



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*

September 23, 2024

**SUBJECT: Request for Proposals (RFP) 4-2467
“On-Call Materials Testing and Inspection Services for OCTA
Facilities”**

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 September 24, 2024, 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: 201 639 035#
 - 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, no later than Tuesday, September 2024 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.

September 23, 2024

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.

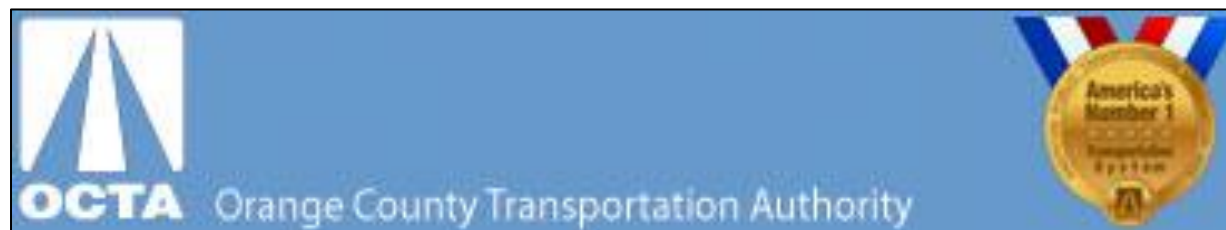
Aaron Delgado
Associate Contract Administrator
Contracts Administration and Materials Management

Attachments:

Attachment A: Pre-Proposal Conference Presentation

Attachment B: Pre-Proposal Conference Registration Sheet

Pre-Proposal Conference for RFP 4-2467 On-Call Materials Testing and Inspection Services for OCTA Facilities



Agenda

RFP 4-2467
ADDENDUM NO. 1
ATTACHMENT A

- Introductions
- Safety/Emergency Evacuation
- Online Business and Networking Tools
- Key Procurement Information & 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

RFP 4-2467
ADDENDUM NO. 1
ATTACHMENT A

- 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:

October 1, 2024

OCTA Responds:

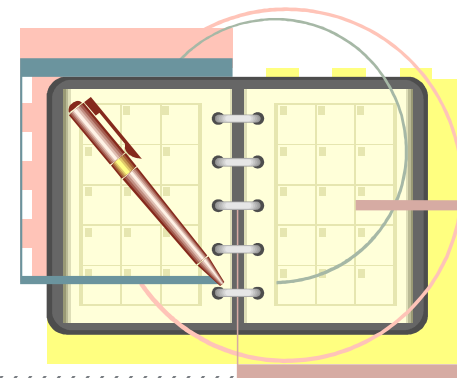
October 7, 2024

Proposals Due:

October 15, 2024, 2:00 PM

Interviews:

November 19, 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 3 years
- Maximum value of Contract \$475,000

Guidelines for Written Questions

- Questions must be submitted directly to Aaron Delgado, Contract Administrator, in writing, by: **October 1, 2024, 5:00 p.m.**
- E-mail recommended: 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 are non-binding

Next...
Proposal Instructions

Followed by...
Review of Scope of Work

Proposal Submittal Instructions

RFP 4-2467
ADDENDUM NO. 1
ATTACHMENT A

- Proposals are due by 2:00 p.m., October 15, 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)
- Cost and Price Proposal

Forms:

- Exhibit B – Cost and Price Proposal
 - Offeror shall submit proposed pricing to provide services described in Exhibit A, Scope of Work
 - Complete in entirety
 - Fully burdened rate for each test or service
 - Include firm's standard test and inspection services
 - Proposed annual escalation
 - Proposed markup to prevailing wage rates

Authority cannot pay for hours other than work actually completed, such as reporting time pay.

Proposal Content (continued)

Forms (continued):

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

Note: Forms excluded from 50-page proposal limit.

Evaluation and Award

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

Qualifications of the firm	30%
Staffing and project organization	20%
Work plan	20%
Cost & Price	30%

- Evaluation Committee comprised of internal OCTA staff

Evaluation and Award (continued)

- “Short-Listed” firms will be invited to interview
- Interviews are scheduled for **November 19, 2024**
- Offerors are requested to keep this date available

- Award Process

- Evaluation Committee recommends highest ranking Offeror
- Transit 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 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 (Time and Expense)
 - Article 6 - Maximum Obligation
 - Article 9 - Insurance
 - Article 17 - Conflict of Interest
 - Article 18 - Code of Conduct

Scope of Work

Jim Khan
Project Manager

On-Call Materials Testing and Inspection Services for OCTA Facilities

Project Overview and Scope of Work

Summary of Project

- Scope of Services includes, but not limited to, performing on-call materials testing and inspection at OCTA's transit facilities, including five bus bases, two park & rides, five transportation centers, the Transit Security and Operations Center and the OC Streetcar Maintenance and Storage Facility.
 - The selected consultant will be required to provide the required work force, materials, equipment, and testing facilities for soils and materials testing and inspection services under this RFP scope of work.
 - Inspections and materials testing under this RFP are listed in Exhibit B of the RFP. The consultant may be required to perform other testing and inspection services as directed by OCTA.
 - The consultant is required to provide a list of standard testing and inspection services not specifically listed in RFP Exhibit B which the consultant firm undertakes.

Summary of Project (continued)

- California test methods are required. The consultant shall have a quality control plan in effect during performance of the work of the RFP, including quality control, quality assurance, and equipment calibration programs for the laboratory.
- The consultant is required to submit certified test results following sampling and testing on the due dates. Daily inspection reports are required to be submitted to OCTA on the day following inspection.
- Invoices submitted for payment must contain the required information and certification.
- Prevailing wages are required, the consultant shall include certified payrolls with invoice submittals.
- OCTA's bus bases, operate 24 hours a day 7 days a week and must remain fully operational at all times.

Project Locations and Addresses

Anaheim Bus Base
1717 E. Via Burton
Anaheim, CA 92806

Golden West Transportation Center
7301/7401 Center Avenue
Huntington Beach, CA 92803

Brea Park and Ride
Lambert Rd. and State College Ave.
Brea, CA

Garden Grove Bus Base
11790 Cardinal Circle
Garden Grove, CA 92843

Fullerton Transportation Center
123 S. Pomona
Fullerton, CA 92833

Fullerton Park and Ride Facility
3000 W. Orangethorpe Ave.
Fullerton, CA 92833

Irvine Construction Circle Bus Base
14736 Construction Circle West
Irvine, CA 92606

Laguna Beach Transportation
Center
375 Broadway
Laguna Beach, CA 92651

OC Streetcar Maintenance &
Storage Facility
2008 W. Fifth Street
Santa Ana, CA 92703

Irvine Sand Canyon Bus Base
14736 Sand Canyon Road
Irvine, CA 92618

Laguna Hills Transportation Center
24282 Calle de Los Caballeros
Laguna Hills, CA 92653

Transit Security and Operations
Center
1460 W. Lincoln Ave.
Anaheim, CA 92801

Santa Ana Bus Base
4301 W. MacArthur Blvd.
Santa Ana, CA 92704

Newport Transportation Center
1550 Avocado Avenue
Newport Beach, CA 92660

Irvine Sand Canyon Base

RFP 4-2467
ADDENDUM NO. 1
ATTACHMENT A



Irvine Construction Circle Base

RFP 4-2467
ADDENDUM NO. 1
ATTACHMENT A



Santa Ana Base

RFP 4-2467
ADDENDUM NO. 1
ATTACHMENT A



Garden Grove Base

RFP 4-2467
ADDENDUM NO. 1
ATTACHMENT A



Fullerton Transportation Center

RFP 4-2467
ADDENDUM NO. 1
ATTACHMENT A



Golden West Transportation Center

RFP 4-2467
ADDENDUM NO. 1
ATTACHMENT A



Newport Transportation Center

RFP 4-2467
ADDENDUM NO. 1
ATTACHMENT A



Laguna Beach Transportation Center

RFP 4-2467
ADDENDUM NO. 1
ATTACHMENT A



Fullerton Park & Ride

RFP 4-2467
ADDENDUM NO. 1
ATTACHMENT A



Brea Park & Ride

RFP 4-2467
ADDENDUM NO. 1
ATTACHMENT A



Laguna Hills Transportation Center

RFP 4-2467
ADDENDUM NO. 1
ATTACHMENT A



Anaheim Base

RFP 4-2467
ADDENDUM NO. 1
ATTACHMENT A



Health, Safety and Environment (HSE)

Level 2 Safety Specifications

Safety Requirements

- Safety is Paramount, Everyone Needs to Complete Tasks Safely Everyday, Family Depends on You!
- Review the proposal Health, Safety & Environmental Requirements
- Contractor shall comply with CCR Title 8, Section with California Code of Regulations (CCR) Title 8, Section 3203
- Contractor shall comply with the Policy or Program of the Company's Substance Abuse Prevention Policy that complies with the most recent Drug Free Workplace Act
- Contractor shall comply with CCR Title 8, Section 5194 Hazard Communication Standard
- Upon contract award, the contractor within 10 business days shall designate an on-site health and safety representative and provide a resume and qualifications to the Authority project manager, upon request, within 72 hours
- The Contractor's HSE Representative shall preferably hold a certification from the Board of Certified Safety Professionals (BCSP) and at a minimum possess an OSHA 30-Hour training certificate, and have five years of demonstrated construction/scope experience enforcing HSE compliance on construction, industrial or similar project scopes

- Questions?



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/>

- Reminder.... Proposals are due @ 2:00 pm on October 15, 2024
- Please sign in and leave a business card if in person
- Please register on CAMM NET
- Thank you for your interest in OCTA!



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 4-2467

RFP 4-2467
ADDENDUM NO. 1
ATTACHMENT B
Date: September 24, 2024

Title: On-Call Materials Testing and Inspection Services for OCTA Facilities Projects

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