



**REQUEST FOR PROPOSAL No. 23-06  
Program Management Consulting  
Issued: May 12, 2023**

<b>Responses to Questions posted</b> <a href="http://www.maxtransit.org">www.maxtransit.org</a>	<b>Deadline for Questions:</b> <del>May 26</del> <b>June 20</b> , 2023; 10:00 A.M. CST <del>June 2</del> <b>June 27</b> , 2023; 3:00 P.M. CST
<b>Proposals Due:</b>	<del>June 12</del> <b>July 7</b> , 2023; 10:00 A.M. CST

**Pre-Proposal Conference: Monday, ~~May 22~~ **June 1**, 2023  
Virtual at the following link:**

**[https://teams.microsoft.com/join/19%3ameeting\\_YjQ1MjllYTgtOTgxOC00OWU3LTkxYzctZDJlMWM3Njhl%40thread.v2/0?context=%7b%22id%22%3a%22e9a4670c-9246-4217-9849-dcd8d206e702%22%2c%22oid%22%3a%22c3bb7374-8ee5-48b6-90bf-eb779693f5a4%22%7d](https://teams.microsoft.com/join/19%3ameeting_YjQ1MjllYTgtOTgxOC00OWU3LTkxYzctZDJlMWM3Njhl%40thread.v2/0?context=%7b%22id%22%3a%22e9a4670c-9246-4217-9849-dcd8d206e702%22%2c%22oid%22%3a%22c3bb7374-8ee5-48b6-90bf-eb779693f5a4%22%7d) **11:00 A.M. CST****

**BJCTA Procurement Contact**

**All questions must be submitted**, Attn: Procurement Department, at BJCTA's PlanetBid – Vendor Portal at <https://pbsystem.planetbids.com/portal/55902/portal-home>  
Response to questions will be posted on BJCTA's PlanetBid Vendor Portal

Physical Address: Birmingham-Jefferson County Transit Authority  
1801 Morris Avenue – 2<sup>nd</sup> Floor  
Birmingham, AL 35203

**Proposals must be submitted through BJCTA's PlanetBid Vendor Portal by no later than 10:00 AM CST, ~~Monday, June 12~~ **Friday, July 7**, 2023. File Name: "Program Management Consulting"**

**FULL PROPOSAL PACKAGES SHALL NOT BE MORE THAN THIRTY (30) PAGES.  
This includes Cover Page, Table of Contents, and Attachments. Each side is considered 1 page.**

Unless written authorization is provided by the BJCTA Procurement Manager, no other official or employee may speak for the BJCTA regarding this solicitation until the award decisions are complete. Any Proposer seeking information, clarification, or interpretations from any other official or employee uses such information at their own risk, and BJCTA is not bound by such information. Following the submittal deadline, and until a contract is fully executed, Proposers shall continue to direct communications to only the BJCTA Procurement Department identified above.

COMPANY NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX #: \_\_\_\_\_

CITY/STATE/ZIPCODE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

UNIQUE ENTITY ID (UEI) # \_\_\_\_\_ (Required) (SAM.GOV)

The proposed schedule for submittal reviews and notification is as follows:

**RFP Selection Process Timeline**

Activity	Date
RFP Issued / Advertised – Online at PlanetBid Vendor Portal	May 12, 2023
Pre-Proposal Conference – Virtual (Link Located Online at PlanetBid Vendor Portal)	<del>May 22</del> <u>June 1</u> , 2023, @ <u>11:00 a.m. 2:00 p.m.</u> (CST)
Deadline for Written Questions, Comments & Requests for Clarification from Proposers	<del>June 20</del> <u>May 26</u> , 2023, @ 10:00 a.m. (CST)
Deadline for BJCTA Responses to Questions – Posted: PlanetBid Vendor Portal	<del>June 27</del> <u>June 2</u> , 2023, @ 3:00 p.m. (CST)
Deadline for Submittals of Proposals: PlanetBid Vendor Portal	<del>July 7</del> <u>June 12</u> , 2023, @ 10:00 a.m. (CST)
Approximate award date ( <b>Anticipated</b> )	September 7, 2023

**Submission of RFP**

Proposers shall submit the following:

**Proposals must be submitted through BJCTA’s PlanetBid Vendor Portal by no later than 10:00 AM CST, ~~Monday, June 12~~ Friday, July 7, 2023**

**FULL PROPOSAL PACKAGES SHALL NOT BE MORE THAN THIRTY (30) PAGES.**

**This includes Cover Page, Table of Contents, and Attachments. Each side is considered 1 page.**

- Attachment A - COST PROPOSAL FORM (Separately)
- Attachment B - Acknowledgement of Addenda
- Attachment C - DBE Letter of Intent
- Attachment D - DBE Affidavit
- Attachment E - DBE Unavailable Certification
- Attachment F - DBE Utilization
- Attachment G - DBE Good Faith Effort Documentation
- Attachment H - DBE Good Faith Effort Documentation (EXT.)
- Attachment I - Conflict of Interest Statement

**1. Personnel**

The Proposer shall represent that it has, or will secure at its own expense, all personnel required in performing this RFP. Such personnel shall not be employees of or have any contractual relationship with the BJCTA. All the services required hereunder will be performed by or on behalf of the Proposer. All personnel engaged in performing this RFP shall be fully qualified and shall be authorized, if applicable, under state and local law to perform such services.

**2. Tax Exempt**

The Proposer recognizes that the BJCTA is exempt from the payment of Federal, State, and local taxes, and that such taxes are not included in the RFP cost. The BJCTA will furnish a Proposer with the necessary tax-exempt certificates. This provision supersedes any language pertaining to payment of taxes that may appear elsewhere in this solicitation.