



December 12, 2023

NOTICE TO ALL PROPOSERS

**SUBJECT: REQUEST FOR PROPOSALS (RFP) 3-2880
“Mobility Hubs Concept of Operations”**

Gentlemen/Ladies:

This letter shall serve as Addendum No. 1 to the above RFP issued by the Orange County Transportation Authority (Authority).

A pre-proposal conference will be held both on-site/in-person and via teleconference on December 13, 2023, at 1:00 p.m. For prospective Offerors who wish to join on-site/in-person, the pre-proposal conference will be held at the Authority's Administrative Office, 550 South Main Street, Orange, California, in Conference Room 08, or, prospective offerors may join or call in using the following credentials via Microsoft Teams:

- [Click here to join the meeting](#)
- OR Call-in Number: +1 916-550-9867
- Conference ID: 576452775#

Offerors are advised the pre-proposal registration sheet is presented as Attachment A. Attendees are advised to complete the registration sheet and email it to the undersigned at ycrowder@octa.net at or before 4:30 p.m., December 14, 2023. The PowerPoint presentation is presented as Attachment B to this Addendum No. 1.

Offerors are advised the submittal date for proposals has been changed to January 11, 2024.

Offerors are advised the date for interviews has been changed to January 30, 2024. All prospective offerors will be asked to keep this date available.

Offerors are reminded to acknowledge receipt of this Addendum No. 1 in their transmittal letter. 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 ycrowder@oca.net.

Yvette Crowder

Yvette Crowder
Senior Contract Administrator
Contracts Administration and Materials Management

AFFILIATED AGENCIES

*Orange County
Transit District*

*Local Transportation
Authority*

*Service Authority for
Freeway Emergencies*

*Consolidated Transportation
Service Authority*

*Congestion Management
Agency*

*Service Authority for
Abandoned Vehicles*

PRE-PROPOSAL/PRE-BID CONFERENCE REGISTRATION**OCTA** RFP #: 3-2880

Date: 12/13/2023

Title: Mobility Hubs Concept of Operation Study

1. Company Name: _____

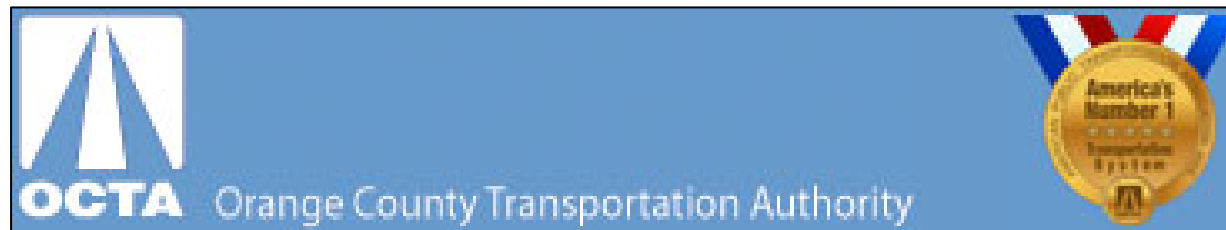
Attendee: _____

Address: _____

City, State Zip: _____

Phone Number: () _____ Registered on CAMM NET? ☐ Yes ☐ NoPrime ☐ Sub ☐ DBE ☐E-Mail Address: _____

Pre-Proposal Conference for RFP 3-2880: Mobility Hubs Concept of Operation Study



Agenda

- Introductions
- Safety/Emergency Evacuation
- Online Business and Networking Tools
- Key Procurement Information and Dates
- Review of RFP Documents
- Scope of Work
- Questions and Answers



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/>

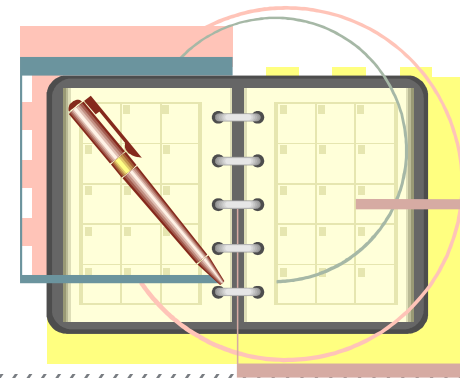
Vendor Video Training

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

Key Procurement Dates

- Written Questions Due:
 - OCTA Responds:
 - Proposals Due:
 - Interviews:
- December 14, 2023
 - December 18, 2023
 - January 11, 2024, 2:00 PM
 - January 30, 2024

Please note date changes.



Key Procurement Information

- All questions/contact with Authority staff should be directed to Yvette Crowder, 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 two-year term

Guidelines for Written Questions

- Questions must be submitted directly to Yvette Crowder, Senior Contract Administrator, in writing, by: **December 14, 2023, 4:30 p.m.**
- E-mail recommended: ycrowder@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

- Proposals are due by 2:00 p.m., January 11, 2024
- 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)

- 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) Cost and price
 - e) Exceptions / Deviations (Technical vs. Contractual)

Proposal Content (continued)

Forms:

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

Note: Forms excluded from 50-page proposal limit.

Proposal Content (continued)

- Cost and Price Proposal – Exhibit B
 - Offeror shall submit proposed pricing to provide services described in Exhibit A, Scope of Work
 - Offerors 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	15%
Staffing and project organization	25%
Work plan	35%
Cost and price	25%

- 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 **January 30, 2024**
- Offerors are requested to keep this date available

Evaluation and Award

“Short-Listed” firms will be invited to interview.

Interviews are scheduled for January 30, 2024. Offerors are requested to keep this date available.

Evaluation Committee selects highest ranking Offeror for award

All firms submitting a proposal will be notified of Award via CAMM NET

Proposed Agreement

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



Proposed Agreement

- Offerors are encouraged to review:
 - Article 3 - Scope of Work
 - Article 4 - Term of Agreement
 - Article 5 - Payment (Firm-Fixed)
 - Article 6 - Maximum Obligation
 - Article 9 - Insurance

Scope of Work

Ivy Hang
Project Manager

Project Overview and Scope of Work

Background

2022 Mobility Hubs Strategy Study

- Countywide strategy to develop a vision for mobility hubs
- Establish principles and guidelines for mobility hubs
- Identifies potential service area for mobility hubs

Scope of Work

Task 1

- Project Management

Task 2

- Mobility Hub Screening Assessment

Task 3

- Market Research
- Existing Conditions Assessment

Task 4

- Stakeholder Coordination
- Stakeholder Interviews or Surveys

Task 5

- Project Operational Concept Plans
- Opportunities and Constraints
- Project Implementation

Task 6

- Community Outreach and Workshops/
Pop Ups

Task 7

- Cost Estimate
- Performance and Evaluation

Task 8

- Draft & Final Concept of Operation Plan
- PowerPoint Slide Deck

- Questions?



- Reminder.... Proposals are due @ 2:00 pm on January 11, 2024
- Please complete registration sheet
- Please register on CAMM NET
- Thank you for your interest in OCTA!