



AFFILIATED AGENCIES

*Orange County
Transit District*

*Local Transportation
Authority*

*Service Authority for
Freeway Emergencies*

*Consolidated Transportation
Service Agency*

*Congestion Management
Agency*

October 3, 2023

**SUBJECT: Request for Proposals (RFP) 3-2754
On-Call Construction Management and Engineering Technical
Support Services for Transit Facility Projects
Addendum No. 1**

All Offerors:

This letter and its attachments comprise **Addendum No. 1** to the above captioned RFP issued by the Orange County Transportation Authority (Authority).

1. Offerors are advised an in-person/on-site pre-proposal conference will be held on October 4, 2023, at 1:00 p.m. at the Authority's Administrative Offices, 550 South Main Street, Orange, California in Conference Room 07. All prospective offerors are encouraged to attend the pre-proposal conference.

Participation via teleconference will also be available. Prospective Offerors may join or call-in using the following credentials:

- [Microsoft Teams Meeting](#)
 - Call-in Number: 916-550-9867
 - Conference ID: 372 652 027#
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 e-mail to jmellen@octa.net, no later than Wednesday, October 4, 2023 at 5:00 pm, the Pre-Proposal Conference Registration Sheet which is presented as Attachment B to this Addendum No. 1.
 4. Offerors are advised to replace DBE Letter of Acknowledgment and Commitment, Exhibit E-2, with Attachment C to this Addendum No. 1.

October 3, 2023

Page 2

Offerors are reminded to acknowledge receipt of **Addendum No. 1** in their Letter of Transmittal, which is to accompany the proposal.

Offerors are advised all changes addressed in **Addendum No. 1** shall be incorporated into the final Agreement.

Questions regarding **Addendum No. 1** should be directed to the undersigned at 714.560.5078 or jmellen@octa.net.

Josie Mellen

Josie Mellen

Senior Contract Administrator

Contracts Administration and Materials Management

Attachments

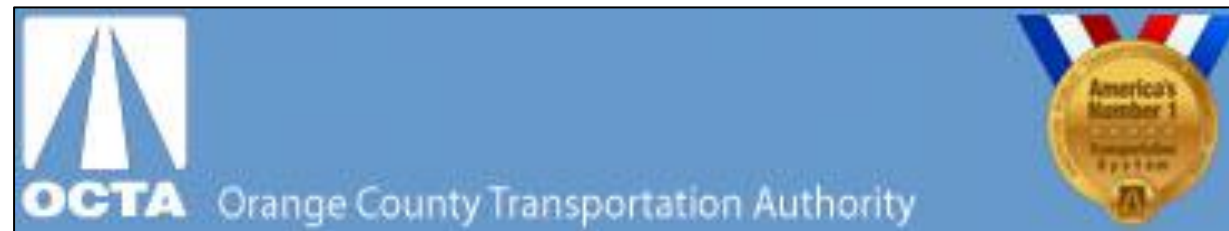
Attachment A: Pre-Bid Conference Presentation

Attachment B: Pre-Bid Conference Registration Sheet

Attachment C: DBE Letter of Acknowledgment and Commitment, Exhibit E-2

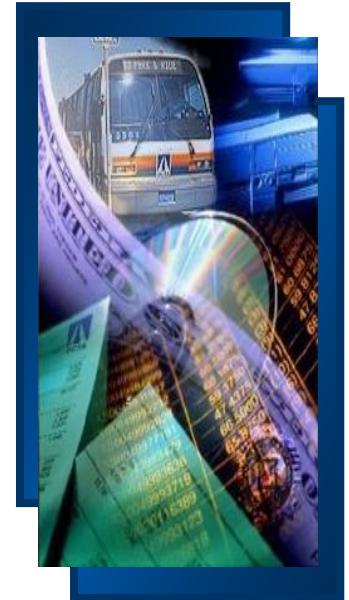
RFP 3-2754
Addendum No.1
Attachment A

Pre-Proposal Conference for RFP 3-2754: On-Call Construction Management and Engineering Technical Support Services for Transit Facility Project



Agenda

- Introductions
- Safety/Emergency Evacuation
- Online Business and Networking Tools
- Key Procurement Information & Dates
- Review of RFP Documents
- Disadvantaged Business Enterprise (DBE) Requirements
- Scope of Work
- Questions and Answer



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-accordion/>

Key Procurement Dates

Written Questions Due:

October 10, 2023

OCTA Responds:

October 16, 2023

Proposals Due:

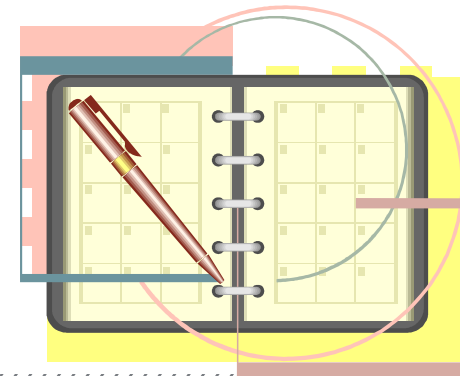
October 23, 2023, 2:00 PM

Interviews:

November 28, 2023

Board of Directors:

February 12, 2024



Key Procurement Information

- All questions/contact with Authority staff should be directed to the assigned Contract Administrator, Josie Mellen
- Next Addendum will contain a copy of the Pre-Proposal sign-in sheet and today's presentation
- Award based on prime-sub relationship, not joint ventures
- Contract term is for 3 years; with 1 two-year option
- Funded with Federal Transit Administration (FTA) funds
- DBE participation goal is 14%

Guidelines for Written Questions

- Questions must be submitted directly to Josie Mellen, Contract Administrator, in writing, by: **October 10, 2023, 5:00 p.m.**
- E-mail recommended: jmellen@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

Proposal Submittal Instructions

- Proposals are due by 2:00 p.m., October 23, 2023
- Proposals are to be submitted to the address specified in the RFP
- Submit **one (1) original and one (1) electronic copy of the proposal** sealed and clearly identified on exterior of package as specified in the RFP.
- Proposers shall also include **one (1) electronic copy** of their submittal package in PDF format on a CD, DVD, or flash drive.
- Proposal package to be clearly marked with RFP number and title

Proposal Submittal Instructions (continued)

- 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

- 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)

Cost and Price Proposal (For A&E only)

- Only technical qualifications are to be submitted at this time (only A&E)
- 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)

Forms:

- Exhibit C – Status of Past and Present Contracts
- Exhibit D – Disadvantaged Business Enterprise Forms
 - DBE Participation Commitment Form
 - Bidder's List
 - Good Faith Efforts
- Exhibit E – Certification of Restrictions on Lobbying
- Exhibit F – Level 1 Safety Specifications (not submitted with proposal)
- Exhibit G – Certification of Consultant, Commissions & Fees
- Exhibit H – Proposal Exceptions and/or Deviations

Note: Forms excluded from 50-page proposal limit.

Evaluation and Award

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

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

- 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 **November 28, 2023**
- Offerors are requested to keep this date available

Award

- Award Process

- Evaluation Committee recommends highest ranking Offeror to the Transit Committee
- Transit 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

- 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 H – Proposal Exceptions and/or Deviations Form and submitted with the



Proposed Agreement

- Offerors are encouraged to review:
 - Article 3 - Scope of Work
 - Article 4 - Term of Agreement
 - Article 5 - Payment (Time and Expense)
 - Article 7- Maximum Obligation
 - Article 10 - Insurance
-
- Article 24 - DBE Contract Provisions
 - Article 19 - Code of Conduct
 - Article 18 - Conflict of Interest/Prohibitions

DBE Requirements and Forms Overview

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 14% 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. This form should identify **all** DBE firms proposed to participate in the project regardless of tier.
- Timely submission of “Exhibit E-2 - DBE Letter of Acknowledgement and Commitment” from each proposed DBE, completed in its entirety and signed.
- Timely Submission of “Exhibit E-3 DBE Information - Good Faith Efforts” form (if the proposer did not meet or obtain enough DBE participation to meet the 14% goal)
- Timely submission of “Exhibit E-4 Bidders List”

DBE Required Forms Checklist

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

If an “Exhibit E-1 Consultant Proposal DBE Commitment” form is not submitted with the proposal, you 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



RFP 3-2754
Exhibit E-1

DBE PARTICIPATION COMMITMENT FORM

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

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

Offeror to Complete this Section				
1. RFP No.: _____				
2. Project Name/Description: _____				
3. Prime Offeror Name: _____				
4. Contract DBE Goal %: _____				
5. Offeror's Total Bid Price _____ (If applicable)				
Required DBE Commitment Information				
6. DBE Firm (Name and Address)	7. DBE Certification Number	8. Description of Scope of Services/Work	9. Dollar Value (\$) or Percent (%) of Participation	10. Dollar Value (\$) or Percent (%) of Eligible DBE Participation/Commitment
Note: As a condition of responsiveness, the offeror is required to <u>submit with the Proposal</u> a DBE Letter of Acknowledgement and Commitment signed and dated from each DBE listed in Column 6 acknowledging that the DBE is participating in the contract for the specified dollar value (\$) or percent (%) and scope of work.			11. Total Dollar Value (\$) or Percent (%) of Eligible DBE Participation: \$ _____	
The dollar and/or percentage amount and scope committed in the DBE Letter of Acknowledgement and Commitment and the dollar and/or percentage amount and scope shown on this form MUST match identically.			12. Eligible DBE Participation Represented as a Percentage (%) of Offeror's Total Proposal Price _____ %	
Offeror Assurance: The offeror 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.				
13. Preparer's Name (Print) _____		14. Preparer's Signature _____		15. Preparer's Title _____
16. Date _____		17. Telephone No. _____		18. Email Address _____

- All areas must be properly completed.
- If proposing as a DBE Prime specify “Prime Certified DBE” in section 3 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.

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 3-2754
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 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-2 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-2 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-3 “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”, 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, 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

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 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).
- 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.

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 to document assistance was provided.
- Proposer to submit documentation of innovative measures to assist DBEs with bonding, lines of credit or insurance.

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: 10% commitment
- 2nd proposer : 14% commitment
- 3rd proposer : 18% commitment

In the above scenario the average of the proposers is 14%, as the 1st 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 2nd business day after the proposal due date via email to jmellen@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 3-2754
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, proposal 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 offeror is to complete all requested information for every firm who submitted a bid, proposal or quote, including the primary offeror, 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: NAICS/WCC	Agreement Amount	Percentage of Bid Item Sub-consulted	Consultant License No.	DBE (Y/N)	Phone:	Annual Gross Receipts
	DIR Reg Number			DBE Certification ID	E-mail:		
Prime Offeror:							<input type="checkbox"/> Less than \$1 million
							<input type="checkbox"/> Less than \$5 million
Contact Name:							<input type="checkbox"/> Less than \$10 million
Address:							<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: NAICS/WCC	Agreement Amount	Percentage of Bid Item Sub-consulted	Consultant License No.	DBE (Y/N)	Phone:	Annual Gross Receipts
	DIR Reg Number			DBE Certification ID	E-mail:		
Firm Name:							<input type="checkbox"/> Less than \$1 million
							<input type="checkbox"/> Less than \$5 million
Contact Name:							<input type="checkbox"/> Less than \$10 million
Address:							<input type="checkbox"/> Less than \$15 million
							<input type="checkbox"/> More than \$15 million
							Age of Firm: _____yrs.

Scope of Work

Nhatran Do
Sr. Project Manager

Project Overview and Scope of Work

Scope of Work

Scope of Work

(Refer to RFP Documents, Exhibits, Attachments)

OCTA Project Manager

Will Provide Project Overview and Scope of Work

Summary of Project

SUMMARY OF PROJECT

- Project Location: OCTA Maintenance and Operation Facilities (Bus Bases), Transportation Centers, and Park-and-Ride Facilities. See Scope of Work for detailed locations.
- Scope of work includes, but not limited to, and related deliverables:
 - Assist OCTA by providing staff assistance and technical expertise in managing construction projects.
 - Provide technical and management assistance to OCTA in design and construction management matters.

Refer to RFP documents for Scope of Work details and typical projects at OCTA transit facilities.

Summary of Project (cont.)

OCTA facilities include:

- 5 bus maintenance and operation facilities (bus bases):

- Anaheim Bus Base
- Garden Grove Bus Base and Annex Building
- Irvine Construction Circle Bus Base
- Irvine Sand Canyon Bus Base
- Santa Ana Bus Base

- 5 transportation centers:

- Golden West Transportation Center and Additional Parking Lot
- Fullerton Transportation Center
- Laguna Beach Transportation Center
- Laguna Hills Transportation Center
- Newport Transportation Center

- 2 park-and-ride facilities:

- Brea Park-and-Ride,
- Fullerton Park-and-Ride

See Scope of Work for OCTA facilities information.

Summary of Project (cont.)

Level of support:

Anticipated level of support is the equivalent of one full-time person and one part-time person per year.

Level of support staff will be re-evaluated periodically to assure that the appropriate level of support is maintained.

Refer to Scope of Work for personnel qualification requirements.

Summary of Project (cont.)

Scope of Services:

Construction Management

- Construction management
- Agency coordination
- Cost control
- Construction planning
- Documents control
- Administration of contract payments and certified payrolls
- Construction Inspections and Oversight

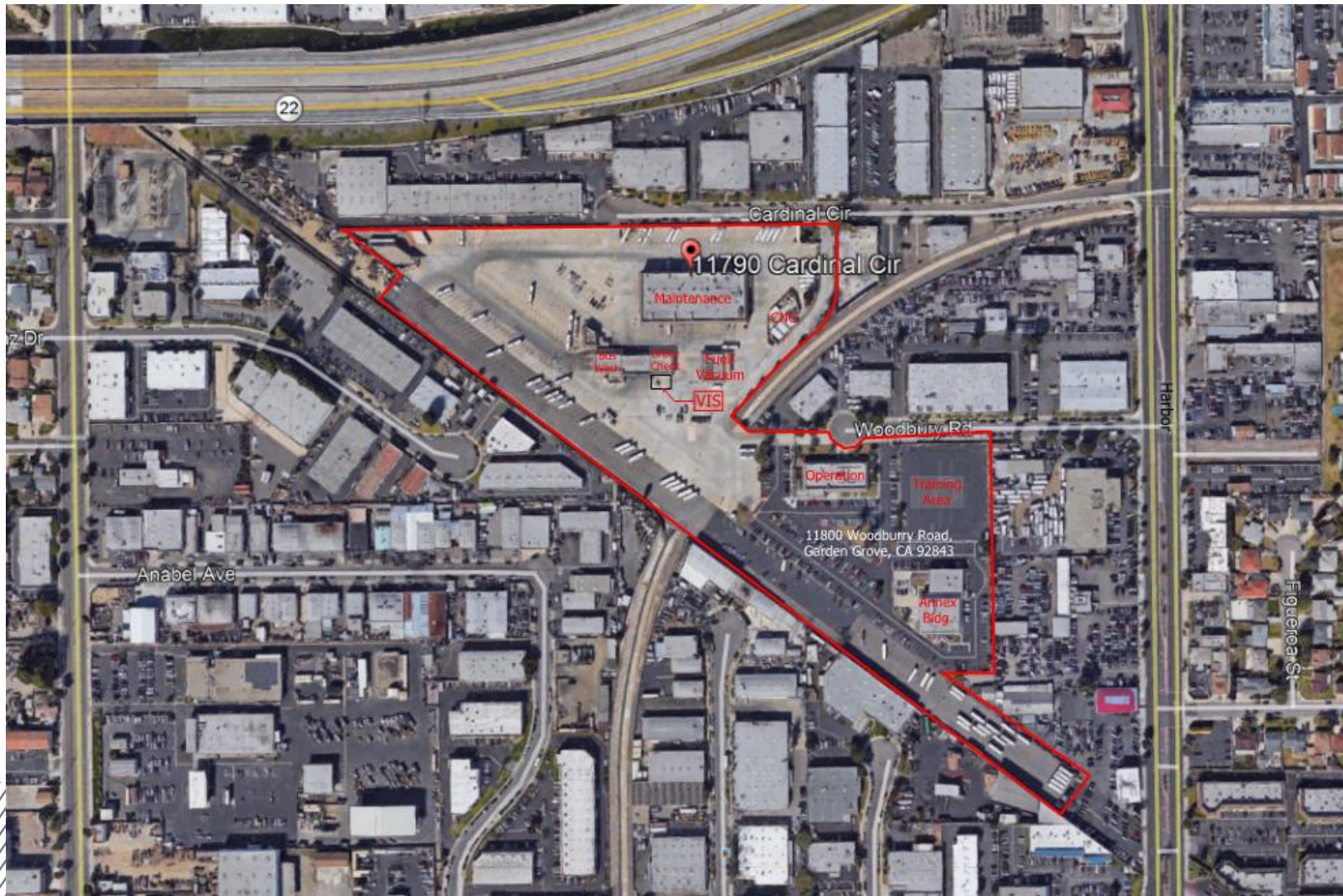
Engineering Technical Supports

- Engineering technical review
- Quality assurance surveying
- Materials testing and special inspection services

Refer to Scope of Work for complete scope of services.

Summary of Project (cont.)

- A sample of bus maintenance and operation facilities (bus bases):
 - Garden Grove Bus Base and Annex Building



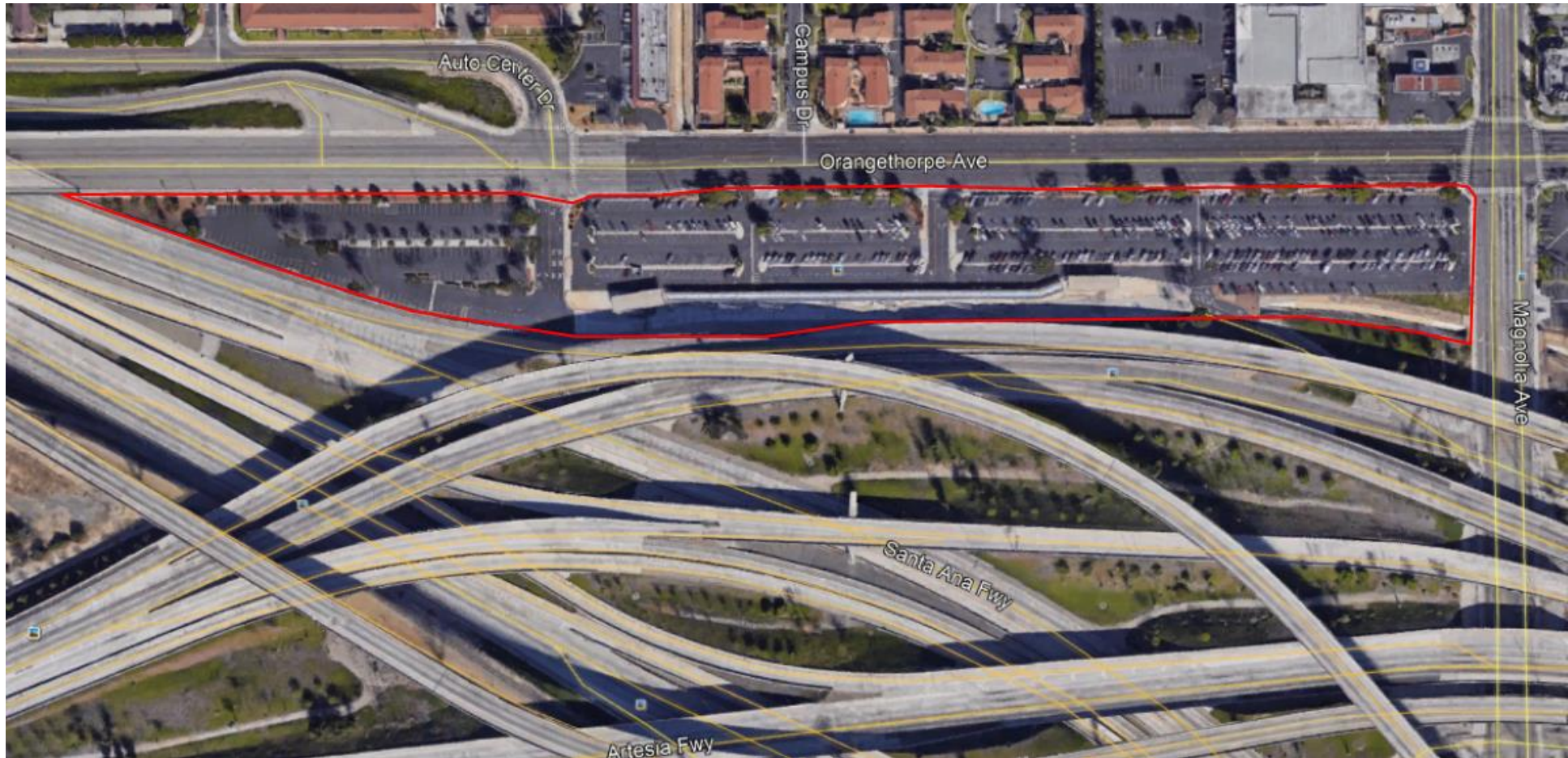
Summary of Project (cont.)

- A sample of transportation centers:
 - Golden West Transportation Center and additional parking lot



Summary of Project (cont.)

- A sample park-and-ride facilities:
 - Fullerton Park-and-Ride



Vendor Video Training

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

- Questions?



- Reminder.... Proposals are due @ 2:00 pm on October 23, 2023
- Please sign in and register
- Please register on CAMM NET
- Thank you for your interest in OCTA! Feel free to stay and network.



PRE-BID CONFERENCE REGISTRATION

RFP #: 3-2754

Date: October 4, 2023

Title: Concrete Repairs at Irvine Sand Canyon Bus Base and Newport Transportation Center

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: _____

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 Acknowledgement 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".

INSTRUCTIONS - DBE LETTER OF ACKNOWLEDGMENT AND COMMITMENT

Offeror is required to ensure all information is complete and accurate:

1. **RFP No.** - Enter the RFP Number.
2. **Project Name/Description** - Enter the name and/or description of the project.
3. **Offeror Name** - Enter the offeror's firm name.
- 4A. **Description of work** - Scope of work to be performed that will be credited towards DBE participation. To include bid item number on the DBE Participation Commitment Form as applicable.
- 4B. **Value** - Enter the percentage or total dollar value of participation for the DBE firm.
5. **DBE Acknowledgement** – DBE to provide firm name, authorized person's name, signature, title and telephone number if they have been notified that they were listed for the scope and value reflected in #4.

NOTE: If the offeror does not receive award of the prime contract, any and all representations in the letter of Acknowledgment and Commitment shall be null and void.