



March 6, 2023

**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*

**SUBJECT: Request for Proposals (RFP) 2-2860  
“Low Carbon Fuel Standard and Renewable Fuel Standard  
Programs”**

**All Offerors:**

This letter shall serve as Addendum No. 1 to the above RFP issued by the Orange County Transportation Authority (Authority). Offerors are reminded that the proposal submittal date is at or before **2:00 p.m., April 17, 2023**.

A pre-proposal conference will be held on March 7, 2023 at 10:00 a.m. **VIA TELECONFERENCE ONLY**. Prospective offerors may call-in using the following credentials:

- [Click here to join the meeting](#)
- OR Call-in Number: 916-550-9867
- Conference ID: 872 386 240#

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 [ideneau@octa.net](mailto:ideneau@octa.net) no later than 5:00 p.m., March 7, 2023.

Offerors are reminded to acknowledge receipt of this Addendum No. 1 in their transmittal letter and Exhibit B, “Price Summary Sheet.” All changes addressed in this Addendum No. 1 shall be incorporated into the final Agreement.

Questions regarding this Addendum No. 1 should be directed to the undersigned at [ideneau@octa.net](mailto:ideneau@octa.net).

Sincerely,

Iris Deneau  
Senior Contract Administrator  
Contracts Administration and Materials Management

**PRE-PROPOSAL CONFERENCE REGISTRATION****OCTA** RFP #: 2-2860

Date: March 7, 2023

Title: Low Carbon Fuel Standard and Renewable Fuel Standard Programs

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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: \_\_\_\_\_

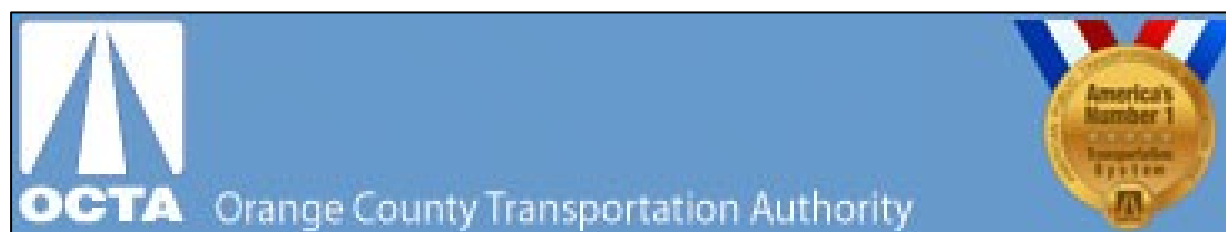
City, State Zip: \_\_\_\_\_

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

Prime ☐ Sub ☐ DBE ☐

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

# Pre-Proposal Conference for RFP 2-2860: Low Carbon Fuel Standard and Renewable Fuel Standard Programs



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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 ATTACHMENT B

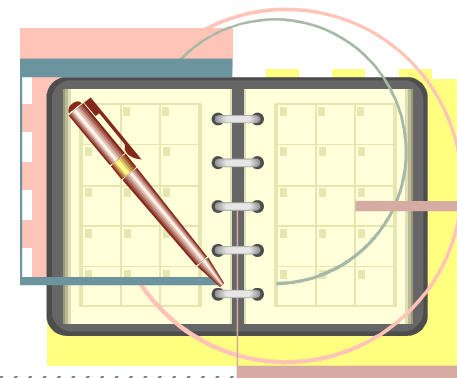
- CAMM NET Connect
  - <https://www.facebook.com/CammnetConnect>
- Working with OCTA
  - <https://cammnet.octa.net/about-us/working/>
- Planholder's List
  - <https://cammnet.octa.net/procurements/planholders-list-selection/>

- How to Submit a Responsive Proposal to an RFP
- Developing a Winning Proposal
  - Both videos available at: <https://cammnet.octa.net/vendor-training/>

# Key Procurement Dates

ATTACHMENT B

Written Questions Due:	March 13, 2023
OCTA Responds:	March 21, 2023
Proposals Due:	April 17, 2023, 2:00 PM
Interviews:	May 17, 2023
Board of Directors:	August 14, 2023





# Key Procurement Information

ATTACHMENT B

- All questions/contact with Authority staff should be directed to Iris Deneau, Senior Contract Administrator
- 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 a five-year initial term with two, two-year option terms

# Guidelines for Written Questions

ATTACHMENT B

- Questions must be submitted directly to Iris Deneau, Senior Contract Administrator, in writing, by: **March 13, 2023, 5:00 p.m.**
- E-mail recommended: [idenneau@octa.net](mailto:idenneau@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 are non-binding

Next...  
Proposal Instructions

Followed by...  
Review of Scope of Work

# Proposal Submittal Instructions

ATTACHMENT B

- Proposals are due by 2:00 p.m., April 17, 2023
- Proposals are to be submitted electronically as specified in the RFP
- The link has an upload file size limit of 80MB
- The Authority will not accept hard copy proposals for this RFP

# Proposal Submittal Instructions (continued)

ATTACHMENT B

- 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

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

## Forms:

- Exhibit D – Status of Past and Present Contracts Form
- Exhibit E – Campaign Contributions Form
- Exhibit F – Level 1 Safety Specifications (not submitted with proposal)
- Exhibit G – Proposal Exceptions and/or Deviations

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

- Cost and Price Proposal – Exhibit B
  - Offeror shall submit proposed pricing to provide services described in Exhibit A, Scope of Work
  - Offeror shall complete and sign the “Price Summary Sheet” form included with this RFP



# Evaluation and Award

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

Qualifications of the firm	20%
Staffing and project organization	20%
Work plan	30%
Cost & Price	30%

- 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 **May 17, 2023**
- Offerors are requested to keep this date available

- Award Process

- Evaluation Committee recommends highest ranking Offeror to the Finance and Administration (F&A) Committee
- The F&A Committee makes recommendation to Board of Directors (BOD)
- BOD may accept/reject staff's recommendation
- All firms submitting a proposal will be notified of award via CAMM NET

# Proposed Agreement

ATTACHMENT B

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



- Offerors are encouraged to review:
  - Article 3 - Scope of Work
  - Article 4 - Term of Agreement
  - Article 5 - Payment (Fixed percentage based on Southern California Gas Company's per-therm index price)
  - Article 6 - Maximum Obligation
  - Article 9 - Insurance

# Scope of Work

Ron Rojas  
Project Manager

Project Overview and Scope of Work

- Questions?



- Reminder.... Proposals are due @ 2:00 p.m. on April 17, 2023
- Please complete registration sheet
- Please register on CAMM NET
- Thank you for your interest in OCTA!