



June 26, 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*

**SUBJECT: Request for Proposals (RFP) 4-2295
“Long Range Transportation Plan Public Outreach”**

Gentlemen/Ladies:

This letter shall serve as Addendum No. 1 to the above RFP issued by the Orange County Transportation Authority (Authority). Offerors are reminded that the proposal submittal date is at or before **2:00 p.m., July 22, 2024**.

A pre-proposal conference is scheduled on-site/in-person and via teleconference on June 27, 2024 at 11:15 p.m. Offerors are advised that the location for the pre-proposal conference is updated as follows:

- 600 South Main Street, Orange, California, 92868
- Conference Room Number 09.

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

- [Join the meeting now](#)
- OR Call-in Number: 916-550-9867
- Conference ID: 700 629 53#

The pre-proposal registration sheet is presented as Attachment A and the presentation is presented as Attachment B to this Addendum No. 1. Attendees are advised to complete the registration sheet (Attachment A) and email it to the undersigned at lmartinez1@octa.net no later than 5:00 p.m., June 27, 2024.

Offerors are reminded to acknowledge receipt of this Addendum No. 1 in their transmittal letter and Exhibit B, “Price Summary Sheet.” 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 lmartinez1@octa.net.

Sincerely,

Luis Martinez

Luis Martinez
Senior Contract Administrator
Contracts Administration and Materials Management

PRE-PROPOSAL/PRE-BID CONFERENCE REGISTRATION

RFP #: 4-2295

Date: June 27, 2024

Title: Long Range Transportation Plan Public Outreach

1. Company Name: _____

Attendee: _____

Address: _____

City, State Zip: _____

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

Prime ☐ Sub ☐ DBE ☐

E-Mail Address: _____

2. Company Name: _____

Attendee: _____

Address: _____

City, State Zip: _____

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

Prime ☐ Sub ☐ DBE ☐

E-Mail Address: _____

3. Company Name: _____

Attendee: _____

Address: _____

City, State Zip: _____

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

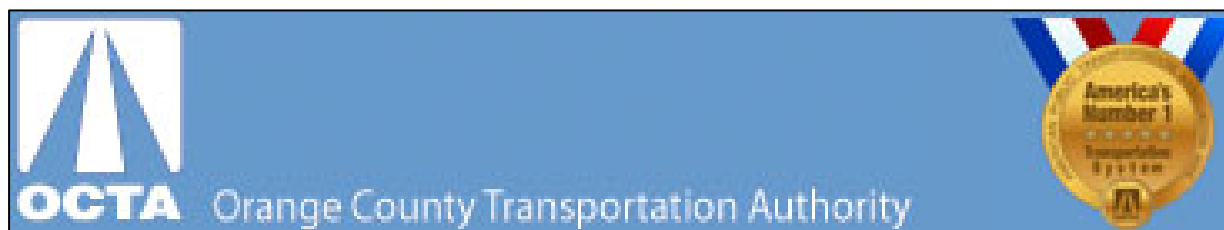
Prime ☐ Sub ☐ DBE ☐

E-Mail Address: _____

Pre-Proposal Conference

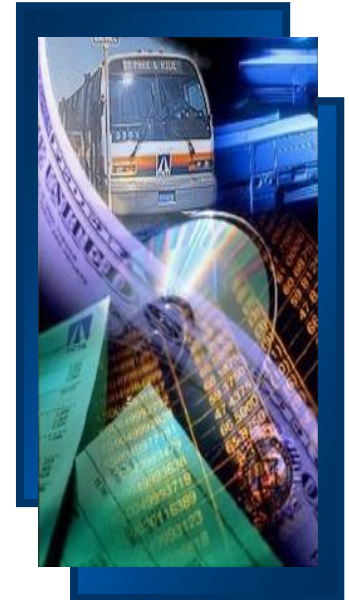
RFP 4-2295

Long Range Transportation Plan Public Outreach



Agenda

- Introductions
- Safety/Emergency Evacuation
- Vendor Registration and Resources
- Online Business and Networking Tools
- Key Procurement Information & Dates
- RFP Documents Overview
- 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

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

Online Business & Networking Tools

ATTACHMENT B

CAMM NET Connect

- <https://www.facebook.com/CammnetConnect>

Working with Authority

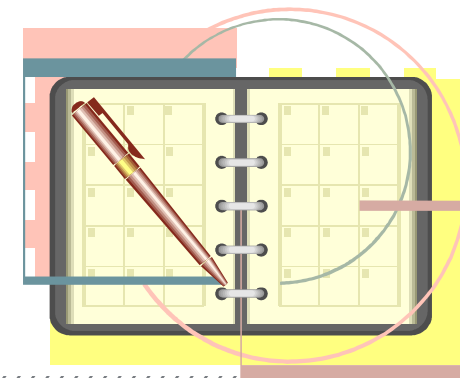
- <https://cammnet.octa.net/about-us/working/>

Planholder's List

- <https://cammnet.octa.net/procurements/planholders-list-selection/>

Key Procurement Dates

Written Questions Due:	July 1, 2024, 5:00 p.m.
Authority Responds:	July 11, 2024
Proposals Due:	July 22, 2024, 2:00 p.m.
Interviews:	August 20, 2024



Key Procurement Information

- All questions/contact with Authority staff should be directed to Luis Martinez, 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: a two-year Initial term with one, one-year option term

Guidelines for Written Questions

- Questions must be submitted directly to Luis Martinez, Senior Contract Administrator, in writing, by: **July 1, 2024, 5:00 p.m.**
- E-mail: lmartinez1@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., July 22, 2024
 - Technical proposals are to be submitted as specified in the RFP.
 - Submit **one (1) original copy of proposal** sealed and clearly identified on exterior of package as specified in the RFP.
 - Submit **one (1) electronic copy** of the entire proposal in “PDF” format on CD, DVD, or flash drive.
 - Contains no information regarding individual hourly rates.
 - Packages clearly marked with the RFP number and title.
- *PLEASE NOTE: This RFP requires separate hard copy submission of the price proposal. Please refer to Section II. p. 14 and Exhibit B.**
- Proposals and supplemental information received after the date and time specified above will be rejected.

Proposal Submittal Instructions (continued)

- Authority has the right to:
 - accept or reject any and all proposals;
 - withdraw or cancel the RFP;
 - postpone proposal opening.
- Proposals received are considered public information
- Proposals are not to be copyrighted

Proposal Submittal Instructions (continued)

- Contract type is time-and-expense
- Conflict of interest
- Code of conduct

Proposal Content

- Letter of Transmittal
- Technical Proposal
 - 1) Qualifications, related experience and references of Offeror
 - 2) Proposed staffing and project organization
 - 3) Work plan
 - 4) Exceptions / Deviations (Technical vs. Contractual)

Exhibits and Forms

- Exhibit A – Scope of Work (not submitted with proposal)
- ❖ Exhibit B – Price Summary Sheet
- Exhibit C – Proposed Agreement (not submitted with proposal)
- ❖ Exhibit D – Status of Past and Present Contracts
- ❖ Exhibit E – Campaign Contributions Disclosure
- Exhibit F – Level 1 Safety Specifications (not submitted with proposal)
- ❖ Exhibit G – Proposal Exceptions and/or Deviations

* Forms submitted with proposal are excluded from 50-page limit.

❖ These (Exhibits) Forms must be signed and submitted in your proposal.

Proposal Content (continued)

❖ Exhibit B – “Price Summary Sheet”

- Offeror shall submit proposed pricing to provide services described in Exhibit A, Scope of Work.
- **Offeror shall submit Exhibit B, Price Summary Sheet, as a separate, sealed package from the proposal.**
- **NO information regarding individual hourly rates shall be mentioned anywhere in the proposal content.**
- Do NOT alter the Job Functions identified on the form.

Proposed Agreement

- Exhibit C – Proposed Agreement
- Please review the Proposed Agreement so you are aware of the contractual requirements of this project
 - Offerors are encouraged to review:
 - Article 3 - Scope of Work
 - Article 4 - Term of Agreement
 - Article 5 - Payment (Time and Expense)
 - Article 6 - Maximum Obligation
 - Article 9 - Insurance
 - Article 17 - Conflict of Interest/Prohibitions
 - Article 18 - Code of Conduct
 - Any exceptions or deviations need to be detailed on Exhibit G



Evaluation and Award

- Proposals received, as instructed in the RFP, will be evaluated using the following evaluation criteria:
 - Qualifications of the firm 25%
 - Staffing and project organization 30%
 - Work plan 20%
 - Cost & Price 25%

Evaluation and Award (continued)

- “Short-Listed” firms will be invited to the interview
- Interviews are scheduled for **August 20, 2024**
- Offerors are requested to keep this date available

Award

- Award Process
 - Evaluation Committee recommends highest ranking Offeror to Legislative and Communications (L&C) Committee.
 - L&C Committee makes recommendation to BOD.
 - BOD may accept / reject staff's recommendation.
 - All firms submitting a proposal will be notified of Award via CAMM NET.

Scope of Work

Project Overview

Scope of Work Overview

- Seeking outreach consultant to plan and execute public engagement for the 2026 Long Range Transportation Plan (LRTP)
- LRTP updated every four years
- Visit octa.net/LRTP
- Strong understanding of Orange County transportation and the various communities that are represented in the county

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Questions?

- Reminder: today's discussions are non-binding



Reminders...

- Proposals are due @ **2:00 pm on July 22, 2024**
- Register on CAMM NET
- Leave a business card
- Please submit your pre-proposal sign-in sheets

Thank you for your interest in Orange County Transportation Authority!