



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

December 11, 2023

SUBJECT: Request for Proposals (RFP) 3-3003, "Fullerton Park and Ride Joint Use Master Plan"

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-site/in-person on December 12, 2023 at 8:30 a.m. at the Authority's Administrative office, 550 South Main Street, Orange, California in Conference Room 09.

For prospective bidders who wish to join via teleconference, please **join or call-in using the following credentials:**

- [Microsoft Teams Link](#)
 - OR Call-in Number: 916-550-9867
 - Conference ID: 414 021 853#
2. **Offerors who attend the pre-proposal conference must fill out the Pre-Proposal Conference Registration sheet presented as Attachment A to this Addendum No. 1, and email, no later than Tuesday, December 12, 2023 at 5:00 p.m. to mbornman@octa.net.**
 3. Offerors are advised that a copy of the pre-proposal conference presentation 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.

Questions regarding this **Addendum No. 1** should be directed to the undersigned at 714-560-5064.

Sincerely,

Megan Bornman
Senior Contract Administrator
Contracts Administration and Materials Management

Attachments:

- Attachment A: Pre-Proposal Conference Registration
- Attachment B: Pre-Proposal Conference PowerPoint Presentation



PRE-PROPOSAL REGISTRATION

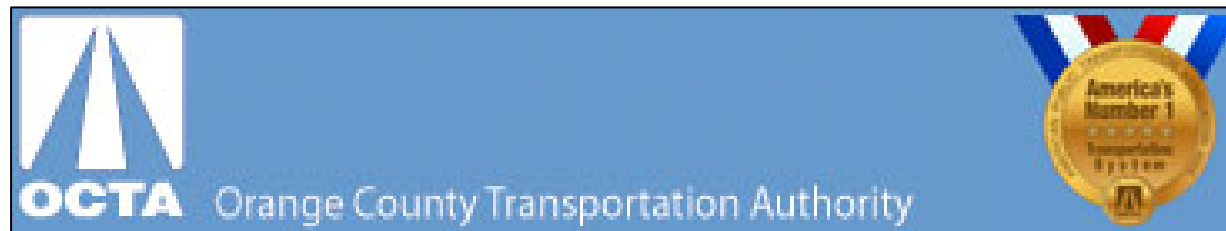
RFP 3-3003

Date: December 12, 2023

Title: Fullerton Park and Ride Joint Use Master Plan

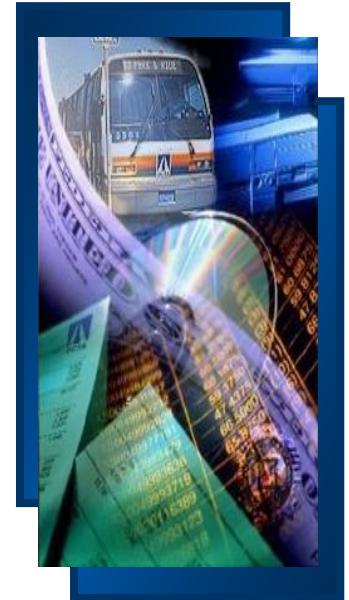
-
1. Company Name: _____
- Attendee: _____
- Address: _____
- City, State Zip: _____
- Phone Number: () _____ Registered on CAMM NET? ☐ Yes ☐ No
- E-Mail Address: _____
-
2. Company Name: _____
- Attendee: _____
- Address: _____
- City, State Zip: _____
- Phone Number: () _____ Registered on CAMM NET? ☐ Yes ☐ No
- E-Mail Address: _____
-
3. Company Name: _____
- Attendee: _____
- Address: _____
- City, State Zip: _____
- Phone Number: () _____ Registered on CAMM NET? ☐ Yes ☐ No
- E-Mail Address: _____
-
4. Company Name: _____
- Attendee: _____
- Address: _____
- City, State Zip: _____
- Phone Number: () _____ Registered on CAMM NET? ☐ Yes ☐ No
- E-Mail Address: _____

Pre-Proposal Conference for RFP 3-3003 Fullerton Park and Ride Joint Use Master Plan



Agenda

- Introductions
- Safety/Emergency Evacuation
- Online Business and Networking Tools
- Key Procurement Information & Dates
- Review of RFP Documents
- 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/>

Key Procurement Dates

Written Questions Due:

December 15, 2023

OCTA Responds:

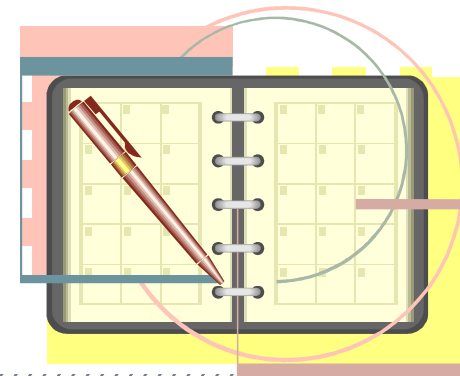
December 19, 2023

Proposals Due:

January 11, 2024, 2:00 PM

Interviews:

February 6, 2024



Key Procurement Information

- All questions/contact with Authority staff should be directed to the assigned Contract Administrator, Megan Boprnman.
- 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 20-month term.
- Funded with the Regional Early Action Planning Grants of 2021 (REAP 2.0) administered by the Southern California Association of Governments.

Guidelines for Written Questions

- Questions must be submitted directly to Megan Bornman, Contract Administrator, in writing, by: **December 15, 2023 5:00 p.m.**
- E-mail recommended: mbornman@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., 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
- 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
- The Offeror shall complete and sign the “ Price Summary Sheet” form included with this RFP (Exhibit B)

Evaluation and Award

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

Qualifications of the firm	20%
Staffing and project organization	25%
Work plan	30%
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 **February 6, 2024**
- Offerors are requested to keep this date available

Award

- Award Process

- 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



Proposed Agreement

- 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 17 - Conflict of Interest
 - Article 18 - Code of Conduct

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/>

Scope of Work

(Refer to RFP Exhibit A)

Ivy Hang

Project Manager

Project Overview and Scope of Work

Background

2018 Study

- Goal: Identify complementary land uses
- Findings: Joint development is financially feasible

2021 Study

- Study was put on hold
- Full scope was not delivered

Current Project

- 2024-2025
- Revisit 2018 study
- Intended deliverables from the 2021 study
- Project completed by 12/31/2025

Project Site



Scope of Work

Task 1

- Project Management

Task 2

- Background Review
- Site Assessment, Challenges and Opportunities
- Vision Development and Market Assessment

Task 3

- Conceptual Site Design Alternatives
- Cost Estimate
- Feasibility Analysis

Task 4

- Outreach Plan and Findings
- Community Visioning Workshop
- Industry Profession Interviews

Task 5

- Existing Environmental Evaluation
- Preliminary

Task 6

- Implementation Approach
- Draft and Final Study Report
- PowerPoint Slide Deck

- Questions?



- Reminder.... Proposals are due @ 2:00 pm on January 11, 2024
- Please sign in and leave a business card
- Please register on CAMM NET
- Thank you for your interest in OCTA! Feel free to stay and network.