



BOARD OF DIRECTORS

January 3, 2024

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

NOTICE TO ALL OFFERORS

Gentlemen/Ladies:

**SUBJECT: Request for Proposals (RFP) RFP 3-3010
“Oversight of OCTA Express Lanes Roadside Services”**

This letter shall serve as **ADDENDUM No. 1** to the above subject Request for Proposal (RFP) issued by the Orange County Transportation Authority (OCTA).

A. Offerors are advised that the following change is in effect for RFP 3-3010:

RFP, Exhibit B, Price Summary Sheet is hereby deleted and replaced with Attachment A. All offerors shall submit Attachment A in their proposals.

B. Response to questions received from Offerors by December 28, 2023:

1. If there is an hourly price listed on contract but double time will be paid for Sunday work how would billing be handled?

Answer: OCTA will not be paying overtime rates. Rates that contractor provide will be fully burdened. It is Contractor's responsibility to pay overtime to their employees.

2. If the contractor can perform work or repairs as a general contractor would OCTA still require 3 quotes?

Answer: Contractor can provide quote as one of the three. It will be up to OCTA to determine who to award the work to.

3. Will delineators be purchased by contractor or OCTA?

Answer: OCTA

4. Will generator purchase for CMS signs be a pass through cost?

Answer: It will be a pass-through cost. OCTA will direct Contractor as to when to purchase the generator. There is currently one available to use.

5. Will the 12,240 hours per year be updated on the price summary sheet to correct hours per year, if so what are the new yearly hours?

Answer: Please see Attachment A.

6. General Liability Insurance charges \$5.50 per \$1,000 in gross receipts. This is an industry standard where we need to be compensated on "pass through" items to capture the actual cost of the pass through items. Example a \$100,000 pass through actually costs \$105,500. Would there be a way to be reimbursed for this additional cost?

Answer: Per the scope of work, there will not be additional mark-ups to the pass-through items.

C. Offerors are advised the pre-proposal conference registration sheets, as well as PowerPoint presentation are attached to this Addendum as Attachment B.

Offerors are reminded to acknowledge the receipt of this Addenda No. 1 in the Letter of Transmittal and in Exhibit B entitled "Price Summary Sheet.

Questions regarding this Addendum No. 1 should be directed to the undersigned at (714) 560-5631.

Proposals are due **at or before 2:00pm. on January 16, 2024.**

Sincerely,



Sue Ding
Sr. Contract Administrator
Contracts Administration and Materials Management

PRICE SUMMARY SHEET - Revision 1

ADDENDUM NO. 1

ATTACHMENT A

RFP 3-3010

EXHIBIT B

Enter below the price for each item per the services described in the Exhibit A, Scope of Work to include all direct and indirect expenses, profit, and overhead. All prices quoted below shall be firm throughout the term of the Agreement. The estimated hours are for evaluation only. No maximum or minimum guarantee.

Contract Term: 4/1/24 -3/31/29	Estimated Hours	Hourly Rate	EXTENDED PRICE
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Per the services described
in the Exhibit A, for 91 and
405 Express Lanes

4/1/24-3/31/25 (Year 1)	6,120	\$ _____/Hr	\$ _____
4/1/25-3/31/26 (Year 2)	6,120	\$ _____/Hr	\$ _____
4/1/26-3/31/27 (Year 3)	6,120	\$ _____/Hr	\$ _____
4/1/27-3/31/28 (Year 4)	6,120	\$ _____/Hr	\$ _____
4/1/28-3/31/29 (Year 5)	6,120	\$ _____/Hr	\$ _____

Additional Items:

	<u>Estimated Number of Services</u>	<u>Unit Price/Service</u>	<u>EXTENDED PRICE</u>
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- 1 Septic Tank Maintenance,
per the requirements
specified in Exhibit A

Perform septic tank
services for the two (2)
TUBs. (Every Three weeks)

4/1/24-3/31/25 (Year 1)	17	\$ _____	\$ _____
4/1/25-3/31/26 (Year 2)	17	\$ _____	\$ _____
4/1/26-3/31/27 (Year 3)	17	\$ _____	\$ _____
4/1/27-3/31/28 (Year 4)	17	\$ _____	\$ _____
4/1/28-3/31/29 (Year 5)	17	\$ _____	\$ _____

	<u>Estimated Number of Services</u>	<u>Unit Price/Service</u>	<u>EXTENDED PRICE</u>
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- 2 Provide quarterly
maintenance on the air
conditioning units inside
the TUBs. (four times per
year)

4/1/24-3/31/25 (Year 1)	4	\$ _____	\$ _____
4/1/25-3/31/26 (Year 2)	4	\$ _____	\$ _____
4/1/26-3/31/27 (Year 3)	4	\$ _____	\$ _____
4/1/27-3/31/28 (Year 4)	4	\$ _____	\$ _____
4/1/28-3/31/29 (Year 5)	4	\$ _____	\$ _____

PRICE SUMMARY SHEET - Revision 1

**ADDENDUM NO. 1
ATTACHMENT A
RFP 3-3010
EXHIBIT B**

3	Purchase 60-gallon diesel fueled melter applicator, with pump on demand features	<u>Estimated Units</u>	<u>Unit Price</u>	EXTENDED PRICE
		3	\$ _____	\$ _____

4	Trailer(s) to transport the applicator	<u>Estimated Units</u>	<u>Unit Price</u>	
		3	\$ _____	\$ _____

TOTAL PRICE	\$ _____
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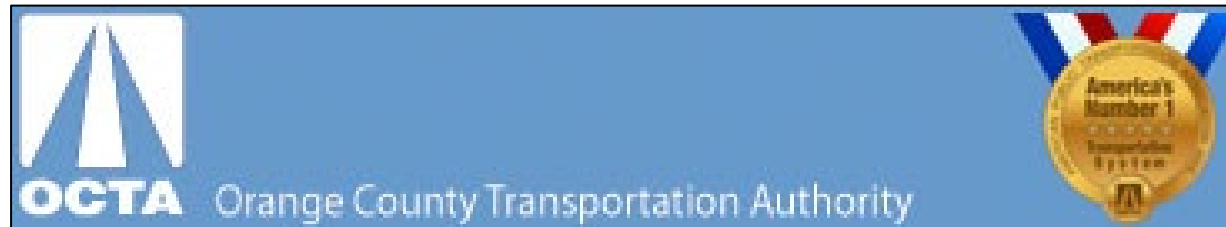
Travel milage will be reimbursed at IRS rate.

Pass-through cost of miscellaneous items for channelizer machine, toll plaza and field related items shall be invoiced at cost. Contractor shall provide supporting documentation to confirm the actual cost of these items. Payments are contingent upon vendor providing proof of cost.

Pre-Proposal Conference for

RFP 3-3010

OVERSIGHT OF OCTA EXPRESS LANES ROADSIDE SERVICES





Agenda

- Introductions
- Purpose of Pre-Proposal Conference
- Review of RFP Documents
- Review of the Scope of Work
- Questions and Answers





CAMM NET Registration

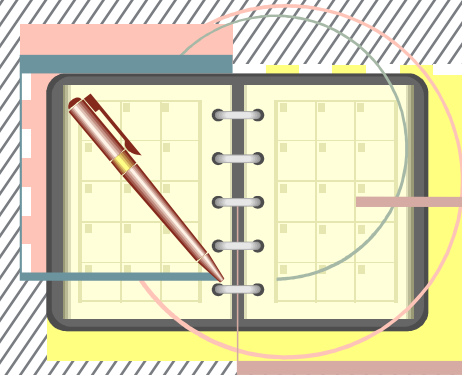
Why register on CAMM NET?

<https://cammnet.octa.net>

- To receive e-mail notifications of Solicitations, Addenda and Awards
- View and update your vendor profile
- Required for Award

Key Procurement Dates

- Written Questions Due: December 28, 2023
- OCTA Responds: January 4, 2024
- Proposals Due: January 16, 2024
@ 2:00 pm, **Pacific Time (PT)**
- Vendor Interview: January 31, 2024

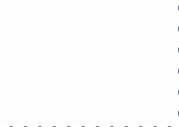


Key Procurement Information

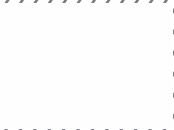
- Questions must be submitted directly to Sue Ding, Sr. Contract Administrator, in writing, by **December 28, 2023, before 4:00 p.m. PT**
- E-mail recommended: sding@octa.net
- Any changes Authority makes to procurement documents will be by written Addenda only
- Addenda will be issued via CAMM NET
- Next Addendum will contain a copy of the Pre-Proposal sign-in sheet and today's presentation
- Award based on prime-sub relationship, not joint ventures.

Proposal Submittal Instructions

- Proposals are due by 2:00 p.m. PT, January 16, 2024.
- **Proposals must be submitted electronically through the URL link: <https://www.octa.net/Proposal Upload Link> at or before 2:00 p.m. PT, on January 16, 2024.**
Select “RFP 3-3010” from the drop-down menu and follow the instructions as prompted.



Hard copy proposal submission will not be accepted for this RFP. Proposals must be submitted electronically at the link stated above and by the date and time as indicated



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
- Contract type is time-and-expense price contract specifying firm-fixed labor rate and unit price for work specified in Exhibit A, Scope of Work.

Proposal Submittal

- CONTRACT TERM WILL BE EFFECTIVE APRIL 1, 2024 THROUGH MARCH 31, 2029.
- ANY EXCEPTIONS MUST BE IDENTIFIED IN THE EXCEPTION/DEVIATION SECTION OF THE PROPOSAL AND ON EXHIBIT G, PROPOSAL EXCEPTIONS AND/OR DEVIATIONS

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)



FORMS SUBMITTAL

EXHIBIT B

PRICE SUMMARY SHEET

EXHIBIT D

STATUS OF PAST AND PRESENT CONTRACTS FORM

EXHIBIT E

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

EXHIBIT F (IF NEEDED)

PROPOSAL EXCEPTIONS AND/OR DEVIATION



EVALUATION FACTORS	EVALUATION WEIGHTING
A) QUALIFICATIONS, RELATED EXPERIENCE AND REFERENCES OF OFFEROR	20%
B) PROPOSED STAFFING AND PROJECT ORGANIZATION	30%
C) WORK PLAN	20%
D) COST AND PRICE	30%

Award

Award Process

- Evaluation Committee recommends highest ranking Offeror to Finance and Administration (F&A) Committee
- F&A Committee makes recommendation to Board of Directors (BOD)
- BOD may accept/reject staff's recommendation
- 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 project
- Exceptions
 - Any exceptions must be identified in Exhibit F – Proposal Exceptions and/or Deviations Form

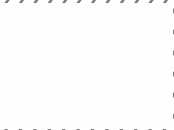


Scope of Work

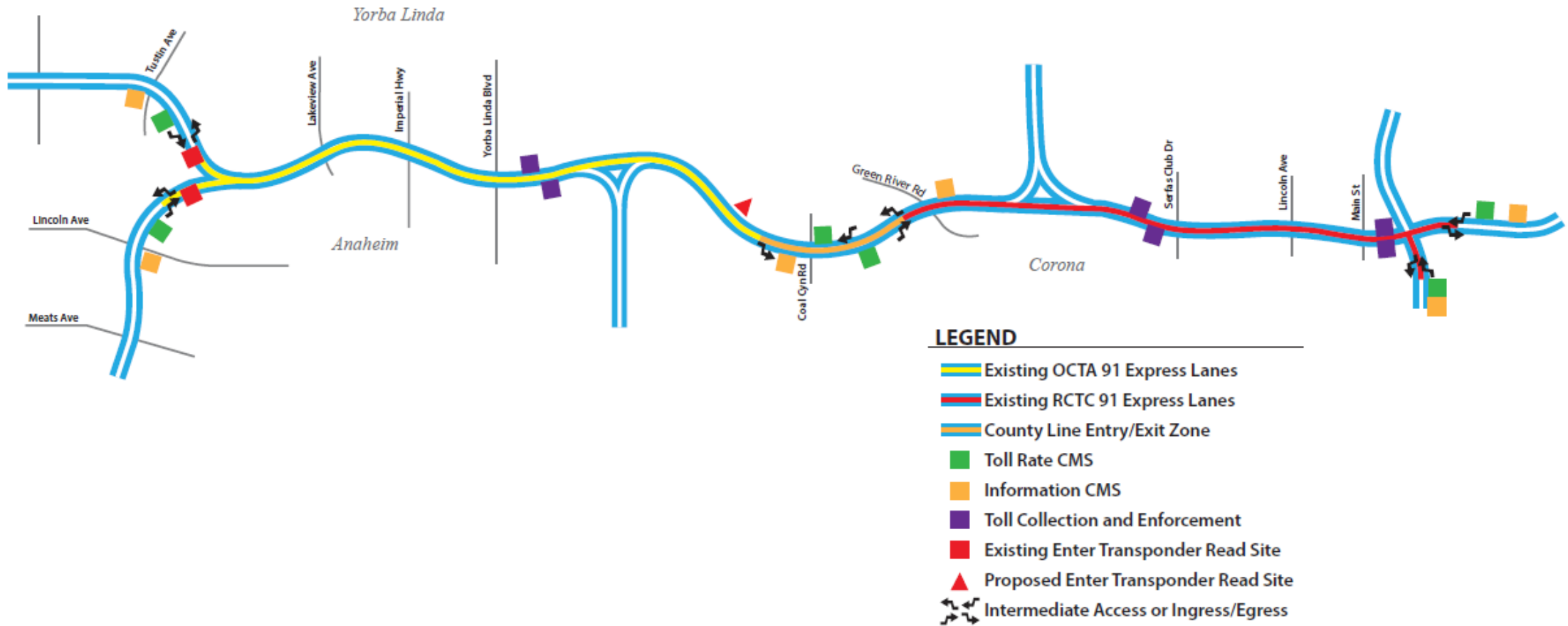
(Refer to RFP Exhibit A)

Ellen Lee
Project Manager

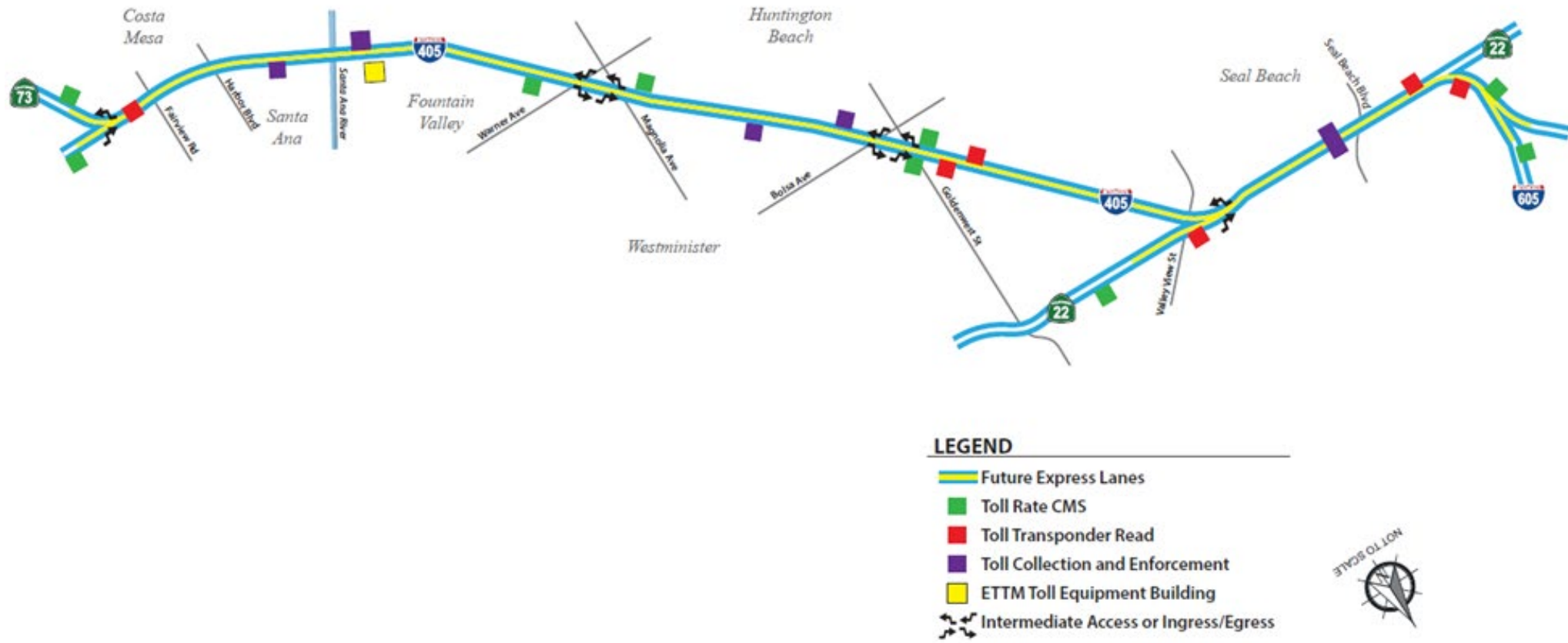
Project Overview and Scope of Work



91 Express Lanes



405 Express Lanes



Scope of Work (Both 405 and 91)

- **Oversee/provide roadside maintenance**
 - Coordinate maintenance closures with Caltrans
 - Coordinate emergency/maintenance repairs with others
 - Oversee regular/ad-hoc inspections
- **Channelizers**
 - Coordinate delivery of channelizers
 - Refurbish any reusable channelizers
- **Provide oversight/support for OCTA projects impacting Express Lanes**

Scope of Work – 91 Express Lanes

- Dispatch/Provide emergency generator power to Variable Message Signs
- Perform maintenance/repairs to toll utilities buildings (TUBs) and shed
- Perform weed abatement around TUBs and toll gantries
- Responsible for septic tank services for the TUBs

- Questions?



Proposal Submission

- Proposals are due by 2:00 p.m. PT, **January 16, 2024.**
- **Proposals must be submitted electronically through the URL link:**
<https://www.octa.net/Proposal Upload Link> at or before 2:00 p.m. PT on **January 16, 2024. Select “RFP 3-3010” from the drop-down menu and follow the instructions as prompted.**
- **Hard copy proposal submission will not be accepted for this RFP**
- **Please send me an email with your contact information at sding@octa.net as today’s sign-in registration.**
- **Please register on CAMM NET**



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 3-3010

Date: December 19, 2023

Title: Oversight of OCTA Express Lanes Roadside Services

Company Name	Attendee	Email/Phone Number
California Highway Products	Nancy Saldana	cahwyprouducts@aol.com / (909) 705-6742
RJR Consulting	Robert Riddle	briddle2860@gmail.com / 714-310-0178