



# Memorandum

TO: Prospective Proposers

CC:

FROM: Southeastern Regional Transit Authority (SRTA)

DATE: October 18, 2023

RE: Request for Qualifications (RFQ 24-02) for On-Call Architectural and Engineering Services

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## Background:

The Southeastern Regional Transit Authority (SRTA) is responsible for public transit services in ten (10) communities within the Southeastern Massachusetts region, and is funded with Federal, State, and local subsidies, as well as fare box revenue. The SRTA was created pursuant to Commonwealth of Massachusetts General Laws, Chapter 161B, and thus is considered a political subdivision of the Commonwealth of Massachusetts. The SRTA is required to comply with the mandates of the Americans with Disabilities Act (ADA), as are the entities in which it contracts with.

The resultant contract is subject to the applicable guidelines for project administration issued by the Federal Transit Administration (FTA) of the U.S. Government Department of Transportation (DOT). Additionally, the resultant contract is subject to financial assistance contracts between the SRTA, DOT-FTA, and the Massachusetts Department of Transportation (MassDOT). As such, all Contractors must comply with all applicable laws, rules, and regulations in effect.

The SRTA reserves the right to reject any or all proposals, or any part of any proposal, that the SRTA deems it in its best interest to do so.

## Scope of Services:

The SRTA is issuing this *Request for Qualifications (RFQ)* for *On-Call Architectural and Engineering (A&E) Services* to obtain written Statements of Qualifications (SOQs) from qualified firms to provide architectural, design, and engineering services to the SRTA on an as-needed, project by project basis (On-Call).

Additional information regarding the expected *Scope of Services* can be found in the full solicitation document. To obtain a copy of this document, please refer to the instructions outlined in the ensuing *Intent to Respond* section.

### **Serving the Communities of**

Acushnet, Dartmouth, Fairhaven, Fall River, Freetown, Mattapoisett, New Bedford, Somerset, Swansea, Westport

700 Pleasant St., Suite 530, New Bedford, MA 02740  
srtabus.com, (P) 508-999-5211 (F) 508-993-9196



Intent to Respond:

Prospective Proposers can request the applicable RFQ / Solicitation Documents via email to [procurement@srtabus.com](mailto:procurement@srtabus.com) (Subject Line: SRTA RFQ 24-02: On-Call Architectural and Engineering Services) beginning on the date of *RFQ Release* and until the date and time of *RFQ Submission Due*, as outlined in the *Estimated Key Action Dates* table below.

The body of the *Intent to Respond* email shall include the official name of the Proposer, the name of the preferred Contact Person, and the Contact Information (Phone and Email Address) for said Contact Person.

Estimated Key Action Dates:

The table below lists the dates for key milestones of the procurement process. Some of the dates shown are tentative and subject to change. Any changes to this defined schedule will be released via addendum.

Please note that “COB” identifies Close of Business, which is defined as 4:00PM ET for this procurement. The successful Proposer should be prepared to begin work immediately upon Notice to Proceed.

<b>Milestone</b>	<b>Date</b>	<b>Time</b>
RFQ Release	Wednesday, October 18, 2023	COB
Pre-Submittal Meeting	Friday, October 27, 2023	2:00PM ET
Questions and Clarifications Submitted	Friday, November 3, 2023	2:00PM ET
Questions and Clarifications Responses	Monday, November 13, 2023	COB
<b>RFQ Submission Due</b>	<b>Friday, December 1, 2023</b>	<b>2:00 PM ET</b>
Interviews (Week Ending – If Needed)	End Friday, December 15, 2023	TBD
Notice of Award	Friday, December 22, 2023	COB

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