIT CENTER DESIGN

Addendum II

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 answer the following vendor questions:

1. Hello, I noticed we were invited to provide a quote for the bus shelter element of this project. I was wondering if the shelters required are for aluminum or steel? We are only able to provide steel. If it is steel, do you know what specifications you have for the shelters? Size? Glazing? Opening style? Thanks
 - a. This solicitation is distinct from any solicitation related to bus shelters. RTA will soon be commencing a design process for a new Climate Adaptive Transit Shelter Design, but that solicitation process has already been completed and is unrelated to the Downtown Transit Center.
2. Please let me know if steel is an option for the bus shelters project. If so, please provide requirements/specification for bus shelter design. Thanks
 - a. See the response to question 1 above.
3. We understand there is an overall page limit, but is there a limit per section? Is a cover letter included? Does a cover page, Table of Contents or dividers count toward the limit? Do resumes count (or can they be added as an appendix)?
 - a. There is no specific page limit by section beyond the guidelines provided in the RFP. Cover Page, Table of Contents, Resumes, and Dividers do not count toward the limit.
4. we consider potential stakeholder concerns, we recently noticed that the Saenger had an entire lane of Basin Street closed to unload three 18 wheelers for a show. Where will this take place once the downtown transit center is here?
 - a. The project will include a Right of Way re-design for the corridor to ensure that access to the Downtown Transit Center (DTC) is safe and to ensure that Basin Street is safe for all modes of transportation. Space for freight unloading/loading may be accommodated in the corridor re-design, but neither outreach nor any

Lona Hankins
Chief Executive Officer
Regional Transit Authority

design has begun to determine how all of the competing uses may be accommodated.

5. Do graphics and the schedule have to be in the 12-point font requirement or will NORTA allow a smaller font size to accommodate graphics?
 - a. A smaller font size is fine for graphics, but respondents must make sure that all materials are easily legible.
6. Will typical reimbursable expenses be reimbursable such as geotech reports and surveys or should they be included in project team?
 - a. Please include a complete project team in your submission that addresses all disciplines in order to advance the project to 100% design.
7. Will RTA hire a Cx agent for commissioning spec and subtask 18? This is typically an owner consultant as it is a direct conflict for a commissioning agent to be a member of the design or construction team.
 - a. Correct, RTA will hire an independent commissioning agent for testing and commissioning of building and infrastructure systems. Subtask 18 now reads as follows:

Subtask 18 – Testing and Commissioning: The selected consultant shall coordinate, as necessary, with an independent commissioning agent (to be procured separately by the RTA) on the agent's testing and commissioning process for the DTC facility and for any infrastructure along the DTC corridor. This testing—completed independently of the selected consultant—shall verify that all building systems and properly set up, calibrated, and functioning as intended. The role of the selected consultant shall be to furnish information and manuals to the commissioning agent, to accompany the agent on site walks as needed, and to respond to the agent's technical questions as needed.

Deliverables: *Coordination with independent commissioning agent as described above.*

8. At what point in the design process is it anticipated to onboard CMAR?
 - a. The CMAR will be onboarded prior to the completion of 30% design and in accordance with all State requirements.
9. The document indicates that the design team must provide detail cost estimates at each design phase. Will the CMAR be engaged to provide cost estimates?
 - a. Both the CMAR and the design team shall prepare independent cost estimates at discrete stages of the design process, in parallel with each other.

**Lona Hankins
Chief Executive Officer
Regional Transit Authority**

10. Please confirm whether subconsultants are required to submit the Non-Collusion Affidavit, Certificate on Primary Debarment, Certificate Regarding Debarment - Lower Tier, and Certification of Restrictions on Lobbying.

a. Procurement, please provide a response to this.

11. Are we responsible for the testing agency and commissioning agent? Is commissioning agent required only during construction or also post occupancy?

a. See the response to question 7 above.

12. What are the critical milestone dates that RTA is responsible for under the grant agreement? Can you provide a copy of the grant agreement?

a. From the Notice of Funding Opportunity from the Department of Transportation for FY2023 RAISE grants: "FY 2023 RAISE funds must be expended (the grant obligation must be liquidated or paid to the grant recipient) by September 30, 2032." Furthermore, "All necessary activities will be complete to allow RAISE grant funds to be obligated sufficiently in advance of the administrative deadline (June 30, 2027)." The RTA does not currently have a grant agreement in place as NEPA clearance must take place prior to the obligation of the RAISE grant. The initial design work described in this RFP is essential to secure NEPA clearance and therefore to obligate the grant.

13. Is resident inspection a service requested on this RFQ? 2. Could you please clarify the "30-page limit" referenced in the RFQ? As it's a digital submission, should this be interpreted as a strict limit of 30 total pages of content, or is the intent 30 "sheets"—equivalent to 60 pages in a double-sided print format? 3. Lastly, do the required forms count towards this page limit?

a. Resident inspection services are subsumed within Subtask 17. 30-page limit is not the same as 30 sheets of paper. Please limit to 30-pages of content, not including cover pages, dividers, resumes or table of contents. The required forms do not count towards the page limit.

14. Please confirm that tabs and page dividers DO NOT count toward the 30-page limit for the Statement of Qualifications.

a. The tabs and page dividers do not count towards the 30-page limit.

15. Are resumes or staff bios of Project Team members required? If so, do they count towards the 30-page limit?

a. Resumes are required. They do not count towards the stated page limit.

16. Are any of the firms that participated in the 2020 New Orleans Downtown Transit Center Alternative Analysis precluded from submitting on this solicitation?

a. Yes, they are precluded from submitting this solicitation.

Lona Hankins
Chief Executive Officer
Regional Transit Authority

17. Will we be able to submit follow-up questions after NORTAs Q&A is posted since this will be after the dated clarification deadline (12/2/25)?

a. No

18. DBE Form 4 is quite vague, can you please clarify whether or not DBE Form 4 must be submitted with the proposal since the form states there is no DBE goal established for this project?

a. No DBE goal. Not Applicable

19. Will NORTA accept DocuSign signatures?

a. No.

20. Is the Non-Collusion affidavit required to be signed by all subconsultants, or only the prime consultant?

a. Yes

21. Is the Certification of Restrictions on Lobbying required to be signed by all subconsultants, or only the prime consultant?

a. Yes

22. For Subtask 18 – Testing and Commissioning, we understand that the design team is to include a commissioning agent for all building systems. Do you want the team to include Construction Materials Testing for code-required inspections such as concrete, steel, pile counts, etc.?

a. See the response to question 7 above regarding a commissioning agent.

b. Yes, please include the Construction Materials Testing on the project team for construction phase A&E services.

23. In addition to graphics and our schedule, can tables also be presented in less than 12 pt font?

a. Less than 12 font is fine for tables and graphics, as long as they are legible.

24. If forms are not applicable to the prime (ex: DBE Form 3 and SBE forms), do they need to be submitted?

a. No DBE goal. Not Applicable

25. Can you please clarify what forms are required of the prime, and what forms are required for teaming partners (subconsultants)?

**Lona Hankins
Chief Executive Officer
Regional Transit Authority**

12/9/2025

Non-Collusion Affidavit

Certificate on Primary Debarment

Certificate Regarding Debarment- Lower Tier

Certification of Restrictions on Lobbying

Participant Information Form

**Lona Hankins
Chief Executive Officer
Regional Transit Authority**