

1. Why do you have a cost in the criteria if the scope is not for any one specific project? Why does it have 30 points towards the cost?

SouthWest Transit is a public transit agency committed to being good stewards of public funds, cost is a consideration when evaluating proposals. We recognize there may be fluctuations on hourly rate depending upon project, and that should be spelled out in the proposals.

2. How many firms does SWT anticipate selecting for this on-call contract?

One.

3. Do you have a budget for the On-Call Engineer for this year?

Obtaining an on-call engineer is in budget.

4. Is there a page limit for Proposals?

No.

5. Can we subcontract any of the services if we don't have the services you are looking for?

Yes, the cost of services in the proposal would need to remain unchanged to SouthWest Transit. Your firm would be liable for the work performed by the subcontractor.

6. Will we need to provide architectural drawings for any of the projects?

We don't anticipate needing you to supply architectural drawings.

7. Given these projects are "as needed", and vary in size and scale, we are not seeing anything concrete for us to react to and present a fee structure. Are you looking for hourly rates alone or is there another format that would be helpful?

SWT is looking for an hourly rate. We recognize there may be fluctuations on hourly rate depending upon project, and that should be spelled out in the proposals. For example, a range can be provided dependent upon services. Reviewing drawings may come in at a lower hourly rate than on-site inspections, we understand this variation.

8. What is the term limit for this contract?

The contract term is negotiable, and would be a discussion with the winning company.

9. Are staff resumes required, will they be factored into the scoring for experience?

Resumes are not required; however, all submissions should include all relevant experience.

10. Because there isn't a formal cost included, is SWT open to reducing the evaluation criteria scoring for points? Example- reduce cost proposal to 10 points and reallocate 10 points to qualifications and experience and another 10 points to project approach and responsiveness?

Please refer to answers #1 and #7 for more info regarding hourly rate expectations.

11. The RFP notes that slides are acceptable for the Technical Proposal. Does this mean a slide-based proposal may substitute for a narrative document, or are slides intended as a supplement (for example, team org charts or project photos) within a written proposal? If slides are used as the full submission, is there a preferred format?

Slides are acceptable but must include all requested information from the RFP.

12. Given the scope spans civil, structural, mechanical, electrical, and transportation engineering, along with building systems (HVAC, plumbing, fire protection), does SWT expect a single team with all disciplined in-house, or is a prime firm with subconsultants covering select disciplines an equally competitive approach?

It is not required to have all disciplines in-house and some services may be sub-contracted. Proposals would need to show the cost for different types of services and that cost would need to remain unchanged to SWT. (See answer #7)

13. Does 'total cost considerations' refer to markups on subconsultant rates and reimbursable expenses, or to the overall value/efficiency of the proposed team in delivering a typical work order?

Hourly cost for services needs to be included in your proposal. These costs should be total cost per hour per service. (See Answer #7)

14. Should the Cost Proposal be included within the same submission as the Technical Proposal, or submitted as a separate attachment?

You can include the cost proposal in the same submission.

15. Can SWT provide historical annual engineering spending and/or an estimated annual budget or expected volume of on-call assignments under this contract?

Yes, that can be provided by request at procurement@swtransit.org.

16. How will individual assignments be issued? Will SWT utilize task orders, mini-RFPs among selected firms, direct assignment, or another process?

The SWT Project Manager will contact the company with a request for quotes.

17. Can SWT provide examples of anticipated projects that may be assigned during the first contract year (e.g., facility upgrades, transit center improvements, bus garage projects, HVAC replacements, site/civil improvements, electrification initiatives, etc.)?

A bus wash is being installed in Fall 2026. We will utilize these services for post-assessment. Another project we did this year which required engineering review is a rooftop solar project at the EP Garage.

18. Will surveying, geotechnical engineering, environmental assessments, hazardous materials investigations, or similar specialty services be required under this contract?

These types of projects are not currently on our radar but that could change.

19. Does SWT require professional liability/errors and omissions insurance? If so, what coverage limits are required?

Refer to RFP Attachment F: Section 7- Insurance pgs. 14, 15, & 16.

20. Does SWT currently anticipate interviews or presentations, or does it expect to award based solely on written proposals?

The top 3 highest scorers based on the written proposals may be asked to meet for clarifying questions and additional detail.

21. Can additional subconsultants be added to the contract after award?

If it does not change SWT's cost, subcontractors may be brought in on the project as long as they too meet the RFP criteria.

22. What is the expected duration and total contract value of this on-call contract?

SWT has not identified a term and will be part of discussion during the contracting phase.

23. What will be the terms for compensation for the individual task orders that will be issued through this contract? Are they to be lump sum, based on an hourly rate schedule, or cost-plus-fixed-fee contracts?

Please see Answer #7.

24. Does SWT plan to use grant writing or planning support through this on-call to support engineering services, or would those types of projects be handled through other procurements?

Grant writing is not part of this proposal, planning support may be part of the process.

25. Would construction administration and field observation services be limited to projects designed by the selected proposer, or could it include projects designed by others?

It could include projects designed by others.

26. Should we submit our Cost Proposal and Required Forms as separate PDFs, or should everything be included as a single PDF with Technical Proposal?

Submit your documents as you would best like to showcase your proposal.



On-Call Engineer RFP Q & A

27. Can you provide a version of Attachment A: Proposal Submission Form (Page 7 of the RFP) that has a complete Proposal Validity statement or is Attachment A complete as presented in the RFP?

Page 7 of the RFP is complete as presented in the RFP.