

# Best Practices for an Effective Proposal and Presentation

03/03/2022



ALLEGHENY COUNTY AIRPORT AUTHORITY  
PITTSBURGH INTERNATIONAL AIRPORT  
ALLEGHENY COUNTY AIRPORT

# Request For Proposals-Capital Projects & Professional Services

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- **CAPITAL PROJECTS**

- Construction projects-Invitation to Bid
- Public Bidding Process
- Lowest Responsive Bidder-14% DBE Goal
- Must following instructions to be considered responsive

- **PROFESSIONAL SERVICES**

- Request for Proposal-Not an invitation to bid
- Invitation to Negotiate
- Not subject to Public Bidding regulations, including DBE Goal
- Must follow Instructions to be considered responsive

# Request For Proposals-Proposal Preparation

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- **CAPITAL PROJECTS**

- Review the deadlines
- Review the platform/process for submitting Bids
- Review the Bid/Proposal requirements
- Must following instructions to be considered responsive
- *All prospective bidders are required to execute the Bid Schedule, Bid Bond, Proposal, NonCollusion Affidavit, Non-Segregated Facilities Form, Status of Contracts on Hand, the Letter of Assent, adhering to the Allegheny County Project Stabilization Agreement, Bidder's Understanding of Conditions Applicable to Proposal, EEOC Compliance Form, NonDiscrimination Certification, Lobbying Certification Form, Contractor's Experience Questionnaire, the DBE Certification form and documentation, and Public Works Employment Verification Form, which are all included within the proposal of each respective project; otherwise, the bid could be rejected*

- **PROFESSIONAL SERVICES**

- Proposal should be customized to Requestor
- Showcase your firm
- Highlight how you will provide outstanding service to the Requesting organization
- Tell Audience why your firm should be chosen
- Use spell check

# Request For Proposals-Presentation Preparation

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- **CAPITAL PROJECTS**

- No follow-up presentation/Interview
- May be asked for more documentation
- ACAA Board of Directors must approve Award

- **PROFESSIONAL SERVICES**

- Presentation should be customized to Audience
- Showcase your firm's diversity
- Be very specific about how your firm can provide the requested service
- Tell Audience why your firm should be chosen over other candidates
- Practice your oral presentation



ACAA OPPORTUNITIES

Where to find more  
information



# Websites To Remember

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- [Flypittsburgh.com](http://Flypittsburgh.com)
- [PITtransformed.com](http://PITtransformed.com)
- [BlueskyPit.com](http://BlueskyPit.com)









# Thank You

Jenee 'N. Oliver, Esq.  
*Executive Advisor, Equitable Programs*

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