



HOOD RIVER COUNTY TRANSPORTATION DISTRICT (HRCTD)
Db a Columbia Area Transit (CAT)

RFP No. HRCTD-2026-01
ADDENDUM No. 1

REQUEST FOR PROPOSALS
Architectural and Engineering (A&E) Services

CAT Transit Facilities Development Program
Interregional Transit Hub, Bus Storage & Maintenance, and Park-and-Ride Facilities
Including NEPA, Design, and Construction Management Services

ATTACHMENT A
Pre-Proposal Conference Presentation Slides March 24, 2026

Issued: March 27, 2026

Purpose: This attachment provides the presentation slides from the virtual pre-proposal conference held March 24, 2026.

Status: REFERENCE ONLY

This attachment is posted for proposer information, planning, and assumption-setting only. It does not modify the RFP requirements, evaluation criteria, scope of work, or submission deadlines. See Addendum No. 1, Section 4, for governing language.

Proposer Action Required:

- Review this attachment as required
- Acknowledge receipt of Addendum No. 1 in your proposal (see RFP Section 4.4 or RFP Attachment A – Proposal Requirements Checklist)

Questions: Contact Amy Schlappi, Executive Director, at amy.schlappi@catransit.org or 541-978-8066.
Official RFP Website: <https://www.ridecatbus.org/about-cat/contract-opportunities>

CAT Transit Facilities Development Program

Hood River County Transportation District
RFP No. HRCTD-2026-01

Virtual Pre-Proposal Conference
March 24, 2026



Purpose of Conference

- Provide overview of the CAT Transit Facilities Development Program
- Highlight key requirements and considerations
- Respond to questions (informational only)



Procurement Overview

- This procurement is being conducted using a Qualifications-Based Selection (QBS) process
- Price is not a factor in the initial evaluation
- The highest-ranked firm will be invited to negotiate a contract



Critical Disclaimer

- **This conference is for clarification and orientation only.**
- The RFP and any written addenda are the controlling documents. Verbal responses today are preliminary and non-binding.
- Any clarification affecting your proposal will be issued in writing to all potential proposers as an addendum.
- Nothing said today modifies the RFP unless confirmed in a written addendum.
- This ensures all proposers, whether attending today or not, have access to the same official information.
- Recording will be posted on the project website, and no minutes will be released.



Today's Agenda

Program Overview

- Who is CAT?
- Why this program matters
- Program structure (phased, funding-contingent)
- Three projects explained
- RFP document structure

Requirements & Process

- Scope of work overview (Tasks 1-6)
- Procurement schedule & key dates
- Proposal requirements



Who is CAT?

Hood River County Transportation District

- Doing business as **Columbia Area Transit (CAT)**
- Public transit serving Hood River County and Columbia River Gorge region
- Formed by voters July 1, 1993
- Operates under Oregon Revised Statutes Chapter 267
- Part of the Gorge Transit Alliance (total of 4 transit providers)

We are a small rural transit agency with 3 administrative staff members and limited capacity. We will rely on awarded agency(ies) to manage the day-to-day needs of this project.



WASHINGTON

White Salmon

Bingen

Hood River

Cascade Locks

Multnomah Falls

Portland



Parkdale

Mt. Hood Meadows

Teacup Snopark

- Bus Stops
- ★ Transfer Points
- Hood River Route
- Columbia Gorge Express
- Upper Valley
- - - White Salmon
- - - Gorge to Mountain
- - - Dog Mtn Shuttle

OREGON



Service Metrics and General Overview of CAT

Services

- Demand Response
- 2 Local Fixed Routes
 - Hood River City – Every 30 to 40 minutes
 - Upper Valley – 4 trips per day
- 1 Intercity Express Service
 - Columbia Gorge Express - Up to 9 trips per day
- 2 Seasonal Recreational Services
 - Gorge-To-Mountain – up to 6 trips per day
 - Dog Mountain – Every 20 minutes

Ridership

- FY25 = 89,513 Total Rides

CAT Vehicles

- 1 Van
- 1 Transit Van
- 7 Cutaways (up to 27 FT)
- 4 Internationals/Freightliners (45 FT)
- 3 Gillig's (40 FT)



Our Team



Amy Schlappi
Executive Director
CAT
(Main Contact)



Kathy Fitzpatrick
Senior Project/ Mobility
Manager
MCEDD
(CAT Liason)



Why This Program Matters

Regional Coordination

Interregional Transit Hub enables pulse-transfer service—improving transfer reliability and rider experience across multiple providers

Priority in Gorge Regional Transit Strategy

Operational Capacity

New bus storage and maintenance facility supports fleet expansion and electric vehicle transition

Rider Access & Accessibility

Park-and-ride replacement maintains access during construction and improves ADA accessibility

Strategic Approach

Single contract promotes coordinated delivery, program-level cost effectiveness, and efficient phasing



Phased, Funding-Contingent Program

Not simultaneous: Projects may advance at different times (Project 3 may precede Project 2)

Project-specific funding: Each project has different funding status and timelines (see RFP Section 1.7.1)

Authorization required: Work advances only with CAT written authorization based on funding and regulatory approvals

NEPA triggers design: Project 1 cannot enter final design until NEPA clearance

Full construction not guaranteed: Task 6 (Construction Management) subject to separate authorization



Program Characteristics

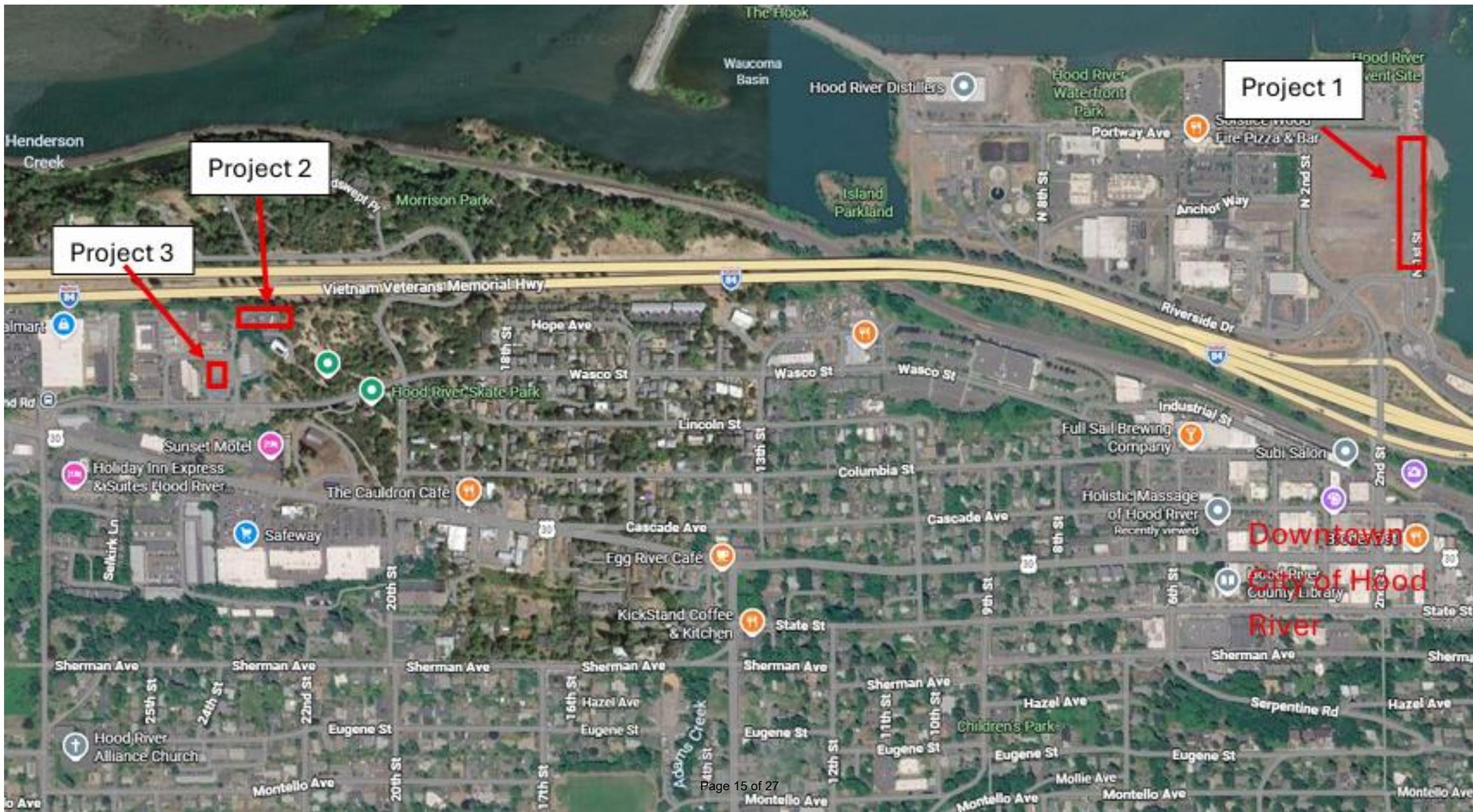
- Multi-project program with interdependent components
- Projects are at varying levels of readiness
- Continuous transit operations must be maintained
- Coordination with external partners is required



Key Considerations

- Environmental review (NEPA) will inform Project 1
- Coordination with the Port of Hood River is required for Project 1
- Utility and infrastructure constraints may affect sequencing





Project 1

Project 2

Project 3

Downtown
City of Hood
River



Project 1: 4 Potential Locations (Yet To be Finalized)

Project 1: Interregional Transit Hub

Purpose:

- Enable pulse-transfer service across multiple transit providers
- Improve transfer reliability and rider experience
- Support regional transit coordination

Design Intent

- 3-4 bus bays for 45' buses
- Covered shelter, seating, bike racks, wayfinding, lighting
- Accessible, durable, weather-appropriate for year-round Gorge use
- Compatible with active waterfront setting

Coordination Requirements

- Port of Hood River: Site control, interface with Port's Waterfront Roads Infrastructure Project
- ODOT, City: NEPA compliance and permitting
- NEPA: Part of consultant scope (Task 3) — Categorical Exclusion anticipated, but FTA makes final determination
- **Funding:** \$546,300 for NEPA/design
- Full construction funding not yet secured





CAT Admin & Maintenance Facility, Small Bus Barn



Project 2



Project 3

Project 2: Bus Storage & Maintenance Facility

Purpose

Expand vehicle storage and maintenance capacity; Support transition to electric transit vehicles; Expand employee support space

Design Intent

- Storage for 6 EVs (45') + 6+ diesel vehicles (45')
- EV charging infrastructure (overnight/opportunity charging)
- Maintenance areas for inspections, light maintenance, EV servicing
- Employee support spaces (conference room, restrooms, storage, parking)
- Utilitarian: operational efficiency, safety, durability, low-maintenance

Critical differentiator

EV charging design experience — early electrical capacity assessment, utility coordination, charging strategy (overnight vs. opportunity), capital/O&M implications

Third-party constraint

City sewer line relocation (City project, NOT part of contract scope). Consultant must assess interface and develop phasing strategies.

Funding

\$912,500 awarded (includes \$100K prelim engineering)
NEPA Complete (Attachment I)



Project 3: Park-and-Ride Replacement

Purpose

- Replace existing park-and-ride capacity displaced by Project 2
- Maintain rider access during construction
- Improve ADA accessibility (eliminates grade/distance barriers)

Design Intent

- ~25 parking spaces (may be constrained by site)
- ADA-compliant parking and pedestrian pathways
- Safe circulation, lighting, wayfinding
- Marked pedestrian routes and crossings
- Stormwater/drainage; bicycle parking if space allows

CAT Preference

Project 3 completed BEFORE major Project 2 construction begins (maintain operations)

Funding \$465,641 awarded

NEPA Complete; No extraordinary site constraints



RFP Document Structure

Sections 1-3: What We Need & Why

- Section 1 (pp. 4-11): Program background, project descriptions, funding framework
- Section 2 (pp. 12-25): Scope of Work — Tasks 1-6, deliverables
- Section 3 (pp. 26-27): Schedule framework, dependencies

Sections 4-6: How to Respond

- Section 4 (pp. 28-29): RFP procedures, point of contact, submission requirements
- Section 5 (pp. 30-31): Proposal format, page limits, required forms
- Section 6 (pp. 31-32): Evaluation criteria, scoring, interviews, negotiation

Section 7: Supporting Documents

- Sample contract (Attachment C)
- FTA clauses and certifications (Attachment D — 65 pages)
- Required forms (Attachments A, B, E)
- Site maps and NEPA documentation (Attachments F-K)



Scope of Work: Tasks 1-6 (Full Details Pg. 25)

Task	Project #	Anticipated Deliverables
Task 1 - Program Management and Project Administration	1,2,3	Program Management Plan; periodic written progress reports; risk register (as applicable); meeting agendas and summaries; documentation supporting budget and authorization tracking
Task 2 - Project Initiation and Scope Refinement	1,2,3	Project kickoff meeting agenda and summary; refined Scope of Services and program-level work plan
Task 3 - Environmental Review (NEPA)	1	NEPA Strategy Memorandum; NEPA Gap Analysis Memorandum; final NEPA documentation suitable for FTA approval
Task 4 – Schematic/Preliminary Design (Through 30%)	1,2,3	Preliminary (through 30%) design drawings and exhibits by project
Task 5 - Final Design (PS&E) and Permitting (Funding Contingent by Project)	1 (contingent on NEPA & funding), 2,3	60%, 90%, and 100% PS&E submittals; issued-for bid construction documents; bid-phase support materials
Task 6 – Bidding Assistance and Construction Phase Services (Funding Contingent by Project)	1 (contingent), 2 & 3 (anticipated)	Pre-bid meeting support; construction progress reports; submittal and RFI review logs; site observation reports; change order review support; punch list and substantial completion documentation; project closeout support



Procurement Schedule and Key Dates

Milestone	Anticipated Date
RFP Issued	March 12, 2026
Virtual Pre-Proposal Conference	March 24, 2026
Written Questions Due	April 2, 2026
Proposals Due	April 13, 2026
Interviews (if conducted)	Approximately 10–14 calendar days after proposals are due
Notice of Intent to Award	Approximately 15-20 calendar days following proposal due date



Proposal Requirements

Format Requirements

- Please submit electronically to amy.schlappi@catransit.org in PDF format (1 document)
- Minimum 11-point w/ standard margins
- Proposals shall not exceed 20 pages excluding the cover letter, resumes, maps, schedules, fee structure, references, and required forms or certifications

Exceptions

- Any exceptions to the terms, conditions, or requirements of this RFP shall be clearly identified in a separate section of the proposal. Failure to identify exceptions may be interpreted as acceptance of all RFP requirements.

Required Forms

- Completed Proposal
- Attachment A - Proposal Requirements Checklist (Completed and Signed)
- Attachment B - Completed required federal proposal certifications and statements
- Attachment E – Reference Forms for 2 to 3 separate projects



Evaluation Criteria & Scoring

In accordance with the Brooks Act selection will be based on qualifications, with fee negotiations conducted following selection of the most qualified firm and following refinement of the Scope of Services.

Criterion	Points
Firm and Team Qualifications	25
Relevant Project Experience	25
Technical Approach and Project Understanding	30
Project Management and Schedule	20
Total Possible Points	100



Questions & Answers



Next Steps & Resources

Your Action Items

- 1. Review RFP and attachments** — Pay special attention to Attachments D, H, I, J, K
- 2. Submit written questions** by April 2, 2026
- 3. Watch for addenda** on CAT website; acknowledge in proposal
- 4. Prepare proposal** per Section 5 requirements; use Attachment A checklist
- 5. Submit proposal** by April 13, 2026, 5:00 PM PDT

Point of Contact

Amy Schlappi, Executive Director

Email: amy.schlappi@catransit.org

Phone: 541-978-8066

Official RFP Website: <https://www.ridecatbus.org/about-cat/#contract-opportunities>

All addenda will be posted to the website

