



*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 9, 2024

**SUBJECT: Request for Proposals (RFP) 4-2642  
“Construction Management Support Services for the  
Trabuco-Rose Gully Stabilization 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 10, 2024, at 1:00 pm. **Offerors may join in person, join via Teams, or call-in, using the following credentials:**
  - [Click to Join Meeting](#)
  - Or Call-in Number: +1 916-550-9867  
Conference ID: 895 435 11#
  - 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 Tuesday, December 10 at 5:00 pm, the Pre-Proposal Conference Registration Sheet which is presented as Attachment B to this Addendum No. 1.**
4. Offerors are advised that an incorrect interview date was shown in the RFP packet. Interviews will be held on February 12, 2025 and all prospective Offerors are asked to keep this date available.

December 9, 2024

Page 2

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.

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

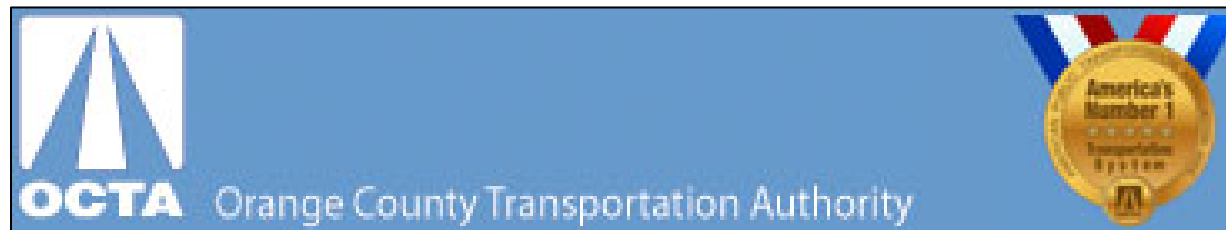
Contracts Administration and Materials Management

Attachments:

Attachment A: Pre-Proposal Conference Presentation

Attachment B: Pre-Proposal Conference Registration Sheet

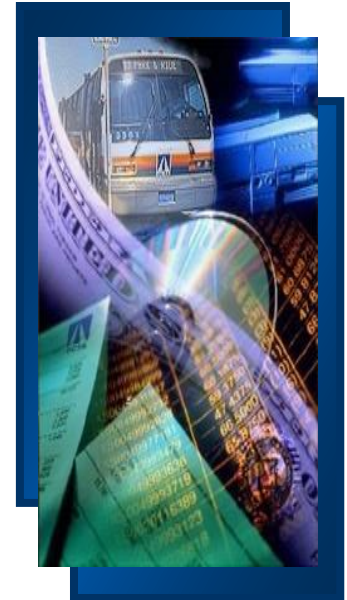
# Pre-Proposal Conference for RFP 4-2642: “Construction Management Support Services for the Trabuco-Rose Gully Stabilization Project”



# Agenda

RFP 4-2642  
ADDENDUM NO. 1  
ATTACHMENT A

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



## 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 4-2642  
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

RFP 4-2642  
ADDENDUM NO. 1  
ATTACHMENT A

Written Questions Due:

December 17, 2024

OCTA Responds:

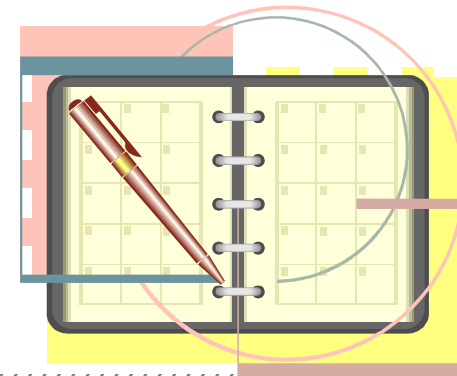
December 31, 2024

Proposals Due:

January 9, 2025, 2:00 PM

Interviews:

February 12, 2025



# Key Procurement Information

RFP 4-2642  
ADDENDUM NO. 1  
ATTACHMENT A

- 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 1 year.
- Funded with M2/Local funds



# Guidelines for Written Questions

RFP 4-2642  
ADDENDUM NO. 1  
ATTACHMENT A

- Questions must be submitted directly to Aaron Delgado, Contract Administrator, in writing, by: **December 17, 2024, 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

RFP 4-2642  
ADDENDUM NO. 1  
ATTACHMENT A

- Proposals are due by 2:00 p.m., January 9, 2025
- Proposals are to be submitted per the instructions 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)

RFP 4-2642  
ADDENDUM NO. 1  
ATTACHMENT A

- 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)

## 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	20%
Staffing and project organization	40%
Work plan	40%

- Evaluation Committee comprised of internal OCTA staff



# Evaluation and Award (continued)

RFP 4-2642  
ADDENDUM NO. 1  
ATTACHMENT A

- “Short-Listed” firms will be invited to interview
- Interviews are scheduled for **February 12, 2025**
- 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

RFP 4-2642  
ADDENDUM NO. 1  
ATTACHMENT A

- 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

RFP 4-2642  
ADDENDUM NO. 1  
ATTACHMENT A

- 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 27 - Conflict of Interest
  - Article 28 - Code of Conduct

## Scope of Work

(Refer to RFP Documents, Exhibits, Attachments)

OCTA Project Manager

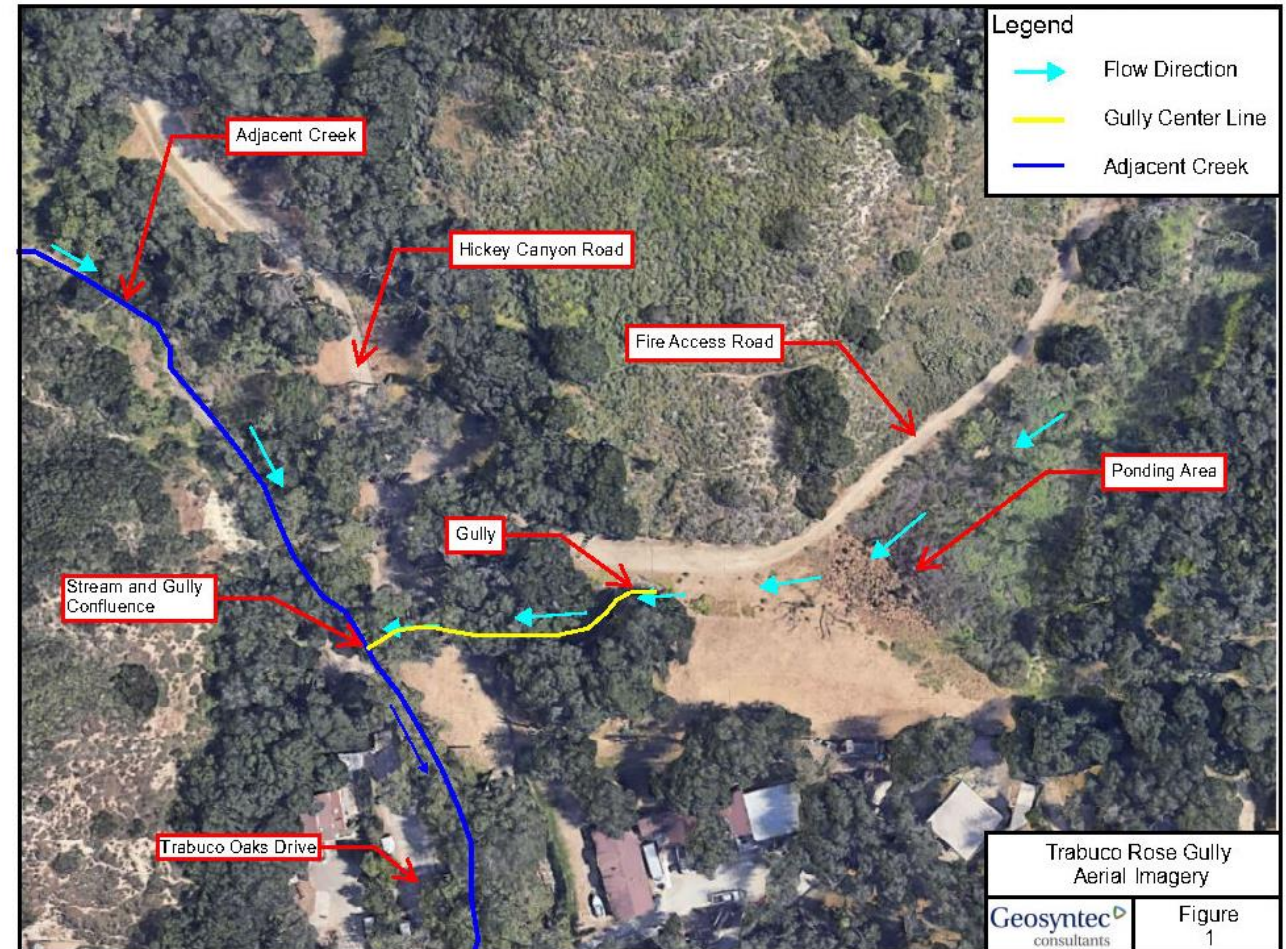
Will Provide Project Overview and Scope of Work



# Project Overview

Trabuco Rose Preserve is a property that OCTA maintains as an open-space preserve in Trabuco Canyon, northwest of Rancho Santa Margarita:

- Yellow line represents existing gully in need of repair
- Portion of gully previously repaired in 2021
- Gully is adjacent to a fire access road
- Primary access to site is along Trabuco Oaks Dr.





# Project Overview (Prior 2021 Repair)

RFP 4-2642  
ADDENDUM NO. 1  
ATTACHMENT A



March 2021



April 2021

# Project Scope

RFP 4-2642  
ADDENDUM NO. 1  
ATTACHMENT A

Scope involves:

- Adding a geotextile liner as a base for a portion of gully
- Introducing a tiered series of rock check walls and pools
- Layering various rock gradations for a base
- Providing 12" of soil intermittently
- Protecting existing edges with jute matting



April 2021



# **Health, Safety and Environment (HSE)**

## **Level 2 Safety Specifications**

# Safety Requirements

RFP 4-2642  
ADDENDUM NO. 1  
ATTACHMENT A

- 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

- 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 9, 2025
- 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 CONFERENCE REGISTRATION

RFP 4-2642

ADDENDUM NO. 1

ATTACHMENT B

RFP #: 4-2642

Date: December 10, 2024

Title: Construction Management Support Services for the Trabuco-Rose Gully Stabilization Project

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