



*AFFILIATED AGENCIES*

*Orange County  
Transit District*

*Local Transportation  
Authority*

*Service Authority for  
Freeway Emergencies*

*Consolidated Transportation  
Service Agency*

*Congestion Management  
Agency*

November 1, 2022

**SUBJECT: Request for Proposals (RFP) 2-2855 "Program Management Consultant Services for Capital Programs"**

Gentlemen/Ladies:

This letter and its Attachments comprise **Addendum No. 1** to the above captioned Request for Proposals issued by the Orange County Transportation Authority (herein after "Authority").

1. Offerors are advised that the pre-proposal conference scheduled November 3, 2022 at 9:00 a.m., can be accessed **EITHER VIA THE SKYPE LINK OR VIA TELEPHONE, USING THE BELOW INFORMATION.** All prospective Offerors are encouraged to participate in the pre-proposal conference.

## Microsoft Teams meeting

[Click here to join the meeting](#)

OR Call-in Number: 916-550-9867

Conference ID: 343 774 588#

2. Offerors are advised that a copy of the pre-proposal conference presentation is presented as Attachment A to this Addendum No. 1.
3. Offerors who plan to attend the pre-proposal conference remotely are requested to submit via email to [mthreats@octa.net](mailto:mthreats@octa.net), no later than Wednesday, November 2, 2020 at 4:00 p.m., the Pre-Proposal Conference Registration Sheet which is presented as Attachment B to this **Addendum No. 1**.

Offerors are reminded to acknowledge receipt of this **Addendum No. 1** in their Letter of Transmittal, which is to accompany the proposal. Offerors are advised that all changes addressed in this **Addendum No. 1** shall be incorporated into the final Agreement.

November 1, 2022

Page 2

Questions regarding this Addendum No. 1 should be directed to the undersigned at 714-560-5522 or [mthreats@octa.net](mailto:mthreats@octa.net)

Sincerely,

A handwritten signature in blue ink, appearing to read "Marjorie Morris Threats", with a stylized flourish at the end.

Marjorie Morris Threats  
Principal Contract Administrator  
Contracts Administration and Materials Management

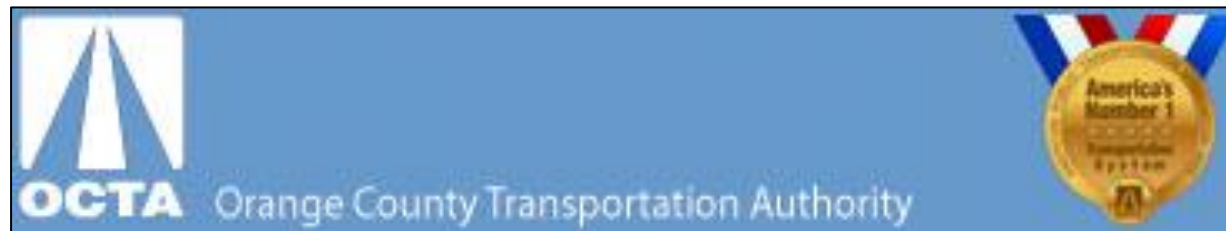
Attachments:

Attachment A: Pre-Proposal Conference Presentation

Attachment B: Pre-Proposal Conference Registration Sheet

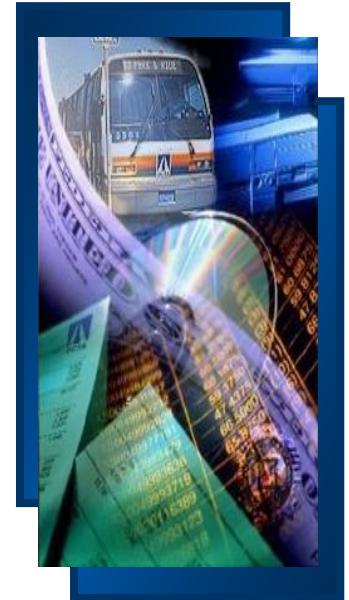
# Pre-Proposal Conference for RFP 2-2855

## Program Management Consultant Services for Capital Programs



# Agenda

- Online Business and Networking Tools
- Key Procurement Information & Dates
- Review of RFP Documents
- 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/>
- Disadvantaged Business Enterprise (DBE) Program
  - <https://cammnet.octa.net/dbe/>

# Key Procurement Dates

Written Questions Due:

November 10, 2022

OCTA Responds:

November 18, 2022

Proposals Due:

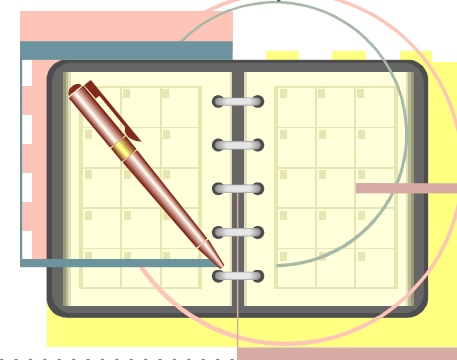
December 5, 2022, 2:00 PM

Interviews:

January 23, 2023

Board of Directors Meeting:

March 13, 2023



# Key Procurement Information

- All questions/contact with Authority staff should be directed to the assigned Principal Contract Administrator, Marjorie Morris-Threats
- Next Addendum will contain a copy of the Pre-Proposal sign-in sheet
- Award based on prime-sub relationship, not joint ventures
- Contract term is for five years
- Funded with Federal Highway Administration (FHWA) Funds
- DBE participation goal is 17%



# Guidelines for Written Questions

- Questions must be submitted directly to Marjorie Morris-Threats Principal Contract Administrator, in writing, by: **November 10, 2022, 5:00 p.m.**
- E-mail recommended: [mthreats@octa.net](mailto:mthreats@octa.net)
- Any changes Authority makes to procurement documents will be by written Addenda only
- Addenda will be issued via CAMM NET
- Today's Verbal discussions today are non-binding

Next...  
Proposal Instructions

Followed by...  
Review of DBE Information

Followed by...  
Review of Scope of Work

# Proposal Submittal Instructions

(Refer to RFP Section I, pp. 1-8)

- Proposals are due by 2:00 p.m., **December 5, 2022**
- Proposals must be submitted to the address specified in the RFP.
- Proposals received after the date and time specified will be rejected and returned to Offeror unopened.

# Proposal Submittal Instructions (continued)

(Refer to RFP Section I, page 5)

- Authority has the right to:
  - accept or reject any and all proposals;
  - withdraw or cancel the RFP;
  - postpone proposal opening for its own convenience.
- Proposals received are considered public information
- Proposals are not to be copyrighted

# Proposal Content

(Refer to Section II, pp. 9-16)

- Letter of Transmittal
- Technical Proposal
  - a) Qualifications, related experience and references of Offeror
  - b) Proposed staffing and project organization
  - c) Work plan
  - d) Exceptions / Deviations (Technical vs. Contractual)

# Proposal Content (continued)

(Refer to Section II, pp 14)

- Cost and Price Proposal
  - Only technical qualifications are to be submitted at this time
  - No cost/price information is to be submitted
  - Only highest ranked Offeror will be asked to submit a detailed cost proposal
  - Negotiations will commence based on both the cost and technical proposals

# Proposal Content (continued)

(Refer to Section II, pp. 14-16)

## **Forms:**

- Exhibit C – Campaign Contribution Disclosure Form
- Exhibit D – Status of Past and Present Contracts
- Exhibit E – DBE Forms
- Exhibit F – Restrictions on Lobbying
- Exhibit G – Safety Specifications (not submitted with proposal)
- Exhibit H – Certification of Indirect Costs and Financial Management System
- Exhibit I – Proposal Exceptions and/or Deviations

*Note: Forms excluded from 50-page proposal limit.*

# Evaluation and Award

(Refer to Section III, pp 17-20)

- All proposals, timely received, will be evaluated using the following evaluation criteria:

Qualifications of the firm	35%
Staffing and project organization	40%
Work plan	25%

- Evaluation Committee comprised of internal OCTA staff and external members



# Evaluation and Award (continued)

- “Short-Listed” firms will be invited to interview
- Interviews are scheduled for **January 23, 2023**
- Offerors are requested to keep this date available

# Award

- Award Process

- Evaluation Committee will select highest ranking Offeror for to the Regional Planning and Highways (RP&H) Committee
- RP&H Committee makes recommendation to the Board of Directors (BOD)
- BOD may accept/reject staff and Board Committee's recommendation
- All firms submitting a proposal will be notified of Award through CAMM NET

# Proposed Agreement

- Proposed Agreement
  - Please review the Proposed Agreement (Exhibit B) so you are aware of the contractual requirements of the solicitation
- Exceptions
  - Any exceptions/deviations must be identified in Exhibit I – Proposal Exceptions and/or Deviations Form and submitted with the proposal



# Proposed Agreement

- Offerors are encouraged to review:
  - Article 3 – Scope of Work
  - Article 4 – Term of Agreement
  - Article 5 – Allowable Costs and Payment (Firm Fixed Price)
  - Article 7 – Maximum Obligation
  - Article 10 – Insurance
  - Article 30 – DBE Contract Provisions
  - Article 32 – Conflict of Interest

# DBE Requirements and Forms Overview

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Laura Foster  
DBE Specialist

# Conditions of Responsiveness

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

# Demonstration of Responsiveness

**In order to demonstrate responsiveness, Proposers must:**

Meet the 17% DBE contract-specific goal by proposing sufficient DBE participation (with certified **DBE** firms)

**OR**

Demonstrate good faith efforts were undertaken to achieve the DBE goal.

# Conditions of Responsiveness

## **The following conditions must be met for responsiveness:**

- Timely submission of “Exhibit E-1” - Consultant Proposal DBE Commitment Form (Caltrans Form 10-O1). 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 “Bidders List”
- Timely Submission of “DBE Information - Good Faith Efforts” form (if the proposer did not meet or obtain enough DBE participation to meet the 17% goal)



# DBE Required Forms Checklist

REQUIRED	FORM NAME	<u>DUE DATE</u>	CONFIRM BEFORE SUBMITTING
YES	<b>Exhibit E-1 Consultant Proposal DBE Commitment Form (10-O1)</b>	Required to be submitted with proposal, on proposal due date	<ul style="list-style-type: none"> <li>Are all firms <b>DBE certified</b> through CUCP?</li> <li>Are NAICS/WCC codes applicable to proposed scopes?</li> <li>Are my totals and listed percentages correctly calculated?</li> </ul>
YES	<b>Exhibit E-2 DBE Letter of Acknowledgement and Commitment</b>	Required no later than 4:00 p.m. on the 2nd business day after the proposal due date	<ul style="list-style-type: none"> <li>Have I submitted a DBE Letter of Acknowledgement for each proposed DBE on the “Exhibit E-1 Consultant Proposal DBE Commitment” form ?</li> <li>Is it signed?</li> <li>Does it match the “Exhibit E-1 Consultant Proposal DBE Commitment” form?</li> </ul>
If DBE goal not met.	<b>Exhibit E-3 DBE Information – Good Faith Efforts</b>	Required no later than 4:00 p.m. on the 2 <sup>nd</sup> business day after the proposal due date	<ul style="list-style-type: none"> <li>Have I reviewed all examples provided in this power point?</li> <li>Have I reviewed the GFE Toolkit and CUCP Database DBE Search Instructional Guides on OCTA’s website?</li> <li>Have all statements and efforts been documented?</li> </ul>
YES	<b>Exhibit E-4 Bidders List</b>	Required no later than 4:00 p.m. on the 2 <sup>nd</sup> business day after the proposal due date	<ul style="list-style-type: none"> <li>Does it include all firms who submitted a bid/quote/proposal, DBE and not DBE?</li> <li>Are any DBE firms listed who I have not proposed to utilize or did not list in item C of my good faith efforts?</li> </ul>

**If an “Exhibit E-1 Consultant Proposal DBE Commitment” form is not submitted with the proposal, your firm will be found non-responsive.**

Please Note: OCTA recommends submission of Exhibit E-3 even when submitting an Exhibit E-1 that appears to meet the goal, as noted within Exhibit E-3 instructions: *Although not required, proposer should submit the following information even if the “DBE Participation Commitment Form” indicates that the proposer has met the DBE goal. This will protect the proposer’s eligibility for award of the contract if Authority determines that the proposer failed to meet the goal for various reasons, e.g., a DBE firm was not certified at proposal submission, is not certified in the scope of work, or the proposer made a mathematical error.*

# “Exhibit E-1 Consultant Proposal DBE Participation Commitment” Form

Local Assistance Procedures Manual RFP 2-2855 Exhibit E-1 Consultant Proposal DBE Commitment

Reset Form

EXHIBIT 10-01 CONSULTANT PROPOSAL DBE COMMITMENT

1. Local Agency: Orange County Transportation Authority 2. Contract DBE Goal: 10%

3. Project Description: Preparation of Plans, Specifications, and Estimates for State Route 57 Northbound Improvement Project Between Orangewood Avenue and Katella Avenue

4. Project Location: Orange, CA

5. Consultant's Name: ABC Sample Management Services 6. Prime Certified DBE: ☐

7. Description of Work, Service, or Materials Supplied	8. DBE Certification Number	9. DBE Contact Information	10. DBE %
Community Outreach, Stakeholder Engagement	CUCP # 1234	John Doe (555) 555-5555 Sample Outreach Services 1234 1st Street Santa Ana, CA 92705	2%
Provide Spanish Translations for Community Outreach Website	CUCP # 4321	Jane Doe (555) 555-5555 ABC Sample Translation Services 555 N. Main St., Santa Ana, CA 92701	1%
Supply Desks and Chairs for Facility Call Center	CUCP # 4567	Sam Jones (555) 555-5555 Sample Office Supplies 567 1st St., Santa Ana, CA 92701	10% x 60% = 6%
Traffic Engineering and Design	CUCP# 4311	Paul Brown (555) 555-5555 Independent Sample Design and Engineering 8901 1st St., Santa Ana, CA 92705	7%

Local Agency to Complete this Section

17. Local Agency Contract Number: \_\_\_\_\_

18. Federal-Aid Project Number: \_\_\_\_\_

19. Proposed Contract Execution Date: \_\_\_\_\_

20. Consultant's Ranking after Evaluation: \_\_\_\_\_

Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.

11. TOTAL CLAIMED DBE PARTICIPATION 16.00 %

IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.

12. Preparer's Signature \_\_\_\_\_ 13. Date 01/01/2021

14. Preparer's Name Sample Name 15. Phone 555-555-5555

16. Preparer's Title Sample Title

DISTRIBUTION: Original – Included with consultant's proposal to local agency.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

LPP 18-01 Page 1 of 2 January 2019

- All areas must be properly completed.
- If proposing as a DBE Prime click “Prime Certified DBE” in the upper right side of the Form and list yourselves in the DBE Contract Information Section (Boxes 7, 8 , 9 & 10)
- Ensure the DBE certification number in Box 8 is the DBE firms CUCP certification number.
- Only count a DBE firm’s eligible participation in Box 10 (e.g. 60% credit as a supplier, only count mark up fees for brokers or facilitation of supply).
- It is the Prime’s responsibility to determine if a firm is working as a supplier or a broker to calculate the eligible participation.
- Box 11 should only reflect the eligible portion of DBE participation and equal the sum of the values listed in in Box 10.
- Ensure the percentage of eligible participation in Box 11 is calculated against the total cost proposal including any allowances and options.

# Counting DBE Participation



**DBE Subcontractor/ Subconsultant** -DBE provides a bonafide Service

**DBE Manufacturer:**  
Materials or supplies obtained from a DBE Manufacturer



**DBE Supplier:**  
Materials or supplies obtained from a DBE Regular Dealer. Supplier NAICSs does not confirm they are acting as a supplier, this is confirmed on a per-project basis.



**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 proposal 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”



RFP 2-2855  
Exhibit E-2

## DBE LETTER OF ACKNOWLEDGMENT AND COMMITMENT

1. RFP NO.: \_\_\_\_\_
2. Project Name/Description: \_\_\_\_\_
3. Offeror: \_\_\_\_\_
4. 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) Percentage of work to be performed \_\_\_\_\_ (For Architectural & Engineering Services Proposals)

OR

Dollar value of work to be performed \$ \_\_\_\_\_ (For Professional Services Proposals)

### 5. DBE ACKNOWLEDGMENT\*

I acknowledge that my firm has been listed by the Offeror 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 offeror 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 RFP instructing that the "the offeror is required to submit with the proposal a DBE Letter of Acknowledgment and Commitment signed and dated from each DBE acknowledging that the DBE is participating in the contract for the specified value and scope of work."

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





# Good Faith Efforts (GFE) Requirements

- Proposer must demonstrate REAL and SUBSTANTIVE Efforts
- Proposer must have undertaken all necessary and reasonable steps to achieve the DBE goal that by their scope, intensity, and appropriateness to the objective of meeting the goal could reasonably be expected to obtain sufficient DBE Participation.
- Authority will consider the quality, quantity, and intensity of the different kinds of efforts undertaken by Proposer.
- Authority will examine GFE made by other Proposers, for the same solicitation, for comparison.
- A GFE Toolkit is available on CAMMNET for additional guidance.  
<https://cammnet.octa.net/dbe/files/GFE%20Toolkit.pdf>

# Good Faith Efforts (GFE) Requirements

## RFP EXHIBIT E, Section 4.2 “DBE Information - Good Faith Efforts” (Exhibit E-3)

If the offeror has met the DBE goal based on the participation of DBEs listed on the offeror’s “Consultant Proposal DBE Commitment Form 10-O1”, it is at the offeror’s discretion (i.e. this is not mandatory) to submit “DBE Information – Good Faith Efforts,” form.

*However, the submission of good faith efforts documentation can protect the offeror’s eligibility for award of the contract if the Authority determines that the offeror failed to meet the goal for various reasons (e.g., a DBE firm was not certified at proposal submission, not certified in the scope of work assigned, or the offeror made a mathematical error).*

Submittal of only the “DBE Information – Good Faith Efforts,” form may not provide sufficient documentation to demonstrate that adequate good faith efforts were made; therefore, the offeror is encouraged to attach additional information and supporting documents as necessary.

# Requirements for Good Faith Efforts (GFE) When Goal Not Met

*(refer to the DBE Information-Good Faith Efforts form in the RFP)*

## A. Items of Work the Proposer Made Available to DBE Firms;

The percentage of work made available should exceed the DBE contract goal

- The scopes of work made available should match what was listed on the proposer's Request for Proposal, Advertisement and solicitation e-mails
- Proposer should unbundle larger scope items to facilitate DBE participation.



# Requirements for Good Faith Efforts (GFE) When Goal Not Met

## B. Solicitation Effort Documentation;

- A reasonable amount of DBEs must be solicited from the available firms per scope area (NAICS/WCC) made available. If OCTA's DBE Listing includes 300 DBE firms in a NAICS or WCC category, contacting 50 firms would not demonstrate an adequate good faith effort in this GFE area.
- Proposer to ensure they are conducting accurate searches, CUCP Database DBE Search Instructional Guides are available on the Authority's website: <https://cammnet.octa.net/dbe/>
- If Proposer prepares a summary sheet of written solicitations that occurred, evidence of the individual solicitations should be submitted with the summary sheet. A summary sheet and a template of the solicitation language does not demonstrate adequate GFE unless the individual solicitations are also submitted.
- Call logs must include type date, time and who was spoken to and results of the communication (e.g. interested, proposing, not proposing).

# Requirements for Good Faith Efforts (GFE) When Goal Not Met

## **B. Solicitation Effort Documentation (continued):**

- Proposers should solicit firms at a minimum no later than 14 calendar days prior to the Authority's proposal due date and follow up to the solicitations should allow DBE firms reasonable time to respond.
- If a firm was contacted and identified to be interested or if no response was yet received, call-log or e-mail documentation must be included to show a timely follow-up was made.
- Proposer must include within their GFE documentation efforts to identify correct numbers or e-mails if numbers were out of service or e-mails were returned.
- DBE firms solicited must be advised if the original proposal due date has been extended.

# Requirements for Good Faith Efforts (GFE) When Goal Not Met

## **C. Rejected DBE Proposal Documentation;**

- Proposer MUST include quote(s) from rejected DBE firm(s), the quote from the firm selected for the work AND an explanation of why the selected firm was chosen over the rejected DBE.
- If the reason for rejection was “price” the quotes must be “like” in comparison? If the DBE was offered proposal items 1-5 and Non-DBE firm was offered proposal items 1-20, they may have an ability to offer a lower rate for items 1-5 as they can absorb the cost in other areas. These are not “like” quotes.
- If the reason for rejection was “price“, the cost differential should be greater than 10%? If not, it would be reasonable to conclude the proposer should have given cognizance to the goal and opted to go with the DBE.
- Proposer to provide efforts made (and documented) to communicate, clarify and/or bring rejected DBE firms on the team.

# Requirements for Good Faith Efforts (GFE) When Goal Not Met

## **D. Publication Efforts Made to Advertise the Projects to Solicit DBE Participation;**

- To demonstrate responsiveness in this area, proposer must not place publications on a media that requires a fee to view.
- Publications must be posted a minimum of 14 calendar days before the proposal due date.
- Publications must include information about the contract (location of project, contract number, proposal due date, scope of work made available and contact information.)
- If the proposal due date is extended, publication should be re-run to ensure potential proposers are also notified.

# Requirements for Good Faith Efforts (GFE) When Goal Not Met

## **E. Agencies, Organizations, or Groups Contacted to Provide Assistance in Contracting, Recruiting, and Using DBEs;**

- Proposer must reach out to local Agencies, Chambers or Minority Associations and submit documentation of these efforts.
- If assistance was provided by an agency, organization and/or group, the proposer must show they have utilized or followed-up with the assistance provided.

Examples:

District 12, District Local Assistance Engineer: Tifini Tran at (949) 756-7805 or at Tifini.Tran@dot.ca.gov

District Small Business Liaisons (DSBL): Brian G. Walsh, DSBL #12 (949) 724-2332, Brian.G.Walsh@dot.ca.gov.

California Construction Contracting Program (CCCP): Peg Bergmann, Project Director, at (916) 445-3512 or at peg\_bergmann@dot.ca.gov.

SCORE Orange County

List of California Chambers by County: <http://advocacy.calchamber.com/resources/local-chambers/>

Construction Management Association of America (So Cal Chapter): [www.cmaasc.org](http://www.cmaasc.org)

# Requirements for Good Faith Efforts (GFE) When Goal Not Met

## **F. Efforts to Provide Information About the Plans, Specifications, and Contract Requirements;**

- Assistance should be documented in the publication and Proposer's Requests For Proposal.
- Proposer to provide e-mails or faxes to document assistance was provided.
- Efforts should exclude supplies and equipment the DBE subconsultant purchases or leases from the prime consultant or its affiliate(s).

## **G. Assistance with Lines of Credit, Insurance, and/or other Services;**

- Assistance should be documented in the publication and Proposer's Requests For Proposal.
- Proposer to provide e-mails or faxes to document assistance was provided.
- Proposer to submit documentation of innovative measures to assist DBEs with bonding, lines of credit or insurance.
- Proposer should provide a link to the plans and specifications in their solicitation or document how plans and specifications were made available to prospective proposers by some other means.



# Requirements for Good Faith Efforts (GFE) When Goal Not Met

## H. Additional Data to Support a Demonstration of Good Faith Efforts;

- Any additional good faith efforts demonstrated that do not fall into categories A through G.
- The DBE participation commitment of the other proposers is the primary consideration for this category. The Authority will determine what the average commitment of the proposers is and if this proposer met that average. If the proposer did not meet the average, it can be reasonably assumed that their good faith efforts were not sufficient in this area.

Example:

- 1st proposer: 3% commitment
- 2nd proposer : 6% commitment
- 3rd proposer : 10% commitment

In the above scenario the average of the proposers is 6.3%, as the 1<sup>st</sup> proposer came in below the average, they did not sufficiently demonstrate good faith efforts in relation to the other proposer.

# Bidders List

*(refer to the Bidders List in the RFP)*

- Proposer is required to complete and submit the DBE Form E-4 form (titled Bidders List) to Authority no later than 4:00 p.m. on the 2<sup>nd</sup> business day after the proposal due date via email to [mthreats@octa.net](mailto:mthreats@octa.net).
- Bidders List is to include all firms (DBE and non-DBE) that submitted quotes or proposals to act as subconsultants, suppliers or brokers, whether or not you elected to use them in your proposal.



# Bidders List

RFP 2-2595  
Exhibit E-4



## Bidders List

The Department of Transportation requires the Authority to create and maintain a "Bidders List" containing information about all firms (DBE and Non-DBE) that bid, propose or quote on the Authority's DOT-assisted contracts, in accordance with 49 CFR Part 26.11. The "Bidders List" is intended to be a count of all firms that are participating, or attempting to participate, on DOT-assisted contracts, whether successful or unsuccessful in their attempt to obtain a contract. The proposer is to complete all requested information for every firm who submitted a bid, proposal or quote, including the primary proposer, and submit this information to the Authority no later than 4:00 p.m. on the 2nd business day after the Authority's proposal due date, or as otherwise specified in the solicitation. The Authority will utilize this information to assist in the Authority's DBE goal-setting process.

Prime Name and Location	Type of Work/Services/Materials Provided:	Agreement Amount	Percentage of Bid Item Sub-consulted	Consultant License No.	DBE (Y/N)	Phone:	Annual Gross Receipts
	NAICS/WCC			DIR Reg Number	DBE Certification ID	E-mail:	
Prime Proposer:							<input type="checkbox"/> Less than \$1 million
Contact Name:							<input type="checkbox"/> Less than \$5 million
Address:							<input type="checkbox"/> Less than \$10 million
							<input type="checkbox"/> Less than \$15 million
							<input type="checkbox"/> More than \$15 million
							Age of Firm: _____ yrs.

Subconsultant Name and Location	Type of Work/Services/Materials Provided:	Agreement Amount	Percentage of Bid Item Sub-consulted	Consultant License No.	DBE (Y/N)	Phone:	Annual Gross Receipts
	NAICS/WCC			DIR Reg Number	DBE Certification ID	E-mail:	
Firm Name:							<input type="checkbox"/> Less than \$1 million
Contact Name:							<input type="checkbox"/> Less than \$5 million
Address:							<input type="checkbox"/> Less than \$10 million
							<input type="checkbox"/> Less than \$15 million
							<input type="checkbox"/> More than \$15 million
							Age of Firm: _____ yrs.

# Scope of Work

Rose Casey, Director, Highway Programs  
Project Manager

Project Overview and Scope of Work

# Highway Programs Scope of Work

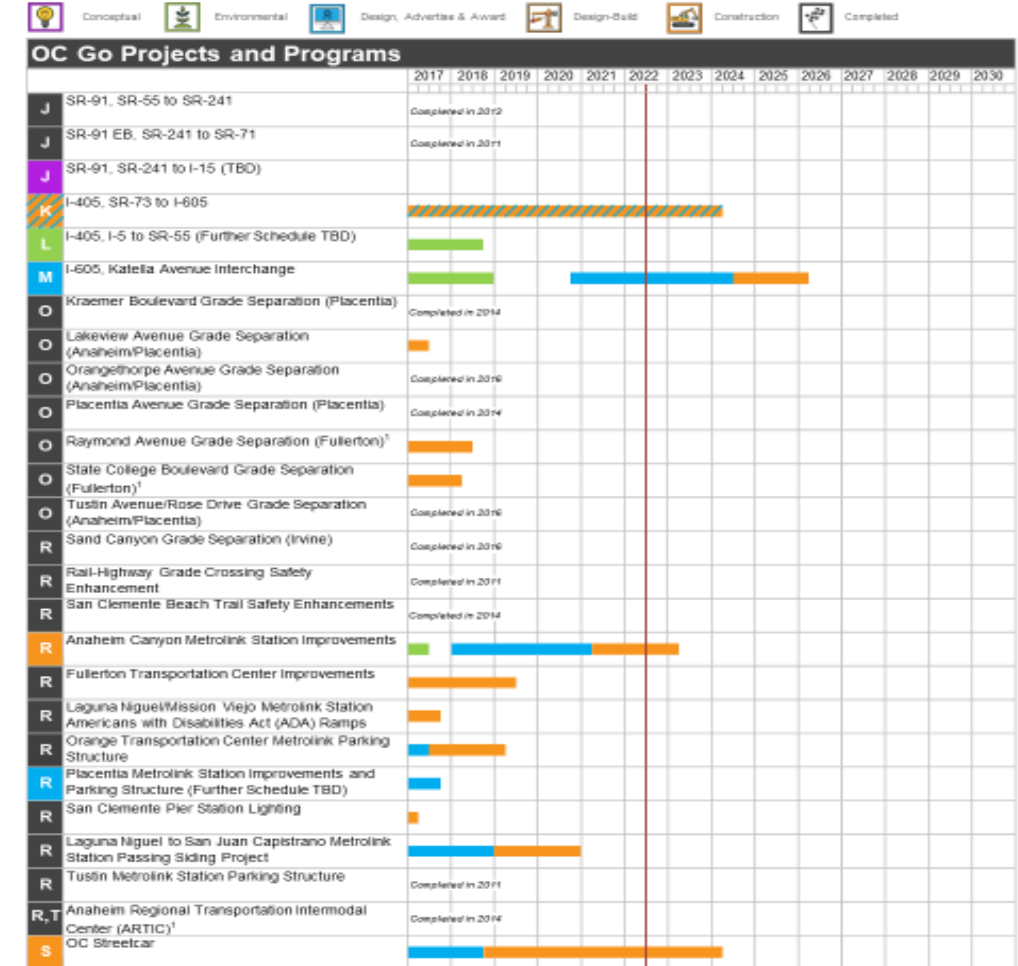
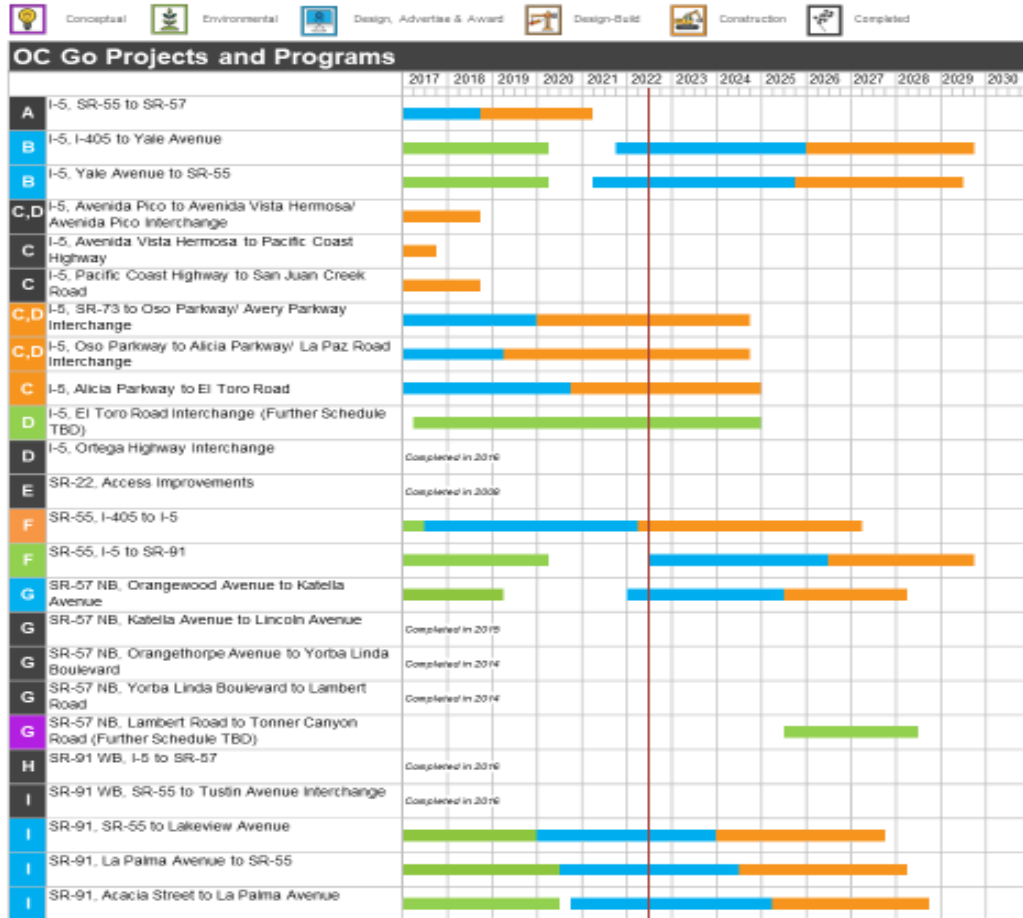
## Highway Programs Objectives

- Meet project delivery commitments: scope, cost, schedule and quality
- Meet OC Go/Measure M2 Freeway Program commitments
- Meet Next 10 Delivery Plan commitments
- Effectively manage projects in environmental, design, right of way and construction phases

# OC Go Freeway Program Map



# OC Go Projects and Programs



# Highway Programs Scope of Work

## Additional Freeway Projects:

- I-5 Improvements from County Line to Avenida Pico: environmental phase
- 91 Express Lanes improvements

# Highway Programs Scope of Work

## Potential Funding Sources for Projects

- OC Go, local, state, and federal
- Maintain compliance with funding requirements through life cycle
  - Federal Highway Administration
  - Caltrans and others
  - OC Go/Measure M2
  - 91 Express Lanes net revenues

# Highway Programs Scope of Work

## Program Management Consultant Services – General

- Program Management: Assist to deliver the Highway program of projects
  - Project controls
  - Cost estimating
  - Progress reporting
  - Quality management
- Project Management
  - Construction management
  - Agency coordination
  - Contract management
  - Funding, grant, requisition and budget support
- Technical and administrative assistance
- And others – see RFP scope of work for additional details



# Highway Programs Scope of Work

## Program Management Consultant Staffing

- Staffing
  - Project Manager (6 FTEs), including 1 focused on utility coordination
  - Part time Project Manager (1/2 FTE)
  - Project Controls Manager/Specialist (1 FTE)
  - Project Administrator (1 FTE)
- OCTA will provide temporary office space for PMC use as needed
- See RFP scope of work for additional details

# Real Property Scope of Work

- Right of way management
  - Program management
  - Project management
  - Project coordination
- PMC staffing:
  - Right of way Program/Project Managers (2 FTEs)
  - Right of way Agent (1 FTE)
  - Controls specialist (1 FTE)

# Rail Programs - Scope of Work

## Background

Orange County Transportation Authority

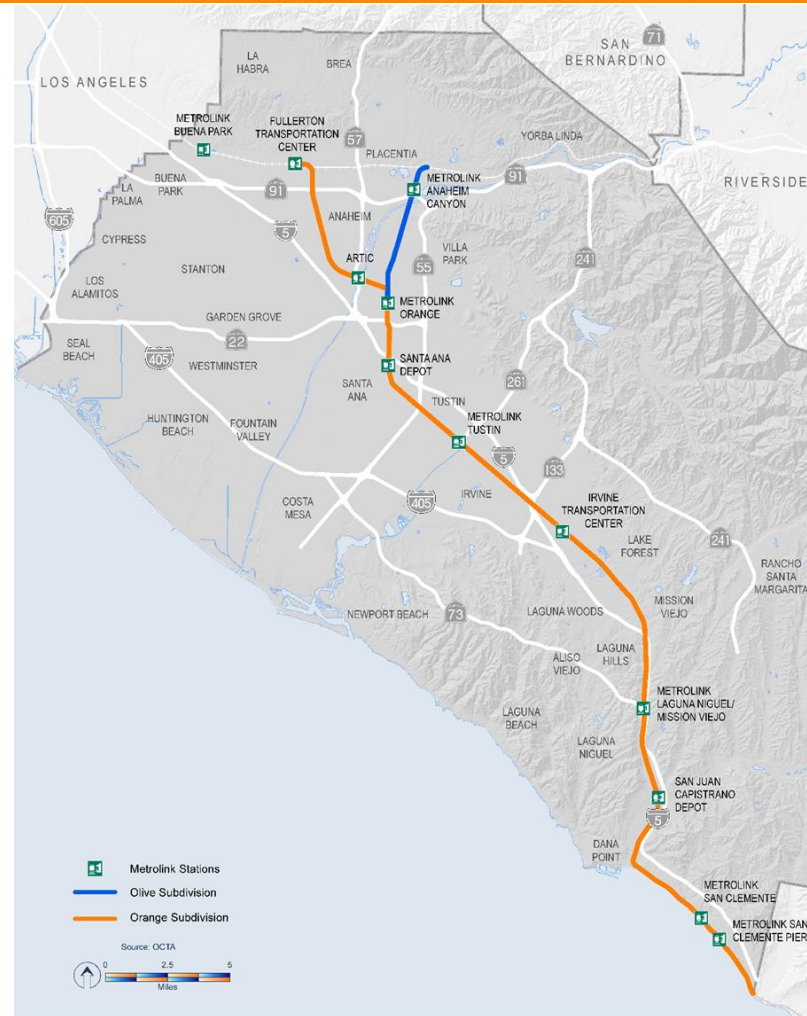
- Member of the Southern California Region Rail Authority
- Owns 47.2 miles of railroad right of way
- Trackage rights with Amtrak, BNSF, and UPRR
- 54 weekday trains, 12 stations, more than 18,000 average daily boardings
  - Orange County Line
  - IE/OC Line
  - 91/Perris Valley Line
- OCTA Rail Programs

# Rail Programs - Scope of Work

## Rail Program Objectives

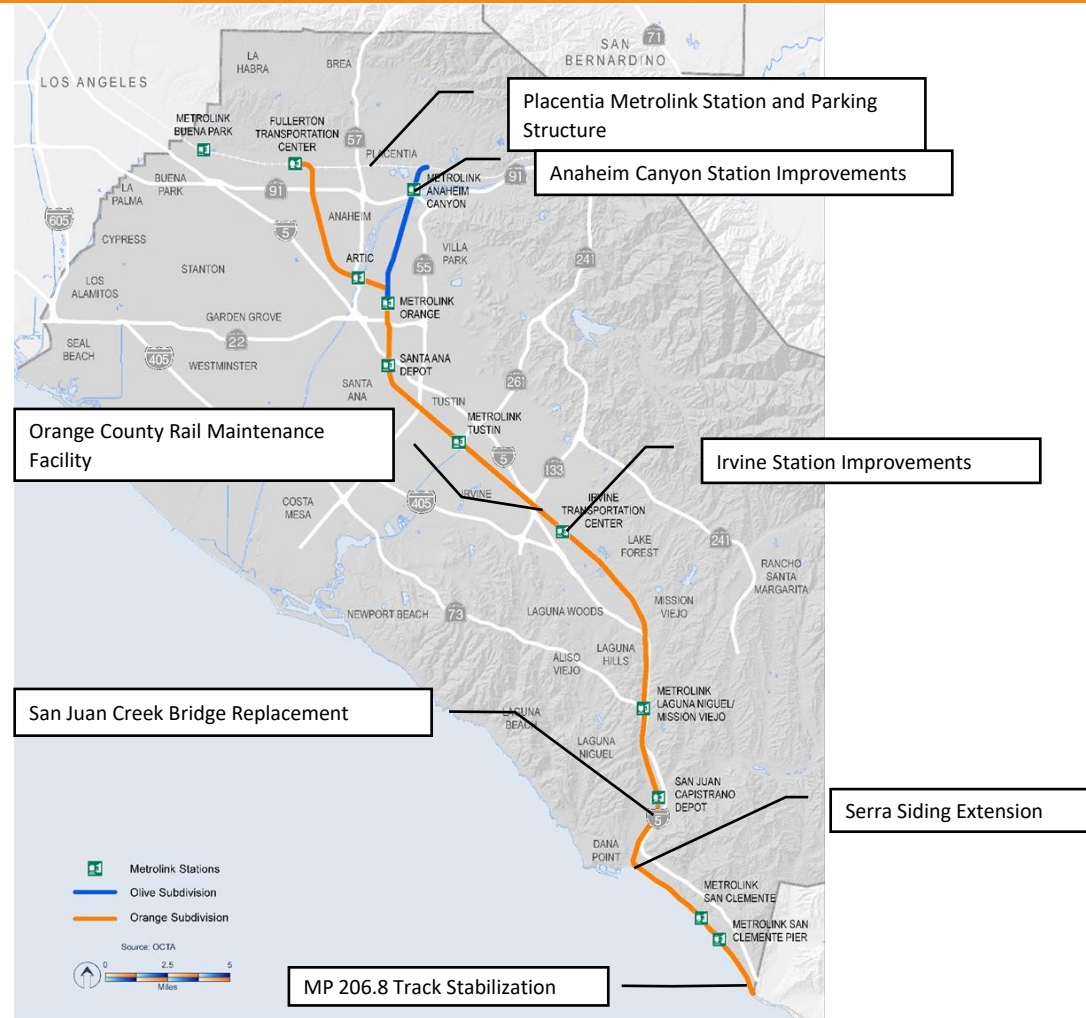
- Corridor Improvements to:
  - Sustain regional rail services
  - Improve service quality and reliability
  - Increase ridership
  - Keep Orange County moving

# Rail Programs - Scope of Work



# Rail Programs - Scope of Work

- Various locations
  - Slope Stabilization
  - Video Surveillance Systems



# Rail Programs - Scope of Work

## Potential Future Projects

- Track and signal improvements
- Grade separations
- Station rehabilitation
- and other rail improvements

# Rail Programs - Scope of Work

## Potential Funding Sources for Projects

- OC Go, state, and federal
- Maintain compliance with funding requirements through life cycle
  - Federal Transit Administration
  - Federal Railroad Administration
  - Federal Highway Administration
  - Caltrans and others
  - OC Go or Measure M2



# Rail Programs - Scope of Work

## Program Management Services – General

- Manage projects day-to-day
- Manage to deliver program of projects
- Provide document control
- Provide project controls
- Provide administrative support and contract management
- Provide design services from conceptual to preliminary engineering
- Provide environmental services to clear CEQA and NEPA
- Manage minor construction projects
- Coordination with various agencies, utilities, other railroads
- And others – see RFP scope of work for additional details

# Rail Programs - Scope of Work

## Program Management Consultant Staffing

- Staffing
  - Project Manager (1/2 FTE)
  - Project Controls (1 FTE)
  - Document Control / Contract Management / Administrative (1 FTE)
  - OCTA will provide temporary office space for PMC as needed
- As-Needed Technical Support and Oversight (1 ½ FTE)
- See RFP scope of work for additional details

# Rail Programs - Scope of Work

## OCTA Expectations

- Key staff have experience and technical background working in commuter rail projects
- Consultant team should be capable of providing technical services in all disciplines
- Consultant team should have the capacity to perform for the duration of the contract
- Assist OCTA to deliver projects on time and on budget and in compliance with all internal / external requirements
- Perform all work safely

- Questions?



- Reminder.... Proposals are due @ 2:00 pm on December 5, 2022, 2020
- Please submit a completed registration sheet
- Please register on CAMM NET

# PRE-PROPOSAL/PRE-BID CONFERENCE REGISTRATION



**OCTA** RFP #: 2-2855

Date: November 3, 2022

Title: Program Management Consultant Services for Capital Programs

**ADDENDUM 1  
ATTACHMENT B**

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1. Company Name: \_\_\_\_\_

Attendee: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

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

Prime ☐ Sub ☐ DBE ☐

E-Mail Address: \_\_\_\_\_

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2. Company Name: \_\_\_\_\_

Attendee: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

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

Prime ☐ Sub ☐ DBE ☐

E-Mail Address: \_\_\_\_\_

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3. Company Name: \_\_\_\_\_

Attendee: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

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

Prime ☐ Sub ☐ DBE ☐

E-Mail Address: \_\_\_\_\_