



NOTICE TO OFFERORS

September 7, 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 Proposal (RFP) 3-2540 "Public Outreach Services for South Coast Rail Infrastructure Feasibility Study"

All Offerors:

This letter shall serve as **Addendum No. 2** to the above RFP issued by the Orange County Transportation Authority (Authority). Offerors are reminded that the proposal submittal due date is at or before **2:00 p.m., September 19, 2023.**

The following is a response to a written questions received on or before 2:00 p.m. on September 4, 2023, as stated in the RFP package.

Question 1: Is a hard copy of the proposal due to OCTA? In the presentation it says one hard copy and one electronic copy. But the RFP says only electronic and includes an upload link.

Response 1: **As clarified in Addendum No. 1, please submit the proposal electronically via the upload link provided in the RFP. A hardcopy of Exhibit B, Price Summary Sheet, must be mailed at the address and attention below:**

**Orange County Transportation Authority
Contracts Administration and Materials Management
600 South Main Street, (Lobby Receptionist) Orange,
California 92868
Attention: Gina Torres, Contract Administrator**

Question 2: Are outreach firms on the technical study team conflicted out of pursuing this RFP?

Response 2: No.

Question 3: The instructions in the RFP say do not alter the price form. Are we permitted to add job titles in addition to the titles included on the price form?

Response 3: Additional job titles may be added to the “Other Labor Charges” section of the Price Summary Sheet.

Question 4: Does the hard copy submittal of the price summary sheet need to arrive at the OCTA Contracts Administration and Materials Management office by 2pm on September 19th, or must it just be postmarked on or before that date?

Response 4: Yes, the hard copy submittal of the price summary sheet needs to arrive at OCTA’s Contracts Administration and Materials Management office by 2:00pm on September 19, 2023.

Question 5: Would it be possible to gain clarification on the division of labor between the technical consultants' public outreach subcontractors and the Public Outreach Consultant role, specifically relating to the production of the PIP? Am I understanding correctly that the Public Outreach Consultant (selected by this current RFP) will prepare the PIP under the direction of OCTA's Public Outreach Department's project manager and in collaboration with the technical team and public outreach subcontractors?

Response 5: Yes, the public outreach consultant selected by this RFP will write the PIP and the implementation will be done in coordination with the technical consultant’s public outreach subcontractor.

Question 6: Page 6 of the Scope of Work details the anticipated hybrid or in-person meetings that the "Public Involvement Program consultant" may be expected to assist with. Is the "Public Involvement Program consultant" the same role as the "Public Outreach Consultant" described earlier in the scope of work on Page 3?

- a. This page also mentions that up to four (4) Community Stakeholder Roundtables will be led by the "Public Outreach Consultant." Is that this RFP's role or the role of the public outreach subcontractors on the technical team?
- b. In total, it seems as if the consultant is expected to attend 18 hybrid or in-person meetings. Is there any information available regarding how many of these will be hybrid and how many will be in-person, or should we proceed under the

assumption that all 18 will be in-person for budgeting purposes?

Response 6: Yes, the "Public Involvement Program Consultant" is the same role as the "Public Outreach Consultant" described earlier in the scope of work.

a. Yes, the Public Outreach Consultant will take the lead on the roundtables.

b. OCTA does not know how many meetings will be in-person vs hybrid at this time.

Question 7: Regarding the price summary sheet, there is a disclosure that states "The Authority will not reimburse Consultant for local meals and travel time, unless previously approved, or any other expenses not included within this Exhibit B." Is this price summary our opportunity to get an item such as travel time approved? I am asking since our firm is located in San Diego and we would be traveling often if selected.

Response 7: No, travel time is not reimbursable; however, mileage can be reimbursed.

Question 8: Is there a need for promotional products, logo logo-branded items for this project?

Response 8: There is not a need for promotional items. However, a logo may be requested.

Offerors are reminded to acknowledge receipt of this Addendum No. 2 in their transmittal letter and Exhibit B, "Price Summary Sheet." All changes addressed in this Addendum No. 2 shall be incorporated into the final Agreement.

Questions regarding this Addendum No. 2 should be directed to the undersigned at gtorres@octa.net.

Sincerely,



Gina Torres
Contract Administrator
Contracts Administration and Materials Management