



AFFILIATED AGENCIES

*Orange County
Transit District*

*Local Transportation
Authority*

*Service Authority for
Freeway Emergencies*

*Consolidated Transportation
Service Agency*

*Congestion Management
Agency*

*Service Authority for
Abandoned Vehicles*

October 11, 2021

**SUBJECT: Invitation To Bid (IFB) 1-3656
"OC Streetcar Bucket Truck"**

Gentlemen/Ladies:

This letter shall serve as Addendum No. 1 to the above IFB issued by the Orange County Transportation Authority (Authority). Offerors are reminded that the proposal submittal date is at or before **11:00 a.m., October 27, 2021**.

A pre-proposal conference will be held on October 12, 2021 at 2:00 p.m. **VIA MICROSOFT TEAMS. The specific call-in number for this conference is 1 (916) 550-9867 Conference ID: 477 793 565** or [click here to join meeting](#).

The pre-proposal registration sheet is presented as Attachment A and the presentation is presented as Attachment B to this Addendum No. 1. Attendees are advised to complete the registration sheet (Attachment A) and email it to the undersigned at cshaffer@octa.net no later than 5:00 p.m., October 12, 2021.

Offerors are reminded to acknowledge receipt of this Addendum No. 1 in their transmittal letter and Exhibit A, "Bid Form." All changes addressed in this Addendum No. 1 shall be incorporated into the final Purchase Order.

Questions regarding this Addendum No. 1 should be directed to the undersigned at cshaffer@octa.net.

Sincerely,

Carla Shaffer
Senior Contract Administrator
Contracts Administration and Materials Management



PRE-BID CONFERENCE REGISTRATION

IFB #: 1-3656

Date: October 12, 2021

Title: OC STREETCAR BUCKET TRUCK

1. Company Name: _____

Attendee: _____

Address: _____

City, State Zip: _____

Phone Number: (_____) _____ Registered on CAMM NET? ☐ Yes ☐ No

Prime ☐ Sub ☐ DBE ☐

E-Mail Address: _____

2. Company Name: _____

Attendee: _____

Address: _____

City, State Zip: _____

Phone Number: (_____) _____ Registered on CAMM NET? ☐ Yes ☐ No

Prime ☐ Sub ☐ DBE ☐

E-Mail Address: _____

3. Company Name: _____

Attendee: _____

Address: _____

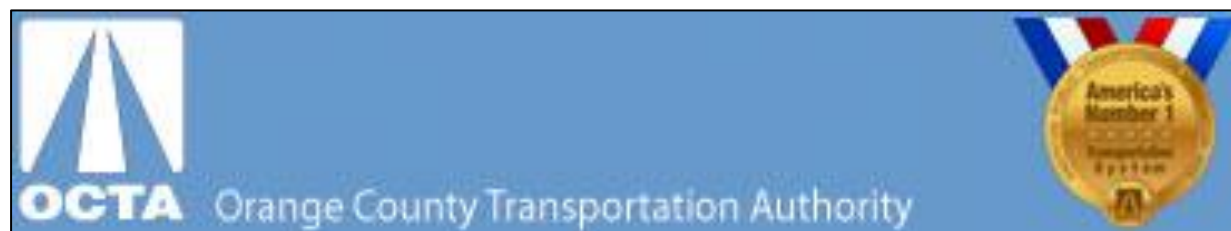
City, State Zip: _____

Phone Number: (_____) _____ Registered on CAMM NET? ☐ Yes ☐ No

Prime ☐ Sub ☐ DBE ☐

E-Mail Address: _____

Pre-Bid Conference for IFB-1-3656 OC Streetcar Bucket Truck



Agenda

- Introductions
- Key Procurement Information
- Key Procurement Dates
- Written Questions
- Required Bid Submission
- Disadvantaged Business Enterprise (DBE) Requirements
- Scope of Work
- Questions and Answers



CAMM NET Registration

Why register on CAMM NET?

<https://cammnet.octa.net/>

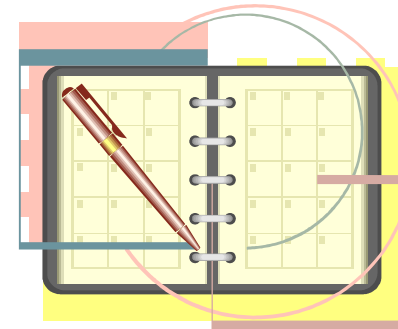
- To receive e-mail notifications of Solicitations, Addenda and Awards
- View and update your vendor profile
- Required for Award

Online Business & Networking Tools

- CAMM NET Connect
 - <https://www.facebook.com/CammnetConnect>
- Working with OCTA
 - <https://cammnet.octa.net/about-us/working/>
- Planholder's List
 - <https://cammnet.octa.net/procurements/planholders-list-selection/>
- Preliminary Bid Results
 - https://cammnet.octa.net/awards/bid_results/Default.aspx
- Disadvantaged Business Enterprise (DBE) Program
 - <https://cammnet.octa.net/dbe-accordion/>

Key Procurement Dates

- IFB Issue Date: October 5, 2021
- Questions Due: October 15, 2:00 P.M.
- OCTA Responds: October 21, 2021
- Bid Submittal Deadline: October 27, 11:00 A.M.
(time-stamp required by lobby reception)
- Board of Directors Award:
December 13, 2021
(anticipated)



Key Procurement Information

- Discussions today are non-binding, all changes via written addendum
- Addendum will be issued shortly and will contain a copy of the Pre-Bid Conference sign-in sheet.
- Award based on prime-sub relationship, not joint ventures
- Contract Type: Firm Fixed Price (lump sum)
- Award Type: Lowest, Responsible, Responsive Bid
- Single Contract Award
- Funded with Federal Transit Administration funds
- DBE goal is 0%

Key Procurement Information

- Authority reserves the right to:
 - accept or reject any and all bids, or any item or part thereof, or to waive any informalities or irregularities in bids;
 - withdraw or cancel the IFB at any time without prior written notice;
 - issue a new IFB for the project;
 - postpone bid opening for its own convenience;
 - investigate the qualifications of any bidder and/or require additional evidence of qualifications to perform the work
- Bids received are considered public information and are not to be copyrighted

Written Questions

- Written Question Deadline: October 15, 2021, 5:00 P.M.
- All requests must be in writing and submitted to:
Carla Shaffer, Senior Contract Administrator
E-mail: cshaffer@octa.net

Written Questions

- All requests must be clearly labeled “Written Questions”
- All changes to procurement document will be by written addenda only.
- Verbal discussions today are non-binding
- Addenda will be issued via CAMM NET

Bid Document Submission Checklist

- A Bid Document Submission Checklist is included which is a list of all documents required to be submitted with the bid.
- Documents must be complete, fully executed, notarized where appropriate as required in the bid documents in order to render the bid responsive.

Required Bid Submission

☐ Bid Form

- in its entirety (all pages 1 and 2), all information completed
- acknowledgement of all addenda
- signed, dated, corporate seal

Documentation and Certifications

- Three items as listed

Required Bid Submission

☐ **Information Required of Bidder**

- provide all information requested
- signature to certify information is true and correct

☐ **Bidders Certificate of Compliance Regarding Workers Compensation Insurance**

- signed and dated

☐ **Bidders Certificate of Compliance Regarding State of California Business and Professions Code Section 7028.15**

- signed, dated, notarized

Required Bid Submission

☐ **List of Subcontractors (Exhibit F)**

- all subcontractors that will provide ½ of 1% of the bid amount
- Description of work (one subcontractor for each portion)
- Dollar amount
- Type (not used)
- Bidders name at bottom of Form

Required Bid Submission

☐ **Status of Past and Present Contracts Form**

- signature to affirm information is true and correct/date
- if no information to report then mark as “none”, sign and date

☐ **Non-Collusion Declaration**

- signature required to certify non collusion/ date

☐ **DBE Participation Commitment Form**

- list information required for all DBE subcontractors (no minimum dollar threshold)
- for each firm submit written DBE commitment letter (include subcontract value/scope of work)
- sign and date form ; Due with bid

Required Bid Submission

☐ **Bidders List**

- list all firms that bid, propose, or quote
- due no later than 4:00 PM on the 2nd business day after the bid due date

☐ **Iran Contracting Act Certification (Bids over \$1,000,000 only)**

- certify with signature and date
- sign and date only one option (#1 or #2)

Required Bid Submission

☐ **Bidders Certificate Regarding “Buy America” requirements for Steel, Iron, or Manufactured Products**

- select and sign and date only one option, “comply” or “cannot comply”

☐ **Certification of Restrictions on Lobbying**

- certify compliance with signature and date

☐ **Disclosure of Lobbying Activities**

- report lobbying activities (if any)

- if None, state “None or “NA” on form and, sign, date, and submit with bid

DBE Requirements and Forms Overview

IFB 1-3656

OC Streetcar Bucket Truck

Conditions of Responsiveness

The Authority is utilizing Federal funds toward this project and as a condition of receiving such funds, are required to implement the DOT Disadvantaged Business Enterprise (DBE) Program Plan, based on U.S. DOT, 49 CFR, Part 26 requirements.

Conditions of Responsiveness

The following conditions must be met for responsiveness:

- Timely submission of “Exhibit C-1 DBE Participation Commitment Form.” This form should identify all DBE firms proposed to participate in the project regardless of tier.
- Timely submission of “DBE Letter of Acknowledgement and Commitment” from each proposed DBE, completed in its entirety and signed.
- Timely submission of “Exhibit C-2” Bidders List”

DBE Required Forms Checklist

REQUIRED	FORM NAME	<u>DUE DATE</u>	CONFIRM BEFORE SUBMITTING
YES	Exhibit C-1 DBE Participation Commitment Form	Required to be submitted with bid, on bid due date	<ul style="list-style-type: none"> • Are all firms DBE certified through CUCP? • Are NAICS/WCC codes applicable to proposed scopes? • Are my totals and listed percentages correctly calculated? • If you are not utilizing a DBE Firm, did you complete the form and mark the section for Required DBE Commitment Information “Not Applicable”? • Did you sign the form?
YES	DBE Letter of Acknowledgement and Commitment	Required no later than 4:00 p.m. on the 2nd business day after the bid due date	<ul style="list-style-type: none"> • Have I submitted a DBE Letter of Acknowledgement for each proposed DBE on the “Exhibit C-1 DBE Participation Commitment Form”? • Is it signed? • Does it match the “Exhibit C-1 DBE Participation Commitment Form” exactly?
YES	Exhibit C-2 Bidders List	Required no later than 4:00 p.m. on the 2 nd business day after the bid due date	<ul style="list-style-type: none"> • Does it include all firms who submitted a bid/quote, DBE and not DBE?

If an “Exhibit C-1 DBE Participation Commitment Form” is not submitted with the bid, you will be found non-responsive.

“DBE Participation Commitment Form”



IFB X-XXXX
EXHIBIT E-1

DBE PARTICIPATION COMMITMENT FORM

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID AS A CONDITION OF DBE RESPONSIVENESS

NOTE: Refer to instructions on the reverse side of this form.

Bidder to Complete this Section					
1. IFB No.: 1-2345					
2. Project Name/Description: Example Project					
3. Prime Bidder Name: ABC Sample Construction Company					
4. Contract DBE Goal %: 16%					
5. Bidder's Total Bid Price: \$5,500,000.00					
Required DBE Commitment Information					
6. DBE Firm (Name and Address)	7. DBE Certification Number	8. Description of Scope of Services/Work	9. Bid Item (#)	10. Dollar Value (\$) of Participation	11. Dollar Value (\$) of Eligible DBE Participation/ Commitment
Sample Construction Supply 1234 1st Street Santa Ana, CA 92705	CUCP #12345	Supply Rebar	1256.01 2304.02 2541.01	\$240,000.00	\$144,000.00
ABC Sample Construction Contractors 555 N. West St. Santa Ana, CA, 92705	CUCP # 54321	Structural Steel for West Parking Structure	5403.01	\$378,000.00	\$378,000.00
Transportation Sample Contractors 541 3rd St. Santa Ana, CA 92705	CUCP #4567	Coordinate and Facilitate Trucking for on haul/off haul of dirt and other native materials	4215.03 1567.01 2275.04	\$160,000.00	\$16,000.00
Independent Sample Trucking 6543 4th St. Santa Ana, CA 92705	CUCP #4311	Trucking of Contaminated Soil – Owner Operator	6482.04 1567.01 3353.02	\$80,000.00	\$80,000.00
Electrical Sample Contractor 1111 East Ave. Santa Ana, CA 92705	CUCP# 4455	Supply of conduit, wiring, controls, receptacles, and lighting	4311.05 4788.02 4811.01	\$120,000.00	\$72,000.00
Roadway Sample Contractor 54321 Unknown Rd. Santa Ana, CA 92705	CUCP #4321	Asphalt Concrete for South Parking area and West Entry	1567.01 2275.04 2234.02	\$198,000.00	\$198,000.00
Note: As a condition of responsiveness, the bidder is required to submit with the Bid a written confirmation signed and dated from each DBE listed in Column 6 acknowledging that the DBE is participating in the contract for the specified dollar value (\$) and scope of work.				12. Total Dollar Value (\$) of Eligible DBE Participation \$ 870,000.00	
				13. Eligible DBE Participation Represented as a Percentage (%) of Bidder's Total Bid Price 16.14 %	
Bidder Assurance: The bidder certifies that information on this form is complete and accurate, that it has verified the listed DBE(s) certification status and is only crediting eligible DBE participation towards meeting the contract DBE goal.					
Sample Name		Signature		President	
14. Preparer's Name (Print)		15. Preparer's Signature		16. Preparer's Title	
1/1/2021		(555) 555-5555		someemail@email.com	
17. Date		18. Telephone No.		19. Email Address	

- All areas must be properly completed.
- Ensure total bid amount is listed on line 5 including any allowances and/or options.
- Ensure the DBE certification number in Box 7 is the DBE's certification number through the CUCP.
- Ensure **total** contract value of DBE Participation is entered in Box 10.
- Only count a DBE firm's eligible participation in Box 11 (e.g. 60% credit as a supplier, only count mark up fees for brokers or facilitation of supply).
- Box 12 should equal the sum of the values listed in in Box 11.
- Ensure the percentage of eligible participation in Box 13 is calculated against the total bid amount including any allowances and options.



Counting DBE Participation



DBE
Subcontractor/
Subconsultant -
DBE provides a
bonafide Service



DBE
Supplier:
Materials or
supplies obtained
from a
DBE
Regular
Dealer



DBE
Manufacturer:
Materials or
supplies obtained
from a DBE
Manufacturer



DBE Brokers
receive DBE
credit for Fees
and commissions
if determined to
be within
industry standard.



DBE Truckers: All transportation provided
by DBE Trucking Firms can be counted
toward the DBE goal

DBE must own and operate at least one
truck used on the contract

DBE leasing trucks from other DBEs –
100% counts toward DBE goal

DBE leasing trucks from non-DBE firm
without DBE drivers – only fees and
commissions counted toward DBE goal


Conditions of Responsiveness (*Cont*)

- **At time of bid submission**, DBEs must possess a valid DBE Certification from the California Unified Certification Program (CUCP) (<https://dot.ca.gov/programs/civil-rights/dbe-search>).
- A firm's participation is only eligible to count towards DBE credit in the work code category (WCC) or the North American Industry Classification System (NAICS) codes contained within their CUCP DBE Profile:

DBE NAICS	541611, 541620, 541910,
ACDBE NAICS	
Work Codes	C8713 CONSULTANT, ENVIRONMENTAL; I8750 Market Research & FOCUS Groups; C8700 CONSULTANT, NON-ENGINEERING;
Licenses	
Trucks	
Gender	F
Ethnicity	HISPANIC
Firm Type	DBE

- Services subcontracted by DBE firms to non-DBE firms may not be credited towards DBE participation.

“DBE Letter of Acknowledgement and Commitment”



IFB X-XXXX

DBE LETTER OF ACKNOWLEDGMENT AND COMMITMENT

IFB NO.: _____

Project Name/Description: _____

Bidder: _____

DBE Commitment Information

(A) Description of work to be performed by DBE firm (include bid item number on the DBE Participation Commitment Form as applicable):

(B) Dollar value of this work \$ _____

DBE ACKNOWLEDGMENT*

I acknowledge that my firm has been listed by the Bidder named above, and is committed, to perform the scope and portion of work (A and B) stated above.

DBE Firm's Name: _____

Name: _____

Signature: _____

Title: _____

Telephone: _____

*If the bidder does not receive award of the prime contract, any and all representations in this letter of Acknowledgment and Commitment shall be null and void.

This form may be used to fulfill the DBE Participation Commitment Letter requirement as stated in the IFB instructing that the "Bidder shall also submit, for each DBE to perform under this contract, a written confirmation from the DBE acknowledging that it is participating in the contract for a specified value, including the corresponding scope of work." A quote, bid or written confirmation signed and dated, in lieu of this form, is also acceptable from the DBE firm.

- This Form must be submitted for each DBE firm proposed and listed on the “Exhibit C-1 DBE Participation Commitment Form”
- Form must be signed by each DBE firm
- Value listed must match the “Total” value of proposed participation listed on the “Exhibit C-1 DBE Participation Commitment Form”
- Form must be submitted no later than 4:00 p.m. on the 2nd business day after the bid due date

Bidders List

(refer to the Bidders List in the IFB)

- Bidder is required to complete and submit the DBE Exhibit C-2 form (titled Bidders List) to Authority no later than 4:00 p.m. on the 2nd business day after the bid due date.
- Bidders List is to include all firms (DBE and non-DBE) that submitted bids to act as subcontractors, suppliers or brokers, whether or not you elected to use them in your bid.

IFB 1-3656 OC Streetcar Bucket Truck

Benjamin Burns, OCTA Project Manager

DJ Baxter, Consultant at Shields|Obletz|Johnson

Project Overview and Scope of Work

- Questions?



- Reminder.... Proposals are due by 11:00 A.M. on October 27, 2021
- Please sign in
 - Hand delivered: must be time stamped at OCTA Lobby Reception
 - Public Bid Opening: Via Call in
- Please register on CAMM NET