

Regional Transit Authority for Southeast Michigan

RFP 2026-002: Legal Counsel Services

Addendum #1

This Addendum, dated February 4, 2026, is being issued to address questions submitted by potential vendors in reference to RFP 2026-002. We received four (4) questions from two (2) firms. Questions have been combined and/or edited for clarity. No further questions will be answered after this Addendum.

RTA appreciates your interest in this opportunity and hopes that this Q&A provides the necessary clarity to support competitive proposals. Please ensure that all submissions are made via the BidNet portal by the deadline of Monday, February 23, 2026, at 5:00 p.m. EST.

Questions and Answers:

- 1. Would the RTA consider modifying Section 9 ("Fees for Services") and allow for proposers to propose an alternative Fees for Services proposal, consistent with prior years and the format with respect to additional services included in the Section captioned "Hourly Rates for Key Personnel"?**

Any contract resulting from this RFP will be a "not to exceed" requirements contract with a "fees for services as needed" fee structure, consistent with Section 5 of the RFP ("Scope of Services"). A fixed-free structure proposal is not required.

- 2. The RFP states that each "matter" must be separately invoiced on a monthly basis. Would issuing invoices to the RTA monthly by subject area (e.g., employment, corporate, trademark), with detailed time entries, including the attorney/Staff member providing the service, and to open separate matters for individual litigation files, satisfy the RTA's requirement for separately invoicing each "matter," or does the RTA intend for each individual request for assistance to be opened - and invoiced - as a separate matter?**

RTA seeks to have an easier method for separating and managing cost centers on invoices: QLINE (labor and lawsuits, as example) and Regional Services (procurement/contracts). RTA will work with awarded vendor to identify how to structure invoices.

- 3. Under Proposal Requirements on pages 11-12, it says that proposals must include: Cover Letter; Executive Summary; Qualifications; Company Profile; References; Separate Cost Proposal; and All required forms completed and signed. Under Evaluation Criteria on page 10, it says that "bidders must structure their proposals to address each evaluation criteria directly [(1) Methodology and Technical Approach; (2) Staffing and Team Members; (3) Past Performance; and (4) Cost Proposal] and submit all the required forms." Should our proposal outline align with the latter (with each element under Proposal Requirements being incorporated into the appropriate sections) or should the outline of our proposal align with what is stated under the Proposal Requirements section?**

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This is an oversight. Proposal requirements should follow the outline of the Proposal Requirements section.

4. Does the cost proposal need to be submitted as a separate document?

Yes, the cost proposal must be submitted as a separate “envelope” via the BidNet portal.