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November 18, 2024

**SUBJECT: Request for Proposals (RFP) 4-2536
“Environmental Mitigation Program Land Survey Support Services”**

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 on-site/in person pre-proposal conference will be held November 19, 2024 at 9:00a.m., at the Authority’s Administrative Offices, 600 South Main Street, Orange, California, Conference Room 1112. All prospective Offerors are encouraged to attend the pre-proposal conference.

Offerors are instructed to wait in the lobby area on the first floor and an OCTA representative will meet you and take all attendees to the pre-proposal conference room location.

Participation via teleconference will also be available. Prospective Offerors may join or call-in using the following credentials:

- [Join the meeting now](#)
- OR call-in Number 916-550-9867
- Conference ID: 155 357 34#

2. Offerors are advised that a copy of the pre-proposal conference presentation is presented as Attachment A to **Addendum No. 1**.
3. Offerors who plan to attend the pre-proposal conference remotely are requested to submit via e-mail to mthreats@octa.net, no later than Wednesday, November 20, 2024 at 4:00 pm, the Pre-Proposal Conference Registration Form which is presented as Attachment B to this **Addendum No. 1**.
4. Offerors are advised that the Interview date of December 30, 2024 has been changed. The new Interview date is January 14, 2025. Interviews will be conducted at the discretion of the Authority.

November 18, 2024

Page 2

Offerors are reminded to acknowledge receipt of **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 714-560-5552 or mthreats@octa.net

Sincerely,

A handwritten signature in blue ink, appearing to read "Marjorie Morris Threats", with a stylized flourish at the end.

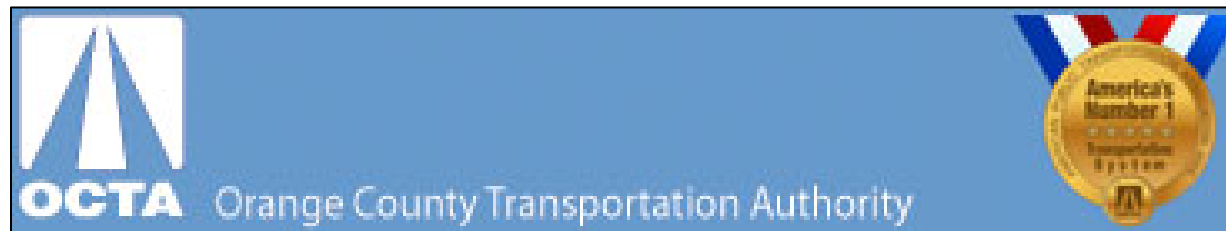
Marjorie Morris Threats
Principal Contract Administrator
Contracts Administration and Materials Management

Attachments:

Attachment A: Pre-Proposal Conference Presentation

Attachment B: Pre-Proposal Conference Registration Form

Pre-Proposal Conference for RFP 4-2536 Environmental Mitigation Program Land Survey Support Services



Agenda

- 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

- 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:

November 22, 2024

OCTA Responds:

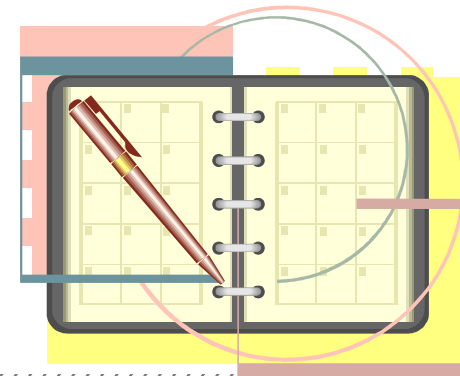
November 27, 2024

Proposals Due:

December 11, 2024, 2:00 PM

Interviews:

January 14, 2024 (if needed)



Key Procurement Information

- All questions/contact with Authority staff should be directed to the assigned Principal Contract Administrator, Marjorie Morris-Threats
- 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 (4) years
- Funded through Orange County Transportation Trust

Guidelines for Written Questions

- Questions must be submitted directly to Marjorie Morris-Threats Principal Contract Administrator, in writing, by: May 17, 2024, **5:00 p.m.**
- E-mail recommended: mthreats@octa.net
- Any changes Authority makes to procurement documents will be by written Addenda only
- Addenda will be issued via CAMM NET
- Verbal discussions today are non-binding

Next...
Proposal Instructions

Followed by...
Review of Scope of Work

Proposal Submittal Instructions

(Refer to RFP Section I, pp. 1-8)

- Proposals are due by 2:00 p.m., **December 11, 2024.**
- **Proposals must be submitted, electronically,** through the following URL link: [http://www.octa.net/Proposal Upload Link](http://www.octa.net/ProposalUploadLink), at or before the deadline of 2:00 p.m. on December 11, 2024. **The link has an upload file size limit of 80MB. Authority will not accept hard copy proposals for this RFP.**
- Offerors are instructed to click the upload link, select “RFP 4-2536” from the drop-down menu, and follow the instructions as prompted to upload the proposal. The upload link will expire at the submittal deadline and will not allow proposals to be uploaded.
- Should Offerors encounter technical issues with uploading the proposals via the link provided in the RFP document, Offerors are required to contact the Contract Administrator “prior” to the submission deadline. Proposals and supplemental information to proposals received after the date and time specified above will be rejected.

Proposal Submittal Instructions (continued)

(Refer to RFP Section I, page 5)

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

Proposal Content

(Refer to Section II, pp. 10-16)

- 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)

(Refer to Section II, pp 15)

- 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 cost and technical proposals

Proposal Content (continued)

(Refer to Exhibit C & D, pp. 23-26)

Forms:

- Exhibit C – Status of Past and Present Contracts
- Exhibit D – Safety Specifications (do not submit with proposal)
- Exhibit E – Proposal Exceptions and/or Deviations

Note: Forms excluded from 50-page proposal limit.

Evaluation and Award

(Refer to Section III, pp 18-19)

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

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

- Evaluation Committee comprised of internal staff

Evaluation and Award (continued)

- “Short-Listed” firms will be invited to interview
- Interviews (if needed) are scheduled for January 14, 2024 (if needed)
- Offerors are requested to keep this date available

Award

- Award Process

- Evaluation Committee will select highest ranking Offeror. Due to the budget of the project, this project is not required to go to the Committee or Board.
- All firms submitting a proposal will be notified of Award through 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

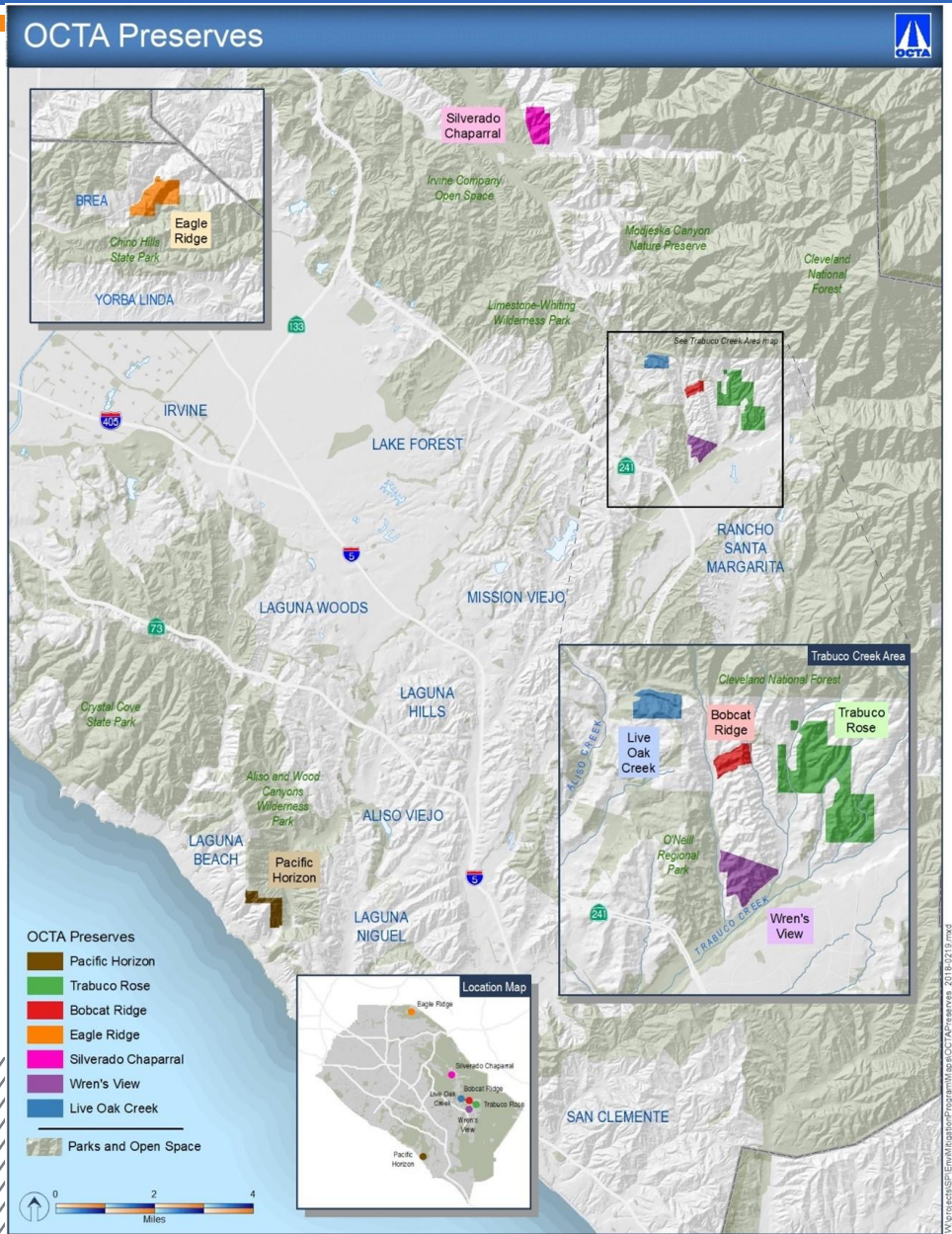
- Offerors are encouraged to review:
 - Article 3 – Scope of Work
 - Article 4 – Term of Agreement
 - Article 5 – Payment (Time and Expense)
 - Article 6 – Maximum Obligation
 - Article 9 – Insurance

Scope of Work

Lesley Hill
Project Manager

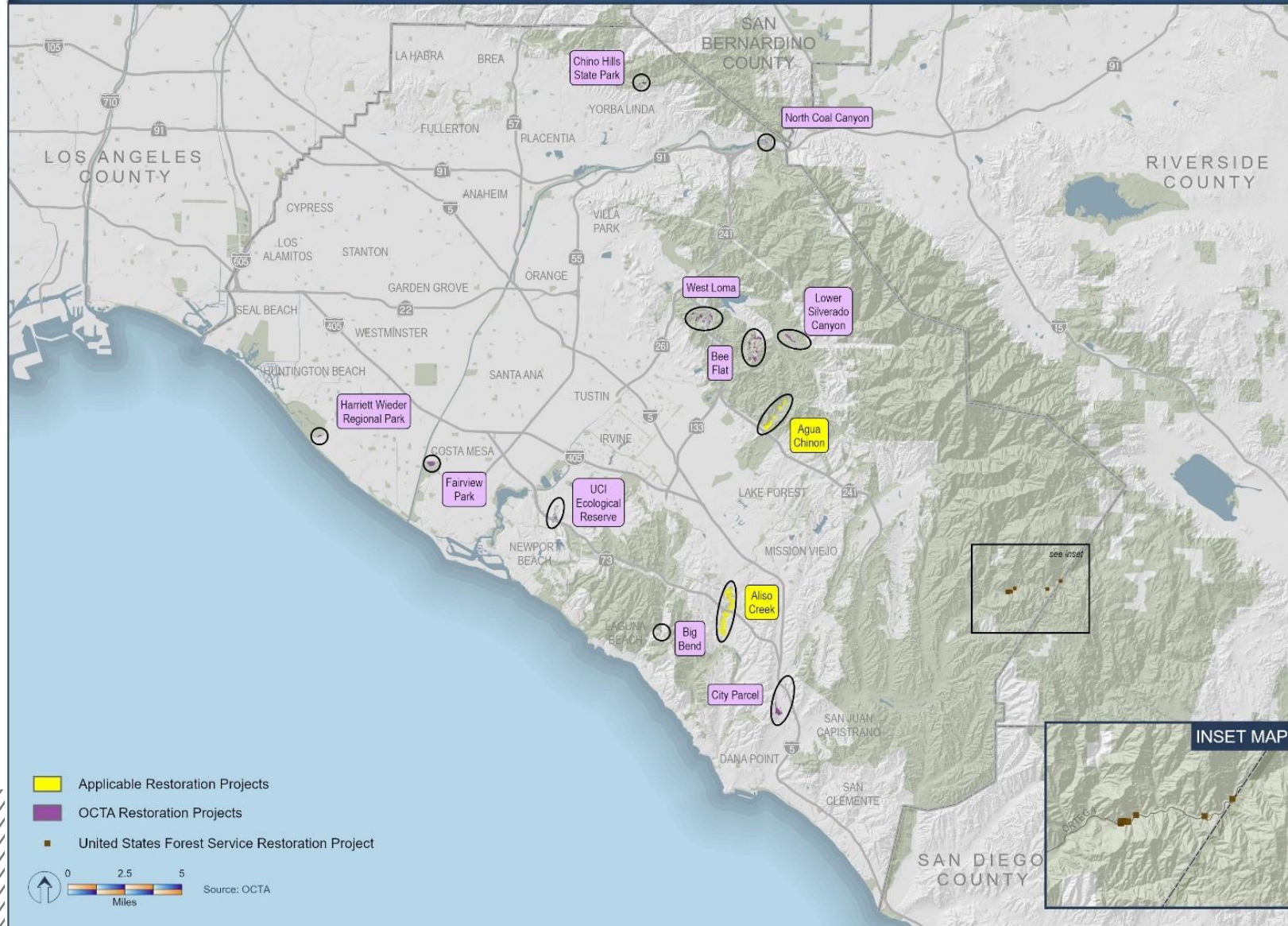
Project Overview and Scope of Work

OCTA Preserves



OCTA Restoration Projects

Funded Restoration Projects Map



- Questions?



- Reminder.... Proposals are due @ 2:00 pm on December 11, 2024
- Please submit a completed registration Form
- Please register on CAMM NET



PRE-PROPOSAL REGISTRATION

RFP 4-2536

Date: November 19, 2024

ATTACHMENT B

Title: Environmental Mitigation Program Land Survey Support Services

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: _____