



*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*

August 31, 2023

**SUBJECT: Request for Proposals (RFP) 3-2760  
“Facilities Inspections for OC Streetcar Project”**

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 (“Authority”).

1. Offerors are advised that the pre-proposal conference will be held on September 6, 2023, at 10:00 am. **Offerors may join in person, join via Teams, or call-in, using the following credentials:**
  - [Click here to join the meeting](#)
  - Or Call-in Number: +1 916-550-9867  
Conference ID: 120 402 874#
  - In-person: OCTA Headquarters  
550 S. Main St.  
Orange, CA 92863  
Conference Room 09
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 virtually are requested to submit via e-mail to [adelgado@octa.net](mailto:adelgado@octa.net), no later than Wednesday, September 6, 2023 at 5:00 pm, 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.

August 31, 2023

Page 2

Questions regarding this Addendum No. 1 should be directed to the undersigned at 714-560-5443 or adelgado@octa.net.

Sincerely,

A handwritten signature in black ink, appearing to read 'Aaron Delgado', with a stylized flourish at the end.

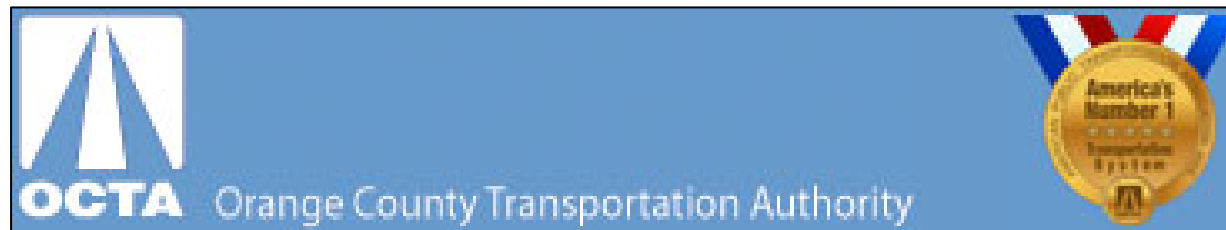
Aaron Delgado  
Associate Contract Administrator  
Contracts Administration and Materials Management

Attachments:

Attachment A: Pre-Proposal Conference Presentation

Attachment B: Pre-Proposal Conference Registration Sheet

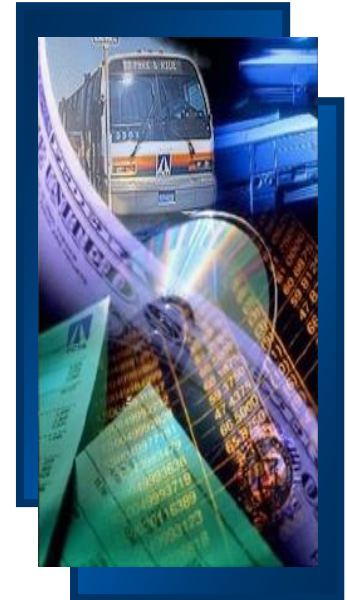
# Pre-Proposal Conference for RFP 3-2760: Facilities Inspections on the OC Streetcar Project



# Agenda

RFP 3-2760  
Addendum No. 1  
Attachment A

- Introductions
- Online Business and Networking Tools
- Key Procurement Information & Dates
- Review of RFP Documents
- Scope of Work
- Questions and Answer



## 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

- 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/>

# Key Procurement Dates

RFP 3-2760  
Addendum No. 1  
Attachment A

Written Questions Due:

September 12, 2023

OCTA Responds:

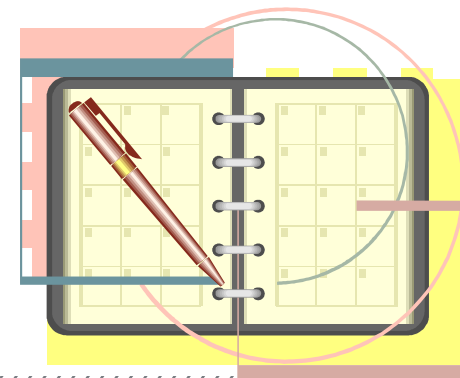
September 20, 2023

Proposals Due:

September 28, 2023, 2:00 PM

Interviews:

October 23, 2023



# Key Procurement Information

- All questions/contact with Authority staff should be directed to the assigned Contract Administrator, Aaron Delgado
- 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 approximately 6 months.
- Funded with M2/Local funds



# Guidelines for Written Questions

- Questions must be submitted directly to Aaron Delgado, Contract Administrator, in writing, by: **September 12, 2023, 5:00 p.m.**
- E-mail recommended: [adelgado@octa.net](mailto:adelgado@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 Scope of Work

# Proposal Submittal Instructions

- Proposals are due by 2:00 p.m., September 28, 2023
- Proposals are to be submitted to the address specified in the RFP
- Proposers shall submit, electronically, the full Proposal Package
- Hard copies of proposals will not be accepted by the Authority for this RFP

# Proposal Submittal Instructions (continued)

RFP 3-2760  
Addendum No. 1  
Attachment A

- 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)

## Forms:

- Exhibit C – Campaign Contribution Forms
  - Status of Past and Present Contracts
  - Proposal Exceptions and/or Deviations
- Exhibit D – Level 2 Safety Specifications (not submitted with proposal)

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

## 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

# 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



# Evaluation and Award (continued)

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

- Award Process
  - 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 C – 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 (Firm Fixed Price)
  - Article 6- Maximum Obligation
  - Article 9 – Insurance
  - Article 19 - Prohibitions
  - Article 27 - Conflict of Interest
  - Article 28 - Code of Conduct

## Scope of Work

(Refer to RFP Documents, Exhibits, Attachments)

OCTA Project Manager

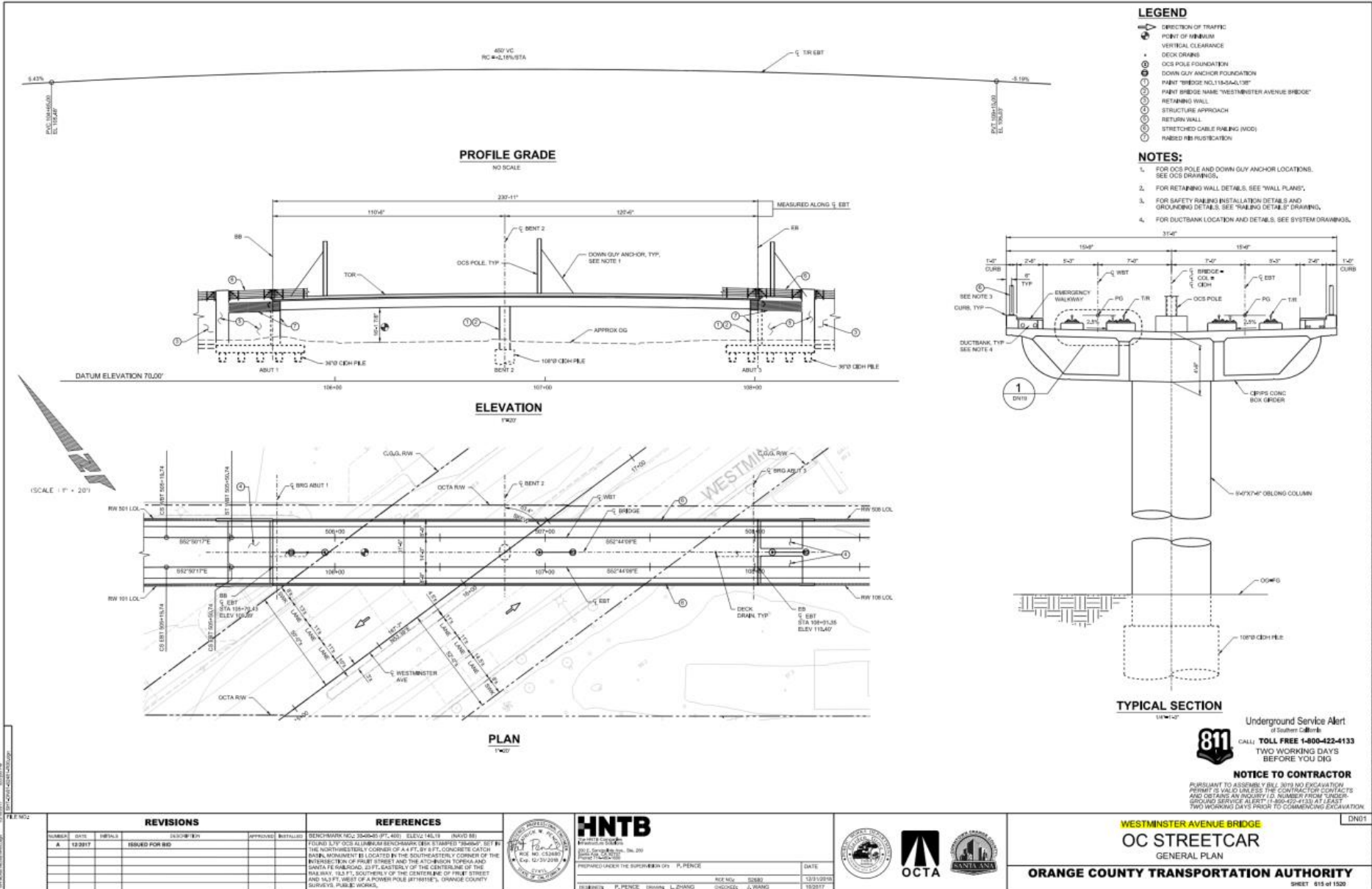
Will Provide Project Overview and Scope of Work



- 20

# Westminster Avenue Bridge

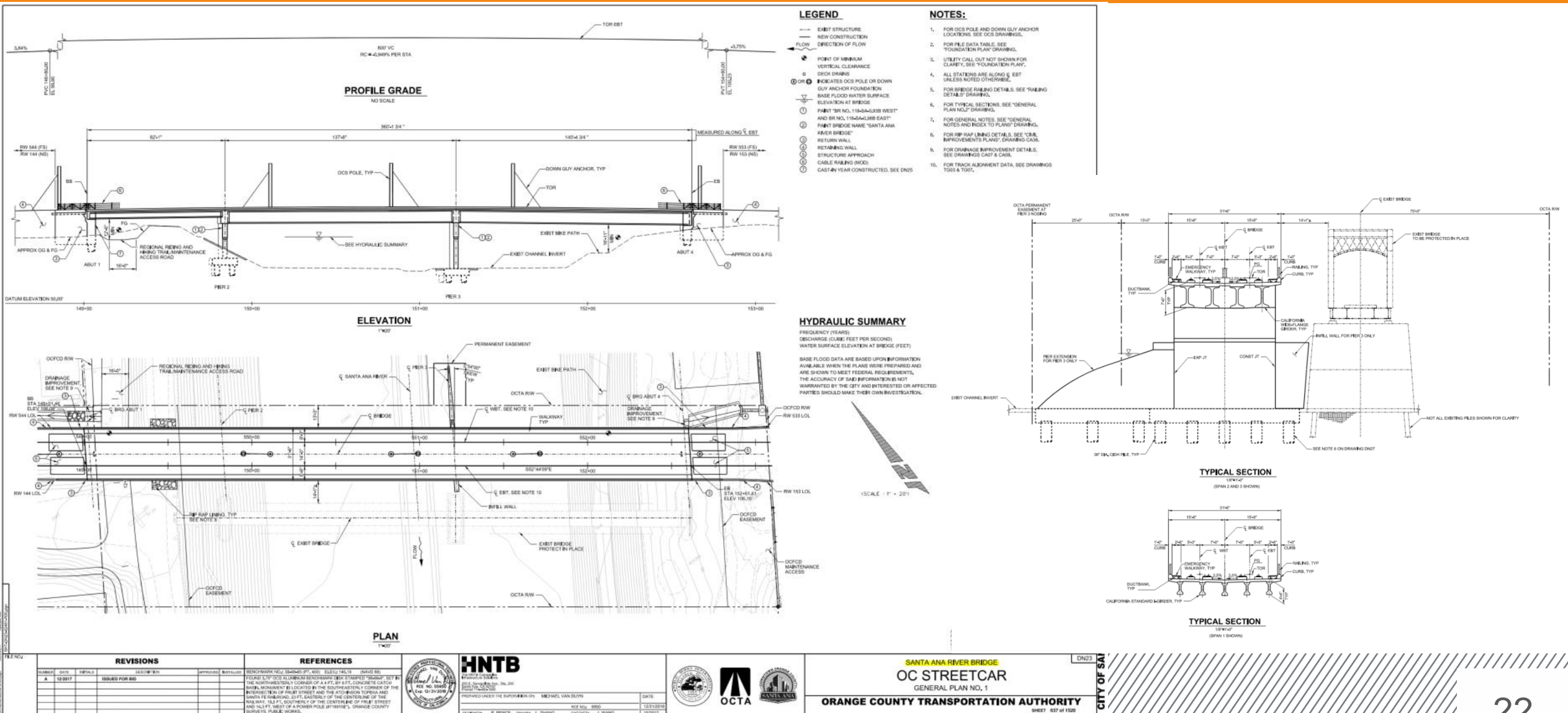
RFP 3-2760  
Addendum No. 1  
Attachment A





# Santa Ana River Bridge

RFP 3-2760  
Addendum No. 1  
Attachment A





- Facility inspection services for Westminster Avenue Bridge and Santa Ana River Bridge and the drainage systems within OCTA Pacific Electric Right of Way (PE R/W) on OC Streetcar project.
- All other related work as required in the contract documents.
- Bridge and drainage inspections shall comply with American Public Transportation Association (APTA) Standard, Federal Highway Administration (FHWA), California Department of Transportation (Caltrans) and local agencies requirements.
- In case of conflict among the standards and requirements listed above, Consultant shall comply with the most stringent one.

- Bridge and drainage inspection personnel shall be qualified as required by American Public Transportation Association Rail Transit Fixed Structures Inspection and Maintenance Standard, section 2.3.
- Consultant shall include in its proposal the resumes and supporting documentation/certifications of its qualified inspection personnel.
- OCTA requires the inspection team to include a qualified program manager and a qualified structures inspection team leader.
- A qualified underwater inspector shall be on-call personnel and shall be available at OCTA's request.

- Task 1 – Project Management / Administration and Schedule
- Task 2 – Implement and Maintain Quality Assurance/Quality Control (QA/QC)
- Task 3 – Bridge and Drainage Inspections
- **Refer to RFP documents for a complete Scope of Work**

# Vendor Video Training

RFP 3-2760  
Addendum No. 1  
Attachment A

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

- Questions?



- Reminder.... Proposals are due @ 2:00 pm on September 28, 2023
- Please sign in on registration sheet if in person
- Please submit registration sheet
- Please register on CAMM NET
- Thank you for your interest in OCTA!

# PRE-PROPOSAL/PRE-BID CONFERENCE REGISTRATION



**OCTA** RFP#: 3-2760

RFP 3-2760  
Addendum No. 1  
Attachment B

Date: September 6, 2023

Title: Facilities Inspections on the OC Streetcar Project

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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: \_\_\_\_\_