



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

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*

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RFP Point of Contact

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Section 1. PROGRAM BACKGROUND AND PROJECT DESCRIPTIONS

1.1 Issuing Agency

Hood River County Transportation District, doing business as Columbia Area Transit (CAT), is a public transportation district serving Hood River County and the greater Columbia River Gorge region. CAT was formed by the voters of Hood River County on July 1, 1993, and operates under Oregon Revised Statutes Chapter 267. CAT provides a range of public transportation services, including fixed-route, demand response, ADA complementary paratransit, and intercity services. CAT operates within Hood River County and provides a critical connection between Gorge communities and the Portland Metropolitan Region through the Columbia Gorge Express service.

1.2 Purpose of the RFP

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified architectural and engineering (A&E) consulting teams to provide environmental review (NEPA), preliminary and final design (through construction-ready plans, specifications, and estimates), permitting, cost development, and construction management services for the Interregional Transit Hub, the Bus Storage and Maintenance Facility, and the Park-and-Ride Replacement Facility. Together, these projects comprise the CAT Transit Facilities Development Program.

Although these projects are being procured under a single program framework to promote coordinated delivery and efficiency, each project differs in site conditions, regulatory requirements, environmental status, funding readiness, and anticipated sequencing. The scope, assumptions, and requirements specific to each project are described in detail in the sections that follow.

This procurement will be conducted using a qualifications-based selection (QBS) process in accordance with the Brooks Act (40 U.S.C. §1101 et seq.), applicable provisions of 49 U.S.C. §5325, and Federal Transit Administration (FTA) Circular 4220.1G. Price will not be evaluated as part of the initial selection and ranking of proposers. Following selection of the most qualified firm, CAT will enter into negotiations to establish a fair and reasonable scope of services and fee.

The CAT Transit Facilities Development Program is funded in part with assistance from the Federal Transit Administration (FTA). As a result, this procurement and any resulting professional services contract are subject to applicable federal requirements, including but not limited to those set forth in FTA Circular 4220.1G, 2 CFR Part 200, and other federal statutes and regulations.

Applicable federal contract provisions are incorporated into this RFP by reference and are included in the attachments. Submission of a proposal constitutes acknowledgement of, and agreement to comply with, all applicable federal requirements.

The Hood River County Transportation District (HRCTD) operates transit services under the name Columbia Area Transit (CAT). Unless otherwise required for legal, regulatory, or contractual purposes, this document refers to the agency as CAT. In formal submissions to the Federal Transit Administration (FTA) and other third parties, the full legal name, Hood River County Transportation District, shall be used as appropriate.

1.3 Program Overview - CAT Transit Facilities Development Program

The CAT Transit Facilities Development Program is a multi-site capital improvement effort consisting of three distinct CAT-led projects that will be advanced under a single consultant contract. The projects

address different aspects of CAT's transit system, including regional service coordination, internal operations support, and rider access. The projects are being procured together to support coordinated planning, design, and, if authorized, construction management. The selected consultant will be expected to coordinate planning, design, and, if authorized, construction-phase services across the three projects, consistent with their individual scopes, schedules, and regulatory requirements.

While the projects are numbered for reference and organizational purposes, construction sequencing may differ from project numbering. CAT currently anticipates that the Park-and-Ride Replacement Facility (Project 3) may be advanced prior to construction of the Bus Storage and Maintenance Facility (Project 2) in order to maintain transit operations and rider access. In parallel, environmental review under the National Environmental Policy Act (NEPA) for the Interregional Transit Hub (Project 1) is anticipated to begin immediately following consultant selection. Final phasing, sequencing, and authorization of work will be confirmed during project initiation and scope refinement. Environmental review under NEPA concurrence has been completed for Projects 2 and 3, and no additional NEPA documentation is anticipated, unless modifications are made to original concurrence.

The three projects included under the CAT Transit Facilities Development Program are described below. For the purposes of this RFP, "CAT Transit Facilities Development Program" refers to the overall program of work. Individual projects within this program are referred to by their specific project titles. See Attachment F – Projects 1, 2, 3: General Location Map for general site locations.

Detailed site location information, including parcel identification numbers, legal descriptions, lot information, and GPS coordinates, is provided in the NEPA documentation included as Attachments J and K. Proposers shall rely on the NEPA attachments for official site location data. In the event of any discrepancy between narrative descriptions in this RFP and the NEPA documentation, the NEPA documentation shall govern.

1.4 Project 1 Overview-- Interregional Transit Hub

The CAT Interregional Transit Hub is a regionally significant, rider-facing facility intended to improve coordination, efficiency, and the overall rider experience across the Gorge Regional Transit System, a bi-state rural transit network serving communities throughout the Columbia River Gorge in Oregon and Washington. The project has been identified as a priority investment in the Gorge Regional Transit Strategy and represents a key step in strengthening coordinated transit service across multiple providers.

The hub is envisioned as a pulse-transfer facility, allowing multiple transit vehicles to arrive and depart at coordinated times to improve transfer reliability, service legibility, and operational efficiency for local, regional, and interregional services. The project will be developed on property owned by the Port of Hood River. CAT will lead coordination with the Port of Hood River regarding site control and related agreements. Coordination with the Federal Transit Administration (FTA), the Oregon Department of Transportation (ODOT), the City of Hood River, and other applicable agencies will be required to address National Environmental Policy Act (NEPA) compliance, permitting, and related regulatory approvals. Environmental review under NEPA has not yet been completed and will be included in the Consultant's scope of work. Advancement into final design will be subject to NEPA clearance and written authorization by CAT, consistent with applicable FTA requirements.

Project 1 Site Context: The site area is located on property owned by the Port of Hood River near Lot 1 within the Hood River Waterfront Area. The site area is centrally located relative to existing local and interregional transit services and close to downtown Hood River. The surrounding area includes

recreational, commercial, and light industrial uses, with nearby access to restaurants, cafés, public beach areas, parks, community pathways, and regional trail connections, including the Historic Columbia River Highway State Trail. The site area offers strong first-mile/last-mile connectivity and is located in proximity to the future Hood River–White Salmon Bridge replacement project, anticipated for completion in 2029, which will include dedicated walking and biking facilities. Refer to Attachment G - Project 1: Site Map. Attachment H identifies potential site location scenarios currently under consideration by CAT and the Port of Hood River.

Project 1 Design Intent: The transit hub is anticipated to be a simple, open-air facility compatible with its waterfront setting and surrounding mixed-use context. Organized bus bays, clear wayfinding, and a shared sheltered waiting area are intended to support efficient transfers and improve the rider experience, particularly for riders with mobility challenges or those transferring between providers. The information provided is intended to inform proposers of the site context and planning framework while allowing flexibility in the development of design approaches.

Key design considerations include:

- Compatibility with an active waterfront environment
 - Durability and weather protection appropriate for year-round use in the Columbia River Gorge
 - Clear and intuitive passenger circulation and wayfinding
 - Accessibility for all users, including compliance with ADA requirements
 - Coordination with adjacent uses and future infrastructure projects
- Durable, low-maintenance materials and systems that support long-term operational efficiency, responsible resource use, and practical environmental stewardship consistent with project budget and function.

Anticipated design elements include:

- Three to four (3–4) boarding/parking bus bays that can accommodate buses up to 45FT
- Passenger seating
- Covered shelter
- Lighting
- Bicycle racks or storage
- Marketing/advertisement space, wayfinding signage, and bus timetable displays
- Public Restroom (implementation of Public Restroom may be a future phase)

Project 1 Coordination and Interfaces: The Interregional Transit Hub will be developed on property owned by the Port of Hood River and is adjacent to, and may be affected by, other Port-led infrastructure initiatives. CAT will lead coordination with the Port of Hood River regarding site control, related agreements, and project interface matters.

Successful delivery will require sustained interagency coordination throughout environmental review, design, permitting, and construction. The Consultant shall anticipate that coordination with the Port of Hood River and its project teams will be a critical and schedule-sensitive component of project delivery and shall incorporate this coordination into its proposed approach, work plan, and project schedule.

The Port’s consultants and contractors are advancing related and concurrent improvements affecting the site, including the Port’s Waterfront Roads Infrastructure Project, with Phase I including construction of a roundabout at 2nd Street and Riverside Drive and Phase II including the realignment of 1st Street between Riverside Drive and Portway Avenue. The Port’s project improvements will provide primary access to the

transit hub area. Coordination shall ensure that environmental documentation, design assumptions, access, circulation, utilities, and construction phasing for the Interregional Transit Hub are compatible with adjacent and overlapping Port-led projects.

Project 1 Known Site Restraints

The Port of Hood River is advancing its Waterfront Roads Infrastructure Project, which includes two phases. Phase I includes construction of a roundabout at 2nd Street and Riverside Drive and Phase II includes the future realignment of 1st Street between Riverside Drive and Portway Avenue. The project is in proximity to the Interregional Transit Hub site. The timing of the Port's project construction may overlap with future Hub construction activities. The Consultant shall coordinate, as appropriate, with the Port and related project teams to support compatibility of site access, circulation, utilities, and construction phasing. The Consultant shall not be responsible for costs, delays, or impacts associated with the Port's project, except to the extent directly attributable to Consultant error or omission.

1.5 Project 2 --Overview: Bus Storage and Maintenance Facility

The Bus Storage and Maintenance Facility project addresses CAT's operational need for expanded vehicle storage, maintenance capacity, and employee support space, with a focus on supporting a transition to electric transit vehicles. CAT's existing storage and maintenance facilities are no longer sufficient to accommodate its current and anticipated fleet, and additional capacity is needed to support reliable daily operations, employee functions, and future service expansion.

Project 2 Site Context: The project site is located immediately adjacent to CAT's existing administrative and operations facilities and is currently used for park-and-ride parking. The site has been previously developed and evaluated through environmental and cultural resource review, with no historic properties affected, subject to implementation of standard inadvertent discovery procedures during construction. Refer to Attachment H- Projects 2, 3: Site Maps and Attachment I – Projects 2, 3: CAT CE NEPA Concurrence Letter.

The Bus Storage and Maintenance Facility is expected to be coordinated closely with the Park-and-Ride Replacement Facility (Project 3) to ensure compatible site access, circulation, utilities, and construction phasing, and to maintain uninterrupted transit operations.

Project 2 Design Intent: The Bus Storage and Maintenance Facility is anticipated to accommodate up to six (6) electric transit vehicles (up to 45 feet in length) and six (6) or more 45-foot transit vehicles to support current operations and projected fleet growth. The facility will include associated charging infrastructure and maintenance functions and should allow reasonable flexibility to accommodate future fleet composition changes. Specific assumptions related to charging strategy, utility service constraints, and maintenance operations will be confirmed during project initiation and scope refinement in coordination with CAT.

The facility will also include limited employee support spaces such as a conference room, restroom facilities, staff storage, and designated employee parking. The facility is expected to be primarily utilitarian in nature, prioritizing operational efficiency, safety, durability, flexibility to accommodate future fleet changes, and long-term operational performance. Design solutions should emphasize low-maintenance materials and systems that support responsible resource use and practical environmental stewardship consistent with project budget and function.

Key functional components are anticipated to include, but are not limited to, the following.

- Secure indoor or covered storage for six (6) electric transit vehicles and six (6) or more 45 ft diesel vehicles.
- Electric charging infrastructure sufficient to support overnight and/or opportunity charging for six (6) electric transit vehicles.
- Circulation and maneuvering areas sufficient to accommodate CAT vehicle types
- Provisions for future fleet expansion or reconfiguration, to the extent feasible
- Designated maintenance area(s) to support routine inspections, light maintenance, and servicing of transit vehicles
- Adequate clearances and safety provisions for working around electric vehicles
- Ventilation, lighting, and drainage appropriate for maintenance functions
- Coordination with adjacent uses, including the existing transit center and replacement park-and-ride facilities
- Consideration of snow, ice, drainage, and weather-related operational needs
- Conference room, restroom, staff storage, and employee parking, to the extent feasible

Project 2 Coordination and Interfaces: The consultant shall coordinate closely with CAT throughout development of the facility program and design, and shall coordinate, as appropriate, with utility providers, permitting agencies, and adjacent project teams, including coordination with the Park-and-Ride Replacement Facility (Project 3) to ensure compatible site circulation, access, and phasing.

Project 2 Known Site Constraints

City of Hood River Sewer Line Relocation (Third-Party Utility Constraint): An existing City of Hood River-owned sewer line is located beneath the project site and will require relocation. Relocation will be a City of Hood River project and is not part of this contract scope or Project 2 budget. Proposers shall exclude relocation costs from their proposals. All coordination with the City of Hood River regarding utility relocation timing, design interface requirements, and construction phasing shall be conducted through CAT's Executive Director or designee. The Consultant shall support CAT by providing technical information and participating in coordination meetings as directed by CAT. The Consultant will not be responsible for costs, schedule delays, or performance of the utility relocation work, except to the extent directly attributable to Consultant error or omission.

1.6 Project 3 Overview: Park-and-Ride Replacement Facility

The Park-and-Ride Replacement Facility project is intended to replace existing park-and-ride capacity that will be displaced by construction of the Bus Storage and Maintenance Facility (Project 2). The project is a key supporting element of CAT's overall facility development program and is intended to maintain rider access to transit services throughout and following implementation of the maintenance facility.

Consultant services for Project 3 are anticipated to include confirmation of functional requirements, design development, permitting support, and construction-phase services, subject to authorization.

Project 3 Site Context: The Park-and-Ride Replacement Facility is planned on a property acquired by CAT in 2025. The site is currently undeveloped and consists of an unpaved (dirt) lot. The property is located directly across the street from CAT's existing transit center, allowing for close physical and operational

integration with existing transit services. Refer to Attachment H – Projects 2, 3: Site Maps and Attachment I – Projects 2, 3: CAT NEPA Concurrence Letter.

Environmental review for the Park-and-Ride Replacement Facility has been completed. Existing environmental documentation and supporting technical materials will be made available to the selected consultant as reference documents. Additional site information, including any known constraints related to drainage, utilities, access, or permitting, will be confirmed during project initiation and scope refinement in coordination with CAT.

Project 3 Design Intent: The Park-and-Ride Replacement Facility is anticipated to provide durable, safe, and accessible parking facilities that support daily transit use and integrate with surrounding transportation infrastructure. The facility is expected to prioritize straightforward functionality, clear circulation, and ease of use for a range of riders, including commuters, older adults, and riders with mobility needs. The replacement facility improves ADA accessibility by relocating parking directly across from the transit center, eliminating grade and distance barriers associated with the existing facility. In addition, site design should consider efficient lighting, practical stormwater management strategies, and responsible resource use appropriate to the scale of the facility. Environmental considerations should be evaluated in balance with safety, functionality, and overall project budget.

Key functional components are anticipated to include, but are not limited to, the following:

- Replacement of existing park-and-ride parking displaced by Project 2, recognizing that total replacement capacity may be constrained by site size and design considerations.
- Efficient vehicle circulation and clear wayfinding within the site
- Compliance with applicable accessibility requirements, including ADA-compliant parking spaces
- Target number of parking spaces to be provided: 25
- Safe and intuitive pedestrian pathways connecting parking areas to nearby transit facilities
- Clearly marked pedestrian routes and crossings, including connections to sidewalks and adjacent public rights-of-way
- Lighting, Security, and User Safety
- Site lighting sufficient to support early morning and evening transit use while minimizing up light and light spill.
- Stormwater management and drainage consistent with applicable local and state requirements
- Utility coordination, as required, to support lighting and any other site features
- Consideration of snow removal, striping, signage, and routine upkeep needs
- Bicycle parking as spacing can accommodate

Project 3 Coordination and Interfaces: The consultant shall coordinate with CAT to ensure that the Park-and-Ride Replacement Facility is compatible with adjacent facilities and infrastructure, including the existing transit center and the Bus Storage and Maintenance Facility (Project 2). Coordination shall address site access, circulation, construction phasing, and any shared utilities or infrastructure, as applicable. CAT's preference is for Project 3 to be completed and operational prior to initiation of major construction activities for the Bus Storage and Maintenance Facility (Project 2). However, interim operational strategies — including temporary bus storage and alternate park-and-ride arrangements — may be evaluated and implemented, if necessary.

Project 3 Known Site Restraints

CAT is not aware of any known third-party utility relocations or extraordinary site constraints affecting Project 3. Proposers shall assume standard site development conditions typical for similar facilities in the region. Any previously unknown conditions will be addressed in coordination with CAT consistent with the final negotiated contract terms.

1.7 Funding Framework and Cost Estimation Expectations

The CAT Transit Facilities Development Program is being advanced through a phased funding strategy that relies on a combination of currently awarded federal funds and future grant applications. CAT intends to advance planning, environmental review, and design activities in a manner that supports timely pursuit of additional capital funding while avoiding premature commitments to unfunded construction.

CAT intends to advance each project through a deliberate, phased lifecycle, aligned with funding availability, regulatory approvals, and operational needs. The selected consultant will be expected to support CAT in planning and sequencing project phases, identifying logical breakpoints, and aligning scope advancement with available and anticipated funding. This includes assisting CAT in understanding how and when individual project elements may be advanced, deferred, or packaged to support grant readiness, without creating irreversible commitments or advancing work beyond authorized phases.

Funding authorization, task sequencing, and advancement of individual project phases will be determined and managed by CAT on a project-by-project basis and are subject to funding availability, regulatory approvals, and CAT direction.

Current Funding Status by Project

Project 1 – Interregional Transit Hub

CAT has received Federal Transit Administration (FTA) funding to support environmental review (NEPA), engineering, design, and initial phases of project development. This funding is anticipated to support advancement through NEPA and design; however, full construction funding has not yet been secured.

Project 2 – Bus Storage and Maintenance Facility

FTA funding has been awarded to support planning, concept development, engineering, and design activities for the Bus Storage and Maintenance Facility. The majority of construction funding has been secured. Any remaining funding needs will be confirmed following refinement of project scope and updated construction cost estimates.

Project 3 – Park-and-Ride Replacement Facility

Funding is currently available to support engineering, design, and full construction of the Park-and-Ride Replacement Facility, subject to confirmation of final construction cost estimates.

1.7.1 Planning-Level Funding (Subject to Refinement)

To provide context regarding project scale and anticipated sequencing, CAT has identified the planning-level funding amounts currently awarded or anticipated for the projects included in this RFP. These amounts are provided for informational purposes only and do not constitute authorization of any specific task, phase, or construction activity.

Final scope definition, task authorization, and fee negotiations will occur following selection of the most qualified firm and will be based on mutually agreed-upon scopes of services aligned with available

funding. Advancement of any task or project phase, including construction, is contingent upon funding availability and written authorization by CAT and may occur independently by project and by task.

Projects may advance at different times depending on funding availability, readiness, and coordination requirements.

Planning-Level Funding Summary Table (Subject to Refinement)

Project	Currently Awarded Funds Planning-Level	Intended Use (Planning-level Description)	Additional Funds to Be Pursued
Project 1— Interregional Transit Hub	Up to \$546,300	NEPA, preliminary engineering, and design activities. Full construction funding has not yet been secured.	Additional construction funding.
Project 2—Bus Storage & Maintenance Facility	Up to \$912,500 (includes \$100,000 for preliminary engineering)	Planning, engineering, design, and anticipated construction activities, subject to refinement of scope and cost estimates.	CAT currently anticipates that existing awarded funds will be sufficient to complete design and construction; however, funding adequacy will be confirmed following refinement of scope and cost estimates.
Project 3—Park- and-Ride Replacement Facility	Up to \$465,641	Planning, engineering, design, and anticipated construction activities, subject to refinement of scope and cost estimates.	CAT currently anticipates that existing awarded funds will be sufficient to complete design and construction; however, funding adequacy will be confirmed following refinement of scope and cost estimates.

The funding amounts shown above are preliminary and may be revised prior to contract execution.

The selected consultant will be expected to support CAT in aligning scope advancement with funding availability and identifying logical phase breakpoints to avoid advancement beyond authorized or funded phases.

Consultant Role in Cost Development and Funding Support

A critical objective of this procurement is to retain a consultant team capable of developing clear, defensible, and grant-ready cost information to support CAT’s pursuit of additional capital funding.

Across all three projects, the selected consultant will be expected to:

- Develop planning-level cost estimates during preliminary design sufficient to inform funding strategy and grant applications;

- Prepare progressively refined construction cost estimates as design advances, consistent with the level of design authorization;
- Support CAT in understanding order-of-magnitude costs by phase, including design, permitting, construction, and construction management;
- Assist CAT, as requested, with technical cost information, narratives, and assumptions needed for future grant applications.

The consultant shall not assume that construction of any project will be fully funded at the time of contract execution. Advancement of work beyond currently funded phases will require explicit authorization from CAT.

Section 2. SCOPE OF WORK

2.1 Program-level Scope Overview

The Scope of Work described in this section applies to the CAT Transit Facilities Development Program, a coordinated, multi-phase capital program consisting of three related but distinct projects:

- Project 1: Interregional Transit Hub
- Project 2: Bus Storage and Maintenance Facility
- Project 3: Park-and-Ride Replacement Facility

The selected consultant will provide professional services to support planning, design, permitting, and (if authorized) construction management for the three projects under a single professional services contract. While the projects are being procured together to support coordinated delivery and efficiency, each project has distinct site conditions, regulatory requirements, funding status, and anticipated sequencing.

The Scope of Work includes program-level management services and project-specific technical services organized under separate tasks.

Tasks within this Scope of Work are organized by task type rather than by individual project. Not all tasks apply equally to all three projects. Certain tasks are project-specific, while others apply across the full program. Authorization to proceed with specific tasks and phases may be granted independently by project, based on funding availability, completion of required approvals, and CAT direction.

Environmental review under the National Environmental Policy Act (NEPA) is required only for Project 1 (CAT Interregional Transit Hub). Environmental review for Projects 2 and 3 has been completed and relevant documentation will be provided to the consultant as reference materials.

The consultant shall be responsible for coordinating work across all three projects, identifying interfaces and dependencies, and supporting CAT in advancing the program in a phased, efficient, and operationally sound manner.

2.2 Applicability of Tasks by Project

The table below summarizes the applicability of each task to the individual projects included in this program. This table is provided for clarity and does not limit CAT's ability to modify task sequencing or authorization during contract negotiation or administration.

Task	Project 1: Interregional Transit Hub	Project 2: Bus Storage and Maintenance	Project 3: Park-and-Ride Replacement
Task 1: Program Management and Project Administration	Required	Required	Required
Task 2: Project Initiation and Scope Refinement	Required	Required	Required
Task 3: NEPA	Required	Completed-unless modifications are made that trigger additional NEPA	Completed-unless modifications are made that trigger additional NEPA
Task 4: Schematic/Preliminary Design (Through 30%)	Required	Required	Required
Task 5: Final Design and Permitting	Final design anticipated; >30% subject to NEPA approval; permitting coordinated with construction funding and CAT authorization	Required; permitting coordinated with construction funding and CAT authorization	Required; permitting coordinated with construction funding and CAT authorization
Task 6: Construction Management Services	Funding-Contingent	Anticipated; subject to prior task cost outcomes and CAT authorization	Anticipated; subject to prior task cost outcomes and CAT authorization

2.3 Task 1 – Program Management and Project Administration (All Projects)

The Consultant shall provide comprehensive program management and project administration services to support delivery of the CAT Transit Facilities Development Program. Task 1 applies to all authorized projects and phases and shall continue throughout the duration of the contract.

The Consultant shall act as an integrated program management lead supporting CAT in coordinating, advancing, and monitoring Projects 1, 2, and 3 in a phased and funding-aligned manner. Task 1 services are intended to provide continuity, oversight, and integration across all authorized tasks and project phases.

Task 1 Objectives

- Provide integrated program management across Projects 1, 2, and 3
- Coordinate and manage subconsultants and technical disciplines
- Maintain program-level visibility into scope, schedule, budget, risks, and interfaces

- Support CAT in sequencing projects and phases consistent with funding availability and operational constraints
- Ensure consistent documentation, communication, and quality control across the program

Task 1 Scope of Services

Program Management and Project Administration services may include, but are not limited to, the following:

Program Leadership and Oversight

- Overall management of consultant and subconsultant team
- Establishment of program management structure and lines of responsibility
- Maintenance of a current organizational chart and responsibility matrix
- Ongoing coordination among project managers for Projects 1, 2, and 3

Schedule Management

- Preparation and maintenance of a program-level master schedule integrating all authorized tasks and projects
- Development and maintenance of project-specific schedules for authorized phases
- Identification of dependencies between Projects 2 and 3, and sequencing considerations affecting Project 1
- Ongoing monitoring of schedule risks and critical path elements

Budget and Cost Management

- Tracking of authorized budgets by task and by project
- Monitoring of level of effort relative to authorized funding
- Early identification of potential budget variances
- Support to CAT in understanding cost exposure and phase breakpoints

Risk Management

- Identification of program-level and project-specific risks
- Maintenance of a risk register
- Documentation of mitigation strategies and decision points
- Communication of emerging issues affecting scope, schedule, cost, permitting, or funding

Coordination and Communications

- Facilitation of recurring coordination meetings with CAT
- Coordination with third parties including the Port of Hood River, utility providers, regulatory agencies, and funding partners, as directed by CAT
- Documentation of meetings, action items, and decisions requiring CAT concurrence
- Integration of technical task coordination across projects
- Create public outreach materials and conduct public outreach events, as required and conducted by CAT

Quality Management

- Implementation of a documented Quality Assurance/Quality Control (QA/QC) process
- Internal technical review prior to submittals
- Consistency review across project deliverables

Reporting and Documentation

- Preparation of periodic written progress reports summarizing:
 - Work completed
 - Work in progress
 - Upcoming milestones
 - Budget status
 - Risk items
 - Decisions required
- Invoice preparation and supporting documentation consistent with CAT and funding requirements

Task 1 Deliverables

- Program Management Plan (initial submittal following Notice to Proceed)
- Program-level master schedule (maintained and updated)
- Periodic written progress reports
- Updated risk register (as appropriate)
- Meeting agendas and summaries
- Updated organizational chart and responsibility matrix
- Documentation supporting budget and authorization tracking
- Public Outreach

2.4 Task 2 - Project Initiation and Scope Refinement (All Projects)

The consultant shall initiate the CAT Transit Facilities Development Program and refine the scope of services in coordination with CAT. Task 2 establishes the foundation for coordinated delivery of all three projects and shall be completed prior to advancement of subsequent tasks.

Task 2 Objectives

- Confirm shared understanding of program goals, project-specific objectives, and constraints
- Establish coordination protocols among CAT, third parties, regulatory agencies, and for public engagement
- Confirm project sequencing assumptions and key interfaces between Projects 2 and 3
- Confirm NEPA strategy and regulatory pathway for Project 1
- Refine task sequencing, deliverables, and authorization assumptions
- Support CAT in defining project lifecycles and sequencing strategies for Projects 1, 2, and 3, including identification of funded and unfunded phases, logical breakpoints, and grant-readiness decision points.

Task Elements May Include:

- Project kickoff meeting with CAT staff
- Review of existing studies, environmental documentation, site information, and reference materials for all three projects
- Identification of key stakeholders, decision points, and project interfaces
- Confirmation of coordination protocols with CAT, the Port of Hood River, utility providers, and other relevant agencies
- Development of a refined program-level work plan and schedule

Coordination Framework-- As part of Task 2, the consultant shall work with CAT to establish a clear coordination framework for engagement with third parties whose projects may affect or interface with the CAT projects, including the Port of Hood River and its consultants for Project 1 and the City of Hood River staff and utility providers for Projects 2 and 3.

Coordination framework activities may include:

- Identification of key third-party staff, consultants, and project representatives
- Identification of coordination touchpoints, schedule dependencies, and design interfaces
- Development of proposed meeting structures (e.g., recurring coordination meetings, milestone reviews, joint workshops)
- Definition of roles, responsibilities, communication protocols, and decision points requiring CAT concurrence

Project-Specific Focus Areas--Task 2 shall address the following project-specific considerations, as applicable:

- Project 1 – Interregional Transit Hub:
Confirmation of NEPA strategy, review of existing Port of Hood River environmental documentation, identification of required technical studies, and confirmation of coordination needs with the Port of Hood River-led projects affecting the site.
- Project 2 – Bus Storage and Maintenance Facility:
Confirmation of operational needs, preliminary assumptions regarding electric vehicle charging infrastructure, and identification of interfaces with the replacement park-and-ride facility.
- Project 3 – Park-and-Ride Replacement Facility:
Confirmation of functional requirements, review of completed environmental documentation, and identification of site constraints related to access, drainage, utilities, and permitting.

Scope Refinement--The Scope of Services described in this RFP reflects CAT's current understanding of program needs. The consultant shall review and refine the Scope of Services in coordination with CAT prior to finalizing a professional services agreement. Refinement may include clarification of task assumptions, deliverables, coordination responsibilities, sequencing, and authorization thresholds consistent with project needs and available funding.

CAT retains final authority over scope definition, task sequencing, and authorization of work.

Task 2 Deliverables

- Refined Scope of Services and Program-Level Work Plan.
- Program-level project schedule identifying key milestones and coordination points.
- Coordination Framework Memorandum summarizing coordination approach, anticipated meeting structures, and key interface issues.

2.5 Task 3—Environmental Review (NEPA) for Project 1, Interregional Transit Hub

The Consultant shall perform all work necessary to support the Federal Transit Administration (FTA), as the federal lead agency, in completing the National Environmental Policy Act (NEPA) environmental review process for Project 1. This work shall include, but is not limited to, preparation of FTA's CE Worksheet (November 2025) and completion of all supporting environmental analyses and

documentation required to demonstrate compliance with applicable federal environmental laws and regulations, including Section 106 of the National Historic Preservation Act and the Endangered Species Act. FTA will make the final determination regarding the appropriate class of action and environmental approval.

The Consultant shall review, evaluate, and incorporate, to the greatest extent practicable, relevant information and data from previous environmental reviews and technical studies conducted for the Project site and surrounding area. The Port of Hood River has completed prior environmental review and technical studies for nearby and related projects that cover the general project area, including an in-process revised Categorical Exclusion for the Port’s Waterfront Roads Infrastructure Project.

Based on current information, Project 1 is anticipated to qualify for a Categorical Exclusion (CE); however, the final class of action and level of NEPA documentation will be determined by FTA. If project scope, potential impacts, or new information warrant a higher level of review, preparation of an Environmental Assessment (EA) may be required. All NEPA documentation will be prepared for FTA review and approval.

Tasks may include, but are not limited to:

- Review and evaluation of existing environmental documentation prepared by the Port of Hood River and other agencies for projects in the vicinity of the site.
- Identification of environmental resources, constraints, and potential impacts associated with the proposed transit hub.
- Identification of any gaps between existing environmental documentation and the requirements specific to the transit hub project.
- Development of an appropriate NEPA strategy in coordination with CAT, ODOT, FTA.
- Preparation of all required environmental technical studies.
- Preparation and submittal of NEPA documentation to ODOT for submittal to FTA.
- Coordination with ODOT through environmental review and approval.

Ground disturbing environmental studies (e.g., shovel probes for archaeological studies) will require a separate CE concurrence from FTA before the ground disturbance occurs.

Technical Studies may include, but are not limited to:

- Hazardous materials assessment
- Cultural resources and Section 106 evaluation
- Biological resources and Endangered Species Act (ESA) evaluation
- Wetlands, waters, and stormwater considerations
- Floodplain considerations
- Air quality and noise analysis

Task 3 Deliverables and Deliverables Table

- NEPA documentation suitable for FTA approval.
- Deliverables identified in the NEPA Deliverables Table below.
- CAT’s target is to submit NEPA documentation to FTA by June–July 2026.

Project 1, CAT Interregional Transit Hub--NEPA Deliverables Table

NEPA Task	Description	Anticipated Deliverable
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NEPA Strategy Memo	Defines NEPA path(likely a Categorical Exclusion) anticipated class of action, required studies, and coordination with FTA and ODOT.	NEPA Strategy Memorandum
Existing NEPA Gap Analysis	Evaluation of existing environmental documentation prepared by the Port of Hood River and other agencies relative to FTA NEPA requirements.	Gap Analysis Memo
Alternatives Screening	Conduct a fatal flaw analysis and comparative evaluation (if FTA determines an EA instead of CE).	Alternatives Analysis Memo (if needed)
Technical Environmental Studies	Completion of required discipline-specific environmental studies to support NEPA documentation, including identification of mitigation measures that could be incorporated into design or construction, as needed.	Technical Memos / Reports
Agency Coordination	Consultation and coordination with ODOT. Conduct public and stakeholder outreach.	Meeting summaries / correspondence
Draft NEPA Documentation	Preparation of draft NEPA documentation to ODOT for submittal to FTA, including FTA CE Worksheet of Nov 2025.	Draft NEPA document
Final NEPA Documentation	Incorporation of comments and final submittal.	Final NEPA package submitted to FTA
FTA NEPA Determination	Receive final FTA NEPA determination.	Final NEPA Concurrence
Environmental Review Record	Compilation and organization of materials supporting the NEPA process.	Environmental review record index

2.6 Task 4 – Schematic/Preliminary Design Overview (Through 30%)

To the extent allowable under applicable federal requirements, the consultant shall advance preliminary design through approximately thirty percent (30%) for Projects 1, 2, and 3. Preliminary design shall be based on confirmed assumptions, environmental findings, and phasing decisions. Advancement beyond 30% design for any project shall be contingent upon CAT authorization and, for Project 1, completion of NEPA.

Preliminary design under this task is intended to establish technically feasible, coordinated design concepts sufficient to define site layout, circulation, major system elements, and planning-level construction costs, and to identify key constraints, risks, and unresolved coordination issues. Preliminary design is not intended to resolve all design details or to advance work that would constitute an irreversible commitment of resources.

Services may include, as applicable to each project:

- Site layout and circulation plans
- Preliminary architectural plans and elevations (where applicable)
- Preliminary civil grading and drainage concepts
- Preliminary utility layouts and service coordination
- Electric vehicle charging layout and infrastructure planning (Project 2)
- Stormwater management concept
- ADA accessibility integration

- Outline technical specifications (as appropriate)
- Planning-level construction cost estimate
- Updated project schedule
- Identification of design risks and constraints
- Coordination with regulatory and utility agencies as needed to confirm feasibility

Task 4 Deliverables

- Preliminary (through 30%) design drawings and exhibits for each applicable project
- Preliminary site layout and circulation plans
- Preliminary planning-level cost estimates by project
- Summary memorandum describing:
 - Design assumptions
 - Identified constraints and risks
 - Coordination outcomes
 - Unresolved interface or phasing issues

Task 4.A Program-Level Design Coordination (Applies to All Projects)

The consultant shall perform program-level coordination activities to ensure that preliminary design for the three projects is compatible, coordinated, and reflective of anticipated sequencing and operational needs.

Program-level coordination tasks may include:

- Confirmation of shared design assumptions affecting multiple projects
- Identification of site access, circulation, and utility interfaces between Projects 2 and 3
- Coordination of design assumptions related to phasing and construction sequencing
- Identification of operational considerations affecting CAT service continuity
- Coordination with CAT staff to confirm assumptions prior to advancement of project-specific design

Task 4.B Project 1 – CAT Interregional Transit Hub

For Project 1, the consultant shall advance preliminary design for the Interregional Transit Hub site, consistent with environmental assumptions and in coordination with the Port of Hood River and its consultants.

Preliminary design tasks may include, but are not limited to:

- Conceptual site layout and bus bay configuration
- Passenger circulation, pedestrian access, and ADA compliance concepts
- Canopy and weather-protective shelter concepts
- Preliminary lighting, wayfinding, and passenger amenity concepts
- Preliminary utility, drainage, and stormwater concepts
- Identification of design considerations related to constructability and operations
- Coordination with Port of Hood River-led projects affecting site access, circulation, and utilities
- Ongoing coordination with the Port of Hood River, including structured design review checkpoints during preliminary design, to confirm alignment with Port requirements and expectations of the Port of Hood River Board of Commissioners and minimize risk of redesign or approval delays.

Design advancement shall remain consistent with the NEPA process, and no design decisions shall be made that would limit the choice of reasonable alternatives or result in an irreversible commitment of resources prior to NEPA approval.

Task 4.C Project 2 – CAT Bus Storage and Maintenance Facility

For Project 2, the consultant shall advance preliminary design sufficient to define the general configuration, functional layout, and major systems of the Bus Storage and Maintenance Facility.

Preliminary design tasks may include:

- Conceptual site layout and vehicle circulation
- Preliminary conference room, restroom, storage and maintenance area configuration
- Preliminary assumptions regarding electric vehicle charging infrastructure and power needs
- Identification of space needs for charging equipment and associated electrical infrastructure
- Preliminary utility coordination concepts
- Identification of operational and safety considerations
- Preliminary design under this task is intended to confirm feasibility and major design drivers. Detailed system design, final equipment selection, and refined operational layouts shall be deferred to subsequent phases, subject to CAT authorization.

Task 4.D Project 3 – CAT Park-and-Ride Replacement Facility

For Project 3, the consultant shall advance preliminary design sufficient to define the general parking layout, circulation, and user access features of the replacement park-and-ride facility. Preliminary design shall reflect the role of the Park-and-Ride Replacement Facility as an enabling project supporting continued transit access during and following construction of the Bus Storage and Maintenance Facility.

Preliminary design tasks may include:

- Conceptual parking layout and circulation
- Preliminary pedestrian pathways and connections to nearby transit facilities
- Preliminary lighting and safety concepts
- Preliminary stormwater management and drainage concepts
- Identification of utility coordination needs
- Consideration of accessibility requirements

2.7 Task 5 – Final Design: Plans, Specifications, and Estimate (PS&E) and Permitting

Following completion of Task 4 and receipt of required authorizations, the consultant shall provide final design and permitting services for Projects 1, 2, and 3, as specifically authorized by CAT. Final design and permitting services may be authorized independently for each project based on funding availability, completion of required approvals, and CAT direction.

For Project 1 (Interregional Transit Hub), advancement to final design is contingent upon completion of the NEPA process and receipt of Federal Transit Administration (FTA) environmental approval. No design decisions or construction-related activities that would limit the choice of reasonable alternatives or result in an irreversible commitment of resources may occur prior to NEPA approval for Project 1.

For Projects 2 and 3, final design and construction shall be consistent with the conditions of the approved NEPA Categorical Exclusions, including implementation of any required inadvertent discovery procedures and construction monitoring requirements. The consultant shall ensure that applicable

environmental conditions are incorporated into design documents and construction-phase coordination, as appropriate.

Final design under this task is intended to:

- Advance approved concepts to construction-ready plans
- Obtain required permits and approvals
- Support procurement and construction readiness

Design Development (60% PS&E)

Upon completion of preliminary design (Task 4) and receipt of NEPA clearance and written authorization from CAT, the Consultant shall advance the approved preliminary design to Design Development (approximately 60% completion).

Design Development shall include:

- Advancement and refinement of architectural, civil, structural, mechanical, electrical, and plumbing systems
- Confirmation of site layout, grading, drainage, and utility coordination
- Finalization of building systems narratives and major equipment selections
- Coordination among all disciplines to resolve design conflicts and ensure constructability
- Updated project schedule reflecting design progression and anticipated permitting milestones
- Preparation of a detailed construction cost estimate suitable for budget validation
- Identification of value engineering opportunities, if necessary, to maintain alignment with available funding
- Updated risk assessment and mitigation strategies

The 60% Design Development submittal shall provide sufficient detail to confirm scope, constructability, and alignment with available funding prior to advancement to final design.

Services may include, as applicable to each project:

- 60%, 90%, and 100% PS&E submittals
- Detailed civil, architectural, structural, electrical, and mechanical engineering
- Technical specifications
- Updated construction cost estimates at each design milestone
- Permit application preparation and agency coordination (as authorized)
- Utility coordination
- Constructability review
- Value engineering (if requested)
- Final Engineer's Estimate
- Bid-ready document preparation

Task 5 Deliverables (Per Authorized Project)

- 60% Design Development (PS&E) Submittal
- 90% PS&E Submittal
- 100% Final PS&E
- Updated construction cost estimate at each milestone

- Final Construction Cost Estimate (Engineer’s Estimate)
- Permit Application Packages (as authorized)
- Updated Project Schedule

Task 5.A Program-Level Design Coordination

For each project authorized to proceed, the consultant shall provide program-level coordination to ensure consistency and compatibility across the CAT Transit Facilities Development Program.

The Consultant shall attend and facilitate internal CAT design review meetings at key design milestones (including 60%, 90%, and 100% submittals), and at additional meetings as reasonably requested by CAT, for the purpose of detailed design review and confirmation of agency concurrence. The Consultant shall document comments received and provide written responses identifying how comments were incorporated into subsequent submittals.

No major design decisions affecting project scope, cost, operational functionality, regulatory compliance, or construction phasing shall be finalized without documented CAT review and concurrence.

Program-level coordination tasks may include:

- Confirmation of project-specific authorization limits and funding assumptions
- Coordination of utilities, access, and circulation across project sites
- Confirmation of construction phasing and sequencing assumptions
- Coordination with CAT operations staff to support service continuity and minimize operational disruptions
- Ongoing coordination with third parties whose infrastructure or projects interface with CAT facilities

Task 5.B Project 1 –Interregional Transit Hub

For Project 1, the consultant shall prepare final plans, specifications, and estimates suitable for construction of the Interregional Transit Hub, following NEPA approval.

Final design and permitting tasks may include, but are not limited to:

- Advancement of approved preliminary design concepts to final construction documents
- Detailed site, civil, architectural, and structural design
- Final bus bay geometry, passenger circulation, and ADA-compliant access
- Final canopy, lighting, wayfinding, and passenger amenity design
- Final utility, drainage, and stormwater design
- Preparation and submittal of permit applications
- Coordination with the Port of Hood River and its consultants to ensure compatibility with adjacent or concurrent Port-led projects
- Coordination with the Port of Hood River during final design to support formal review and approval by the Port of Hood River Board of Commissioners and CAT prior to finalization of design documents
- Incorporation of permit conditions into final design documents

Permitting responsibilities may include, as applicable:

- Local land use and site development approvals

- Building permits for canopy and associated structures
- Stormwater and drainage approvals
- Utility coordination and approvals
- Encroachment or right-of-way permits, if required

Task 5.C Project 2 –Bus Storage and Maintenance Facility

For Project 2, the consultant shall prepare final plans, specifications, and estimates suitable for construction of the Bus Storage and Maintenance Facility, consistent with confirmed operational requirements and phasing assumptions. Final design shall reflect coordination with the Park-and-Ride Replacement Facility (Project 3), including access, circulation, utilities, and construction sequencing, as applicable.

Final design and permitting tasks for Project 2 may include:

- Final site layout, vehicle circulation, and operational geometry
- Final conference room, restroom, storage and maintenance area design
- Detailed electric vehicle charging infrastructure design, including coordination with the utility provider
- Final electrical, lighting, ventilation, and safety systems design
- Final drainage and stormwater design
- Preparation and submittal of required permit applications
- Incorporation of permit conditions into final design documents

Task 5.D Project 3 –Park-and-Ride Replacement Facility

For Project 3, the consultant shall prepare final plans, specifications, and estimates suitable for construction of the Park-and-Ride Replacement Facility. Final design shall support the role of the Park-and-Ride Replacement Facility as an enabling project to maintain transit access during and following construction of the Bus Storage and Maintenance Facility.

Final design and permitting tasks for Project 3 may include:

- Final parking layout and circulation design
- Final pedestrian connections to adjacent transit facilities and public rights-of-way
- Final lighting, signage, and safety features
- Final stormwater management and drainage design
- Utility coordination as required
- Preparation and submittal of required permit applications
- Incorporation of permit conditions into final design documents

2.8 Task 6 – Bidding Assistance and Construction Management Services

Construction management services shall be provided only if and to the extent specifically authorized by CAT and may be authorized independently for each project based on funding availability, completion of required approvals, and CAT direction.

Construction of the three projects is not anticipated to occur concurrently. CAT currently anticipates that construction of the Park-and-Ride Replacement Facility (Project 3) will precede construction of the Bus Storage and Maintenance Facility (Project 2), with construction of the CAT Interregional Transit Hub (Project 1) occurring at a later date following completion of environmental review, final design, and funding authorization. Final construction sequencing will be confirmed by CAT.

If authorized, the consultant shall provide construction phase services to support implementation of the authorized project(s) and shall coordinate closely with CAT, contractors, and third parties to support timely delivery and continuity of transit operations.

Construction management services may include, but are not limited to:

- Construction administration and coordination
- Review of contractor submittals, RFIs, and pay applications
- Participation in construction meetings
- Site observations appropriate to the phase and complexity of construction
- Coordination with CAT staff regarding operational impacts, access, and service continuity
- Identification and documentation of construction-phase issues affecting scope, schedule, or cost
- Support during project closeout, as authorized
- Construction management services are intended to support CAT's oversight of construction and do not transfer responsibility for contractor means, methods, safety, or sequencing.

Bidding assistance services may include:

- Assistance with advertisement and procurement documents
- Preparation of addenda
- Response to bidder questions
- Attendance at pre-bid meeting
- Bid review and evaluation support
- Recommendation of award memorandum

Construction phase services may include:

- Submittal review
- RFI responses
- Participation in construction meetings
- Site visits and observation reports
- Pay application review
- Change order evaluation
- Punch list preparation
- Substantial completion inspection
- Final completion documentation

Task 6 Deliverables (if authorized)

Bidding Phase Deliverables

- Pre-bid meeting materials and attendance
- Responses to bidder questions
- Addenda (as required)
- Bid evaluation memorandum and recommendation of award
- Construction Phase Deliverables
- Construction phase progress reports
- Submittal and RFI tracking logs
- Site observation reports

- Meeting agendas and summaries
- Change order review memoranda
- Punch list documentation
- Substantial completion and final completion documentation
- Project closeout support materials

2.9 Tasks 1-6 Deliverables Summary

The table below summarizes the anticipated deliverables associated with Tasks 1 through 6 of the Scope of Work. Deliverables are provided only for tasks specifically authorized by CAT and shall be consistent with the Scope of Services described in Section 2. This summary is provided for reference and convenience. The task descriptions in Sections 2.3 through 2.8 govern in the event of any inconsistency.

Task	Project #	Anticipated Deliverables
Task 1 - Program Management and Project Administration	1, 2, 3	Program Management Plan; program-level master schedule and updates; periodic written progress reports; risk register (as applicable); meeting agendas and summaries; organizational chart and responsibility matrix; 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; program-level project schedule identifying key milestones and coordination points; Coordination Framework Memorandum.
Task 3 - Environmental Review (NEPA)	1 only	NEPA Strategy Memorandum; NEPA Gap Analysis Memorandum; required technical environmental studies and memoranda; agency coordination records; draft NEPA documentation; final NEPA documentation suitable for FTA approval; administrative record index
Task 4 – Schematic/Preliminary Design (Through 30%)	1, 2, 3	Preliminary (through 30%) design drawings and exhibits by project; preliminary site layout and circulation plans; preliminary planning-level cost estimates by project; summary memorandum documenting design assumptions, constraints, risks, coordination outcomes, and unresolved interface or phasing issues
Task 5 - Final Design (PS&E) and Permitting (Funding Contingent by Project)	1 (contingent on NEPA and funding); 2; 3	60%, 90%, and 100% PS&E submittals; final plans and technical specifications; updated construction cost estimates at each milestone; permit application packages (as authorized); issued-for-bid construction documents; bid-phase support materials
Task 6 – Bidding Assistance and Construction Phase Services (Funding Contingent by Project)	1(contingent); 2 (anticipated); 3 (anticipated)	Pre-bid meeting support; addenda preparation; bid evaluation 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

SECTION 3. PROJECT SCHEDULE FRAMEWORK AND PROJECT DEPENDENCIES

3.1 Program-Level Schedule Overview

This section establishes the current schedule posture, sequencing assumptions, and operational constraints for the CAT Transit Facilities Development Program. It is intended to describe known dependencies and program relationships that shall inform development of the detailed program-level schedule under Task 2.

Project 1 includes defined near-term milestones associated with environmental review and design advancement. Project 3 is eligible to proceed immediately upon Notice to Proceed and is intended to provide permanent replacement parking capacity and operational flexibility in support of Project 2 construction. Completion of Project 3 prior to major construction activities for Project 2 is preferred; however, interim operational measures — including temporary bus storage and alternate park-and-ride arrangements — may be authorized if necessary to maintain service continuity.

Project 2 advancement through design may proceed as authorized; construction initiation is dependent upon completion of required third-party sewer relocation. Regardless of sequencing approach, construction planning shall ensure uninterrupted transit operations and adequate parking capacity throughout the program. Project numbering does not otherwise imply construction order.

3.2 Project 1 –Interregional Transit Hub (Schedule Framework)

This table reflects Project 1 only and includes environmental review milestones. All dates are preliminary planning estimates and subject to change based on funding availability, regulatory review timelines, and coordination with FTA and partner agencies.

Schedule Table for Project 1 (CAT Interregional Transit Hub)

Milestone	Anticipated Date
Consultant Selection/Notice to Proceed	May 2026
NEPA Initiation	May-June 2026
NEPA Submittal to FTA	June-July 2026
Preliminary Design (30%)	May 2027
Anticipated NEPA Approval	May 2027
Final Design and Permitting	2027
Construction Start (Funding Contingent)	2028

3.3 Project 2 –Bus Storage and Maintenance Facility (Schedule Framework)

Project 2 advancement through final design may proceed as authorized; however, construction initiation is dependent upon required third-party sewer relocation and operational readiness of Project 3. Construction sequencing shall ensure uninterrupted transit operations, including availability of sufficient parking capacity for buses and park-and-ride users.

Schedule Table for Project 2 (Bus Storage and Maintenance Facility)

Schedule Component	Schedule Parameters to be Developed During Task 2
Advancement Intent	Anticipated to proceed through final design and construction.

Sewer Relocation	Construction start dependent upon completion of required City-owned sewer relocation
Relationship to Project 3	If Project 3 is not completed prior to construction, temporary bus storage and/or alternate park-and-ride arrangements may be implemented as authorized by CAT
Utility Coordination and Power Coordination	Early coordination required to support facility infrastructure
Operational Continuity	Construction sequencing must ensure uninterrupted transit service and adequate bus and parking capacity
Construction Funding	Anticipated to be fully funded
Schedule Development	Detailed milestone schedule to be established during Task 2 consistent with sewer relocation timing and operational continuity requirements

3.4 Project 3 –Park-and-Ride Replacement Facility (Schedule Framework)

Project 3 is intended to provide permanent replacement parking capacity and operational flexibility in support of construction of Project 2. This project is eligible to proceed immediately upon Notice to Proceed and is anticipated to advance through design and construction.

CAT’s preferred sequencing is for Project 3 to be completed and operational prior to initiation of major construction activities for the Bus Storage and Maintenance Facility (Project 2). However, interim operational strategies — including temporary bus storage and alternate park-and-ride arrangements — may be evaluated and implemented, if necessary, to allow Project 2 construction to proceed in advance of Project 3 completion.

Schedule development under Task 2 shall evaluate and recommend sequencing consistent with operational continuity, cost efficiency, and risk management.

Schedule Table for Project 3 (Park-and-Ride Replacement Facility)

Schedule Component	Current Program Assumptions and Constraints
Advancement Readiness	Eligible to proceed immediately upon Notice to Proceed
Program Role	Intended to provide permanent replacement parking capacity and operational flexibility in support of Project 2 construction
Preferred Sequencing	Completion prior to major Project 2 construction activities is preferred
Interim Operational Options	Temporary bus storage and/or alternate park-and-ride arrangements may be implemented if Project 2 construction must proceed prior to Project 3 completion

Funding Posture	Anticipated to support advancement through completion
Utility Coordination	Coordination with City and utility providers required
Operational Interface	Sequencing must ensure adequate parking capacity for buses and park-and-ride users
Schedule Development	Detailed milestone schedule to be established during Task 2 consistent with operational continuity and program risk considerations

SECTION 4. RFP PROCEDURES AND ADMINISTRATIVE REQUIREMENTS

4.1 Point of Contact

All communications regarding this RFP shall be directed to the Point of Contact identified below. Proposers shall not contact other CAT staff, Port of Hood River staff, or project partners regarding this RFP unless authorized in writing. Failure to comply may result in disqualification.

Name	Amy Schlappi
Title	Executive Director
Agency	Hood River County Transportation District (Columbia Area Transit)
Email	Amy.schlappi@catransit.org
Phone	(541)978-8066

4.2 Official RFP Website

The official webpage for this Request for Proposals is located at: <https://www.ridecatbus.org/about-cat/#contract-opportunities>

All RFP documents, attachments, responses to written questions, addenda, and procurement updates will be posted at this location. Proposers are solely responsible for monitoring the official RFP webpage for updates prior to submitting a proposal.

Proposers responding to the RFP do so solely at their expense, and CAT is not responsible for any expenses of Proposers responding to this RFP.

4.3 Questions

Proposers may submit written questions or requests for clarification regarding this RFP to the Point of Contact identified in Section 4.1. Questions must be submitted by the deadline given in Section 4.6. Questions submitted after the deadline may not be addressed. Responses to timely written questions will be issued in writing and made available to all prospective proposers by posting on the CAT website on the designated RFP page for this project. Only written responses issued by CAT shall be considered official. Statements made outside of written addenda shall not modify the terms of this RFP.

4.4 Modifications to the RFP (Addenda)

If CAT determines that changes to this RFP are necessary, such changes will be issued by written addendum. Addenda will be posted on the CAT website on the designated RFP page for this project.

Addenda will be issued in a timely manner. If an addendum materially affects the scope of work or proposal requirements, CAT may extend the proposal due date. Only written addenda issued by CAT shall modify the terms of this RFP; verbal statements or interpretations shall not be binding. Proposers are responsible for monitoring the CAT website RFP page for addenda and other updates prior to submitting a proposal. Submission of a proposal constitutes acknowledgment and acceptance of all issued addenda.

4.5 Proposal Submission and Late Proposals

Proposals must be received by the submission deadline identified in Section 4.6. Late proposals will not be accepted. CAT is not responsible for proposals delayed due to mail service, courier service, electronic transmission issues, or other causes beyond CAT’s control.

4.6 Anticipated Procurement Schedule

Milestone	Anticipated Date
RFP Issued	March 12, 2026
Virtual Pre-Proposal Conference (Optional for interested proposers)	Approximately 7–10 calendar days following issuance of the RFP Instructions for how to log on will be located at www.ridecatbus.org/about-cat/#contract-opportunities
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

Protests must be submitted within five (5) calendar days following issuance of the Notice of Intent to Award. Contract negotiations will commence with the highest-ranked firm following expiration of the protest period. Notice to Proceed will be issued upon successful negotiation and execution of a contract.

4.7 Public Records

Proposals submitted in response to this RFP are subject to Oregon Public Records Law. Proposals will be available for public inspection following issuance of a notice of intent to award, except for information exempt from disclosure under applicable law.

4.8 Federal Nondiscrimination Requirements

This project includes Federal Transit Administration (FTA) funding administered through the Oregon Department of Transportation (ODOT) and is subject to applicable federal nondiscrimination requirements. No contract-specific DBE participation goal has been established for this procurement.

4.9 Protests and Challenges

Any individual or entity may file a protest with CAT alleging a violation of applicable federal, state law and/or CAT policy or procedure relative to seeking, evaluating and/or intent to award a contract. In addition, any individual or entity may file a protest with CAT alleging that CAT has failed to follow its

Procurement Protest Procedures. Such protest must be filed no later than five (5) calendar days from the notice of intent to award or non-award of the contract.

A protest, dispute, or claim with respect to the award of a contract through solicitation of proposals shall be submitted in writing within five (5) days of notification of such award to the Executive Director for a decision. All claims shall clearly identify:

1. The name, address, and telephone number of the protester.
2. The grounds for the protest, any and all documentation to support the protest and the relief sought.
3. Steps that have been taken to date in an attempt to correct the alleged problem or concern.

A written decision by the CAT Executive Director stating the grounds for allowing or denying the protest will be mailed to the protestor prior to execution of the Contract.

Such decision shall be final.

A protestor wishing to file a protest with FTA should consult FTA Circular 4220.1G for details on FTA's bid protest procedures. Circular 4220.1G reinforces FTA's policy of limiting involvement in the affairs and activities of recipients. The FTA will only review protests regarding the alleged failure of the recipient to have written protest procedures or alleged failure to follow such procedures. Alleged violations on other grounds are under the jurisdiction of either CAT or the State of Oregon or judicial authorities; including, but not limited to the protest procedures set forth in Oregon Administrative Code Chapter 137, Division 48.

Protests must be filed with the FTA, with a concurrent copy to CAT, within five (5) days after CAT renders a final decision or five (5) days after the protestor knows or has reason to know that CAT failed to render a final decision. After five (5) days, CAT will confirm with the FTA that the FTA has not received a protest on the contract in question.

Circular 4220.1G is available for review at CAT offices. A copy can be obtained from FTA at the following address: Federal Transit Administration, Region 10, 915 Second Ave, Ste. 3142, Seattle, WA. 98174.

CAT shall not be responsible for any protests not filed promptly with the FTA.

SECTION 5. PROPOSAL FORMAT AND CONTENT REQUIREMENTS

5.1 Format Requirements

Proposals shall be submitted electronically to amy.schlappi@catransit.org in PDF format. Proposals shall use a minimum 11-point font and standard margins. Proposals should be clear, concise, and focused on information relevant to this project.

The Technical Proposal shall be submitted as one (1) PDF document and shall include all required narrative sections and forms.

5.2 Page Limits

Proposals shall not exceed twenty (20) pages, excluding the cover letter, resumes, maps, schedules, fee structure, references, and required forms or certifications.

5.3 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.

5.4 Required Forms

Proposers shall submit the following completed forms as part of their proposal:

- Attachment A – Proposal Requirements Checklist (completed and signed)
- Attachment B – Required federal proposal certifications and statements must be completed and submitted with the proposal.
- Attachment E – Reference Form: Two (2) to three (3) completed forms, each for a separate reference project.

SECTION 6. SELECTION PROCESS AND EVALUATION

6.1 Selection Process Overview

This procurement is conducted in accordance with the Brooks Act (40 U.S.C. §1101 et seq.), 49 U.S.C. §5325(b), and FTA Circular 4220.1G for architectural and engineering services. 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.

CAT will evaluate proposals in accordance with the criteria and procedures described in this Section 6. CAT may request clarifications, conduct interviews with shortlisted firms, or request additional information as part of the evaluation process.

6.2 Evaluation Criteria and Scoring

Proposals will be evaluated using the following criteria:

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

6.2.1 Firm and Team Qualifications (25 points)

This criterion evaluates the overall qualifications of the prime consultant and subconsultants, as well as the experience, roles, and availability of proposed Key Team Members. Consideration will be given to demonstrated experience with federally funded transportation projects, environmental review (NEPA), small-scale transit facilities, permitting, and construction phase services. The evaluation will also consider team organization, clarity of roles, and the firm's demonstrated capacity to perform the work.

6.2.2 Relevant Project Experience (25 points)

This criterion evaluates the proposer's experience delivering projects of similar scope, scale, and complexity. Emphasis will be placed on experience with interagency transit hubs or plazas, bus bays and canopy structures, environmental review for transit projects, coordination with property owners, and

construction management services. Projects that demonstrate successful coordination with federal agencies and completion within schedule and budget will be given greater weight.

6.2.3 Technical Approach and Project Understanding (30 points)

Proposers shall demonstrate an understanding of the CAT Transit Facilities Development Program and describe their technical approach to delivering services across all three projects. Consideration will be given to the proposer's approach to phased project delivery, including lifecycle planning, sequencing, and alignment of scope advancement with funding availability. Proposers shall address approach and risk considerations for Projects 1, 2, and 3, including:

- Their understanding of the relationship between the Bus Storage and Maintenance Facility (Project 2) and the Park-and-Ride Replacement Facility (Project 3), including sequencing considerations and operational dependencies
- Key factors that may influence schedule development for Projects 2 and 3 (e.g., permitting, utility coordination, operational continuity, phasing)
- How they would approach refining scope, assumptions, and schedule for Projects 2 and 3 during Task 2 (Project Initiation and Scope Refinement)
- Potential risks or constraints that could affect delivery of Projects 2 and 3 and general strategies for managing those risks

6.2.4 Project Management and Schedule (20 points)

This criterion evaluates the proposer's project management approach and ability to deliver the CAT Transit Facilities Development Program. Evaluation will focus on the proposer's ability to develop and manage a feasible, phased project schedule during Task 2, including identification of dependencies between Projects 2 and 3; coordination with environmental review, permitting, utilities, and third parties; and alignment of scope advancement with funding availability and operational constraints. The evaluation will also consider the proposer's proposed task sequencing, coordination and communication approach, and risk management strategies, as well as their ability to manage scope, schedule, and budget across multiple tasks and projects, including environmental review for Project 1 and design, permitting, and construction management services for Projects 1, 2, and 3.

6.3 Interviews (if conducted)

CAT may conduct interviews with one or more top-ranked proposers. Interviews may be used to clarify proposal content, assess team communication and coordination, and confirm the proposer's understanding of the project. Interview performance may be considered in the final selection.

6.4 Final Selection and Negotiation

Following evaluation and interviews (if conducted), CAT will select the highest-ranked proposer and enter into contract negotiations. CAT reserves the right to discontinue negotiations and proceed to the next-ranked firm if a satisfactory agreement cannot be reached. Furthermore, CAT reserves the following rights: a) to negotiate a final contract that is in the best interests of CAT; b) to reject any or all proposals if it would be in the public interest to do so, as determined by CAT; and c) to cancel the RFP at any time if it would be in the public interest to do so, as determined by CAT.

SECTION 7. ATTACHMENTS

The following attachments are incorporated into this RFP by reference and will be made available on the CAT website on the designated RFP page for this project.

- Attachment A – Proposal Requirements Checklist

- Attachment B – Proposal Certifications and Statements
- Attachment C – Sample Professional Services Agreement and Insurance Requirements
- Attachment D – Federal Transit Administration Required Clauses and Certifications
- Attachment E – Reference Form
- Attachment F – Projects 1, 2, 3: General Location Map
- Attachment G – Project 1: Site Map
- Attachment H – Projects 2, 3: Site Maps
- Attachment I – Projects 2, 3: CAT NEPA Concurrence Letter