



*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 7, 2023

**SUBJECT: Request for Proposals (RFP) 3-3028  
“Bridge and Drainage Facility Inspection Services on OC Streetcar  
Project”**

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 December 11, 2023, at 1:00 pm. **Offerors may join in person, join via Teams, or call-in, using the following credentials:**
  - [Click here to join the meeting](#)
  - Or Call-in Number: +1 916-550-9867  
Conference ID: 130 508 037#
  - In-person: OCTA Headquarters  
550 S. Main St.  
Orange, CA 92863  
Conference Room 09
2. Offerors are advised that a copy of the pre-proposal conference presentation is presented as Attachment A to this Addendum No. 1.
3. **Offerors who plan to attend the pre-proposal conference virtually are requested to submit via e-mail to [adelgado@octa.net](mailto:adelgado@octa.net), no later than Monday, December 11, 2023 at 5:00 pm, the Pre-Proposal Conference Registration Sheet which 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.

December 7, 2023

Page 2

Questions regarding this Addendum No. 1 should be directed to the undersigned at 714-560-5443 or adelgado@octa.net.

Sincerely,

A handwritten signature in black ink, appearing to read "Aaron Delgado", with a stylized flourish at the end.

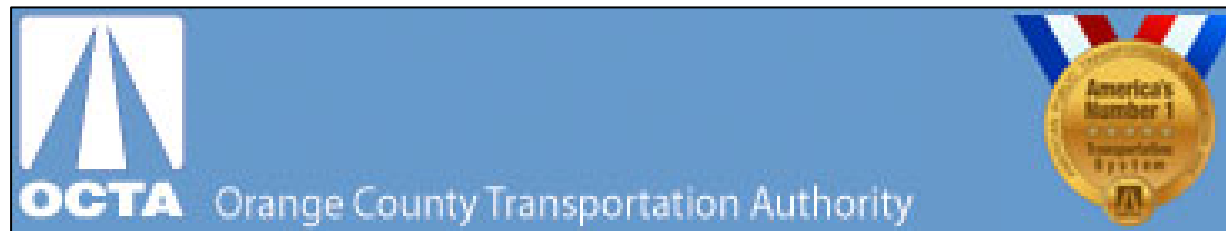
Aaron Delgado  
Associate Contract Administrator  
Contracts Administration and Materials Management

Attachments:

Attachment A: Pre-Proposal Conference Presentation

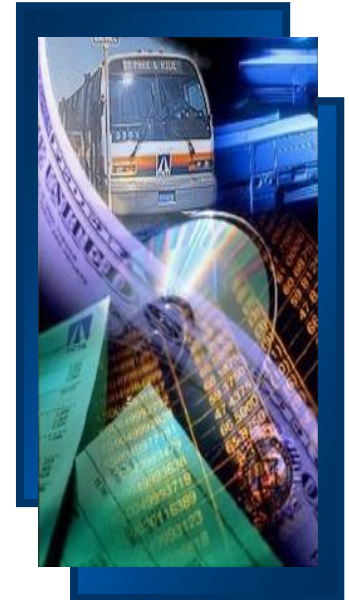
Attachment B: Pre-Proposal Conference Registration Sheet

# Pre-Proposal Conference for RFP 3-3028: “Bridge and Drainage Facility Inspection Services on OC Streetcar Project”



# Agenda

- Safety/Emergency Evacuation
- Introductions
- Online Business and Networking Tools
- Key Procurement Information & Dates
- Review of RFP Documents
- Statement of Work and 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 18, 2023

OCTA Responds:

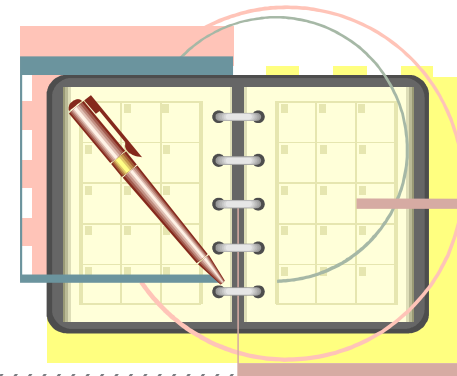
December 27, 2023

Proposals Due:

January 16, 2024, 2:00 PM

Interviews:

March 5, 2024



# Key Procurement Information

- All questions/contact with Authority staff should be directed to the assigned Contract Administrator, Aaron Delgado
- 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 approximately 6 months.
- Funded with M2/Local funds



# Guidelines for Written Questions

- Questions must be submitted directly to Aaron Delgado, Contract Administrator, in writing, by: **December 18, 2023, 5:00 p.m.**
- E-mail recommended: [adelgado@octa.net](mailto:adelgado@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 16, 2024
- Proposals are to be submitted to the address specified in the RFP
- Proposers shall submit, electronically, the full Proposal Package
- Hard copies of proposals will not be accepted by the Authority 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) Exceptions / Deviations (Technical vs. Contractual)

# Proposal Content (continued)

## Forms:

- Exhibit C – Forms
  - Status of Past and Present Contracts
  - Proposal Exceptions and/or Deviations
- Exhibit D – Level 2 Safety Specifications (not submitted with proposal)

*Note: Forms excluded from 50-page proposal limit.*

## Cost and Price Proposal

- Only technical qualifications are to be submitted at this time
- No cost/price information is to be submitted
- Only highest ranked Offeror will be asked to submit a detailed cost proposal
  - Negotiations will commence based on both the cost and technical proposals

# Evaluation and Award

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

Qualifications of the firm	25%
Staffing and project organization	40%
Work plan	35%

- Evaluation Committee comprised of internal OCTA staff



# Evaluation and Award (continued)

- “Short-Listed” firms will be invited to interview
- Interviews are scheduled for **March 5, 2024**
- Offerors are requested to keep this date available

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

# Proposed Agreement

- Proposed Agreement
  - Please review the Proposed Agreement (Exhibit B) so you are aware of the contractual requirements of the solicitation
- Exceptions
  - Any exceptions/deviations must be identified in Exhibit C – 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 Price)
  - Article 6- Maximum Obligation
  - Article 9 – Insurance
  - Article 27 - Conflict of Interest
  - Article 28 - Code of Conduct

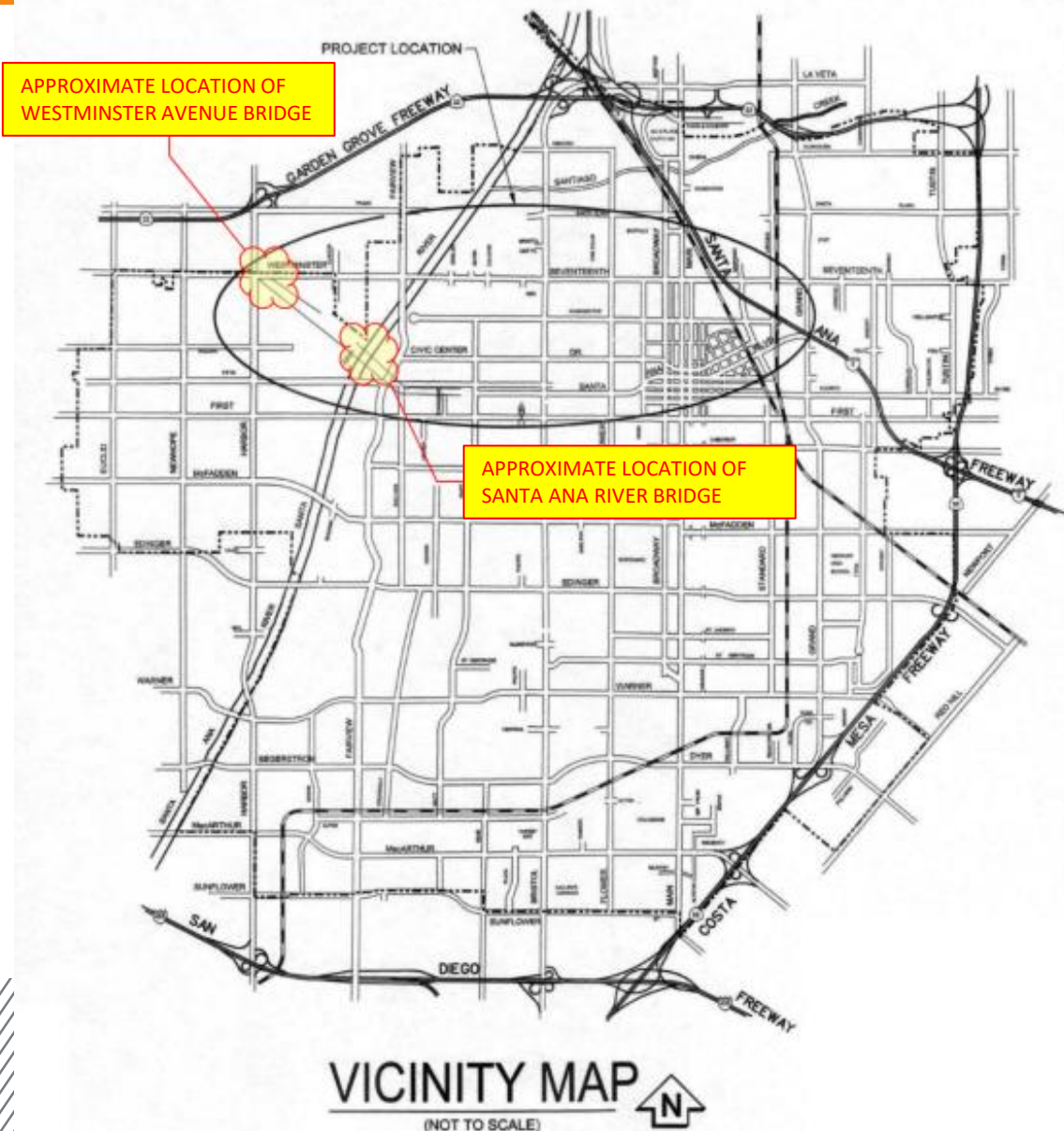
## Scope of Work

(Refer to RFP Documents, Exhibits, Attachments)

OCTA Project Manager

Will Provide Project Overview and Scope of Work

# Project Location

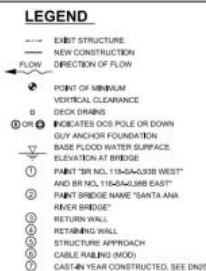


- Westminster Avenue Bridge and Santa Ana River Bridge and the drainage systems within OCTA Pacific Electric Right of Way (PE R/W)
- Refer to Attachment A and Attachment B of the RFP Statement of Work.

RFP 3-3028  
Addendum No. 1  
Attachment A







1. FOR OCS POLE AND DOWN GUY ANCHOR LOCATION, SEE OCS DRAWINGS.
2. FOR FILE DATA TABLE, SEE "FOUNDATION PLAN" DRAWING.
3. UTILITY CALL OUT NOT SHOWN FOR CLARITY, SEE "FOUNDATION PLAN".
4. ALL STATIONS ARE ALONG E-BT UNLESS NOTED OTHERWISE.
5. FOR BRIDGE RAILING DETAILS, SEE "RAILING DETAIL" DRAWING.
6. FOR TYPICAL SECTIONS, SEE "GENERAL PLAN NO. 1" DRAWING.
7. FOR GENERAL NOTES, SEE "GENERAL NOTES AND INDEX TO PLANS" DRAWING.
8. FOR RIP RAP RAILING DETAILS, SEE "CMB IMPROVEMENTS PLANS" DRAWING CALL.
9. FOR CRANAGE IMPROVEMENT DETAILS, SEE "CRANAGE IMPROVEMENTS CALL & C&B".
10. FOR TRACK ALIGNMENT DATA, SEE DRAWINGS 10031A TO 10031I.

FREQUENCY (YEARS)  
DISCHARGE (CUBIC FEET PER SECOND)  
WATER SURFACE ELEVATION AT BRIDGE (FEET)

BASE FLOOD DATA ARE BASED UPON INFORMATION AVAILABLE WHEN THE PLANS WERE PREPARED AND ARE SHOWN TO MEET FEDERAL REQUIREMENTS, THE ACCURACY OF SAID INFORMATION IS NOT WARRANTED BY THE CITY AND INTERESTED OR AFFECTED PARTIES SHOULD MAKE THEIR OWN INVESTIGATION.

DN23

**SECURITY**  
37 of 1520



- Facility inspection services for Westminster Avenue Bridge and Santa Ana River Bridge and the drainage systems within OCTA Pacific Electric Right of Way (PE R/W) on OC Streetcar project.
- All other related work as required in the contract documents.
- Bridge and drainage inspections shall comply with American Public Transportation Association (APTA) Standard and local agencies requirements.
- In case of conflict among the standards and requirements listed above, comply the most stringent one.

# Inspection Staff Qualifications

- Bridge and drainage inspection personnel shall be qualified as required by American Public Transportation Association Rail Transit Fixed Structures Inspection and Maintenance Standard, section 2.3.
- Consultant shall include in its proposal the resumes and supporting documentation/certifications of its qualified inspection personnel.
- OCTA requires the inspection team to include a qualified program manager and a qualified structures inspection team leader.

- Task 1 – Project Management / Administration and Schedule
- Task 2 – Implement and Maintain Quality Assurance/Quality Control (QA/QC)
- Task 3 – Bridge and Drainage Inspections
- **Refer to RFP documents for a complete Scope of Work**

# 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/>

- Questions?



- Reminder.... Proposals are due @ 2:00 pm on January 16, 2024
- Please sign in on registration sheet if in person
- Please submit registration sheet
- Please register on CAMM NET
- Thank you for your interest in OCTA!

# PRE-PROPOSAL/PRE-BID CONFERENCE REGISTRATION



**OCTA** RFP#: 3-3028

RFP 3-3028

Addendum No. 1

Attachment B

Date: December 11, 2023

Title: Bridge and Drainage Facility Inspection Services on OC Streetcar Project

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1. Company Name: \_\_\_\_\_

Attendee: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Registered on CAMM NET? ☐ Yes ☐ No

Prime ☐ Sub ☐ DBE ☐

E-Mail Address: \_\_\_\_\_

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2. Company Name: \_\_\_\_\_

Attendee: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Registered on CAMM NET? ☐ Yes ☐ No

Prime ☐ Sub ☐ DBE ☐

E-Mail Address: \_\_\_\_\_

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3. Company Name: \_\_\_\_\_

Attendee: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Registered on CAMM NET? ☐ Yes ☐ No

Prime ☐ Sub ☐ DBE ☐

E-Mail Address: \_\_\_\_\_