



AFFILIATED AGENCIES

*Orange County
Transit District*

*Local Transportation
Authority*

*Service Authority for
Freeway Emergencies*

*Consolidated Transportation
Service Agency*

*Congestion Management
Agency*

January 16, 2025

**SUBJECT: Request for Proposals (RFP) 4-2610
On-call Architectural and Engineering Design and
Construction Support Services for Transit Facility Projects
Addendum No. 1**

Gentlemen/Ladies:

This letter and its attachments comprise **Addendum No. 1** to the above captioned RFP issued by the Orange County Transportation Authority (Authority).

1. Offerors are advised that the pre-proposal conference will be held on January 21, 2025, at 9:00 a.m. via teleconference only. Prospective Offerors may call-in using the following credentials:
 - [Microsoft Teams link](#)
 - OR Call-in Number: 916-550-9867
 - Conference ID: 772 762 582#
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 remotely are requested to submit via e-mail to sgettel@octa.net, no later than January 21, 2025, at 9:00 a.m., the Pre-Proposal Conference Registration Sheet which is presented as **Attachment B** to this **Addendum No. 1**.
4. Offerors are advised to delete Exhibit C, Orange County Transportation Authority and Affiliated Agencies Board of Directors as presented in the RFP and replace with Exhibit C, Orange County Transportation Authority and Affiliated Agencies Board of Directors which is included as **Attachment C** in 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.

January 16, 2025

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Questions regarding this **Addendum No. 1** should be directed to the undersigned at (714) 560-5562 or sgettel@octa.net.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sonja Gettel", is written over a light blue horizontal line.

Sonja Gettel
Senior Contract Administrator
Contracts Administration and Materials Management

Attachments

- Attachment A: Pre-Proposal Conference Presentation
- Attachment B: Pre-Proposal Conference Registration Sheet
- Attachment C: Exhibit C, Orange County Transportation Authority and Affiliated Agencies Board of Directors

Pre-Proposal Conference for
RFP 4-2610
On-call Architectural and Engineering Design
and Construction Support Services
for Transit Facility Projects



Orange County
Transportation Authority 

Agenda

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

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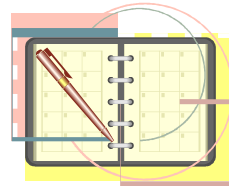
Online Business & Networking Tools

- 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/>

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Key Procurement Dates

Written Questions Due:	January 24, 2025
OCTA Responds:	January 30, 2025
Proposals Due:	February 12, 2025
Interviews:	March 24, 2025
Board of Directors:	May 27, 2025



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Key Procurement Information

- All questions/contact with Authority staff should be directed to the assigned Contract Administrator, Sonja Gettel.
- 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
- Contract term is for 3 years, with one, 2-year option.

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Key Procurement Information (continued)

The following restrictions apply to this procurement:

To prevent potential conflicts of interest, the prime consultant and all subconsultants (at any tier) currently under contract with the Authority to provide on-call construction management and engineering technical support for transit facility projects are precluded from participating in this solicitation. Offerors are advised that the evaluation of team composition with regards to conflicts of interest will be done on a case by case basis.

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Guidelines for Written Questions

- Questions must be submitted directly to:
Sonja Gettel, Senior Contract Administrator, in writing, by:
January 24, 2025, 5:00 p.m.
- E-mail recommended: sgettel@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

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Next...
Proposal Instructions

Followed by...
Review of Scope of Work

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Proposal Submittal Instructions

- Proposals are due by 2:00 p.m., February 12, 2025
- Proposals must be submitted, electronically, through the following URL link: <http://www.octa.net/Proposal Upload Link>
- The link has an upload file size limit of 80MB.
- Authority will not accept hard copy proposals for this RFP.

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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

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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)

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Proposal Content (continued)

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 Offerors will be asked to submit a detailed cost proposal
- Negotiations will commence based on both the cost and technical proposals

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Proposal Content (continued)

Forms

- Exhibit C
 - Campaign Contribution Disclosure Form
 - Status of Past and Present Contracts
 - Proposal Exceptions and/or Deviations
- Exhibit D - Level 1 Safety Specifications (not submitted with proposal)

Note: Forms excluded from 50-page proposal limit.

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Evaluation and Award

- 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 is comprised of internal OCTA staff and external members

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Evaluation and Award (continued)

- “Short-Listed” firms will be invited to interview
- Interviews are scheduled for **March 24, 2025**
- Offerors are requested to keep this date available

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Award

- Award Process
 - Evaluation Committee recommends highest ranking Offeror to the Transit Committee
 - 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

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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



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Proposed Agreement

- Offerors are encouraged to review:
 - Article 3 - Scope of Work
 - Article 4 - Term of Agreement
 - Article 5 - Contract Task Orders and Payment (Time and Expense)
 - Article 6 - Maximum Obligation
 - Article 9 - Insurance
 - Article 25 - General Wage Rates
 - Article 27 - Conflict of Interest
 - Article 28 - Code of Conduct
 - Article 30 - Health and Safety Requirements

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Scope of Work

Jim Khan, Senior Civil Engineer
Project Manager

Project Overview and Scope of Work

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Scope of Work

- The Scope of work includes, but is not limited to, related deliverables:
- Perform architectural and engineering design and support services for transit facilities projects, including capital improvements, capital maintenance, facilities modifications, and all other projects required by OCTA.
- Refer to RFP documents for the Scope of Work details

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Project Locations and Addresses

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

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

Irvine Construction Circle Bus Base
16281 Construction Circle West
Irvine, CA 92606

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

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

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

Fullerton Transportation Center
123 S. Pomona
Fullerton, CA 92833

Laguna Beach Transportation Center
375 Broadway
Laguna Beach, CA 92651

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

Newport Transportation Center
1550 Avocado Avenue
Newport Beach, CA 92660

Brea Park and Ride
Lambert and State College
Brea, CA

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

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

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

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Typical Transit Facility Projects

- Heating and Ventilation unit replacement
- Heating, Ventilation, and Air Conditioning unit replacement
- Pavement replacement / and repair
- Bus stall striping and pavement markings
- Building roof replacement
- Building canopy repair
- ADA Compliance
- Bridge repair

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Summary of Projects

- Video surveillance system
- Design build hydrogen fueling systems
- Hydrogen detection systems
- Facility modifications / improvements
- Facility condition assessment at all OCTA facilities
- Other new capital improvement and capital maintenance projects assigned

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Summary of Projects

- The selected firm (Consultant) shall design facility projects and provide required support services on an on-call as-needed basis to OCTA.
- For each project, OCTA will issue a Contract Task Order (CTO) and a request for proposal along with a project specific Statement of Work for architectural and engineering design and support services for transit facility projects.

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Summary of Projects

The facility project will be completed in three phases:

1. Design Phase
2. Bidding and Award of Contract Phase
3. Construction Monitoring Phase

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Summary of Projects

1. Design Phase

- Study and Schematic phase (25%)
- Design Development Phase (60%) – may be omitted on small size projects at OCTA's discretion
- Construction Document Development Phase (90%)
- Final Construction Document Development Phase (100%)
- No full size hard copy of plan submittals are required for OCTA, however other agency having jurisdiction over the project may require full size hard copy of plan submittals.

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Summary of Projects

- Electronic submittals shall be transmitted to OCTA via email and shared with OCTA using Microsoft Office 365 One Drive.

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Summary of Projects

2. Bid and Award of Contract Phase

- During this phase, Consultant is required to attend pre-bid meeting, assist OCTA in reviewing bids, answer questions regarding plans and specifications, review and evaluate requests for approve equals to the bid documents, revise bid documents and assist OCTA in preparation of addenda.
- Prepare and submit conformed construction documents which incorporate all changes and addenda made on the original documents.
- Refer to RFP documents for all other requirements.

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Summary of Projects

3. Construction Monitoring Phase

- Consultant is required to attend pre-construction meeting and other progress meeting during construction
- Consultant shall complete all necessary changes in plans and specifications as required for Contractor to obtain necessary permits.
- Consultant shall review and approve product submittals, samples, shop drawings from the Contractor, respond to Request for Information (RFI).
- Assist in evaluating change orders. Consultant is required to make site visits, minimum once a month, perform field structural observation as required by OCTA or City.
- Upon substantial completion of project, Consultant is required to inspect project and prepare a punch list of items to be completed or corrected.

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Summary of Projects

At Project close-out:

- Consultant is required to prepare As-built project documents including As-built drawings, specifications, and other as-built documents (Reports).
- Consultant is required to update OCTA master set of plans.
- See RFP documents for all other requirements.

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Vendor Video Training

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

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- Questions?



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- Reminder.... Proposals are due by 2:00 pm on February 12, 2025
- Please submit a completed registration sheet.
- Please register on CAMM NET
- Thank you for your interest in OCTA! Feel free to stay and network.

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PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 4-2610

Date: January 21, 2025

Title: On-call Architectural and Engineering Design and Construction Support Services for
Transit Facility Projects

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: _____

**ORANGE COUNTY TRANSPORTATION AUTHORITY
AND AFFILIATED AGENCIES**

Board of Directors

Doug Chaffee, Chair
Jamey Federico, Vice Chair
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Mike Carroll, Director
Jon Dumitru, Director
Katrina Foley, Director
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Fred Jung, Director
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Janet Nguyen, Director
Tam Nguyen, Director
Vicente Sarmiento, Director
John Stephens, Director
Mark Tettemer, Director
Donald Wagner, Director