



AFFILIATED AGENCIES

*Orange County
Transit District*

*Local Transportation
Authority*

*Service Authority for
Freeway Emergencies*

*Consolidated Transportation
Service Agency*

*Congestion Management
Agency*

November 7, 2023

**SUBJECT: Request for Proposals (RFP) 3-2807
Real Property Management Services
Addendum No. 3**

Gentlemen/Ladies:

This letter and its attachments comprise **Addendum No. 3** to the above captioned RFP issued by the Orange County Transportation Authority (Authority).

1. Offerors are advised that questions have been received by Authority. The questions and Authority's written responses are as follows:

Q1: I was reading the solicitation for the "Real Property Management Services 32807" project. The following reads "Qualified consultants": "The Orange County Transportation Authority (Authority) invites proposals from qualified consultants to assist Authority's staff with real property management tasks including reviewing, updating, and monitoring the Tenant Use Agreement terms and conditions pertaining to revenue generation, insurance and indemnification coverages, and other tasks as needed." What qualifications are needed to participate in this project?

R1: The consultant should have experience in performing various real property management related tasks, as outlined in Exhibit A, Scope of Work. Additionally, Section II. Proposal Content of the RFP, discusses the format and contents of an Offeror's proposal.

Q2: Are we coordinating with your bench of consultants for property maintenance? If so, who is on your current bench of consultants for property maintenance?

R2: The selected consultant will be required to coordinate with OCTA's bench of property maintenance consultants: Joshua Grading & Excavating Services, Inc., and Parkwood Landscape Company.

Q3: What asset inventory system are you currently using to manage your agreements?

R3: The Authority's Real Property Department is using a database system created by the Authority's Information Systems Department to manage its agreements.

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Q4: Can you extend the due date by one week to November 27?

R4: Unfortunately, the Authority cannot extend the due date by one week to November 27, 2023.

Offerors are reminded to acknowledge receipt of this **Addendum No. 3** in their Letter of Transmittal, which is to accompany the proposal.

Offerors are advised that all changes addressed in this **Addendum No. 3** shall be incorporated into the final Agreement.

Questions regarding this **Addendum No. 3** should be directed to the undersigned at (714) 560-5562 or sgettel@octa.net.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sonja Gettel", is written over a light blue circular stamp.

Sonja Gettel
Senior Contract Administrator
Contracts Administration and Materials Management