



NOTICE TO OFFERORS

January 7, 2025

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 Proposal (RFP) 4-2698 "Grant Writing and Application Services"

All Offerors:

This letter shall serve as **Addendum No. 1** to the above RFP issued by the Orange County Transportation Authority (OCTA). Offerors are reminded that the proposal submittal due date is at or before **2:00 p.m., January 28, 2025**.

Offerors are advised of the following:

1. The proposal due date is hereby extended to 2:00 p.m., January 28, 2025.
2. The date to conduct interviews has been changed from February 18, 2025, to February 25, 2025.
3. The following are responses to written questions received on or before 2:00 p.m. on January 7, 2025, as stated in the RFP package.

Question 1: The RFP was released on December 30, 2024 and due on January 21, 2025. This period includes two (2) holidays and is due the week prior to a major federal grant program. Can the deadline of January 21, 2025 be extended? An extension would be greatly appreciated.

Response 1: As noted above, the proposal due date is hereby extended to January 28, 2025.

Question 2: For Exhibit B: Pricing Summary Sheet, are consultants limited to only the three (3) listed labor staff classifications under Schedule 1 – Hourly Rate Schedule? Or can consultants create a Pricing Sheet in Excel format and add more labor staff classifications?

Response 2: No, you may not add to Schedule I - Hourly Rate Schedule. You may add labor functions to Other Labor Charges.

Question 3: Is there currently a vendor(s) providing these services to OCTA? If so, please provide the name of the vendor(s) as well as the associated contract term(s) (start/end date), and dollar amount(s).

Response 3: No.

- Question 4: How many contractors does OCTA anticipate selecting to provide the services associated with RFP 4-2698?
- Response 4: The intent is to award to one firm; however, OCTA reserves the right to award its total requirements to one Offeror or to apportion those requirements among several Offerors as OCTA may deem to be in its best interest.**
- Question 5: Please elaborate on the term "as needed". What is OCTA's expectation in terms of the time from the contractor being notified that they are needed to the contractor making themselves available to support OCTA?
- Response 5: The term "as needed" refers to OCTA involving the vendor when a Notice of Funding Opportunity (NOFO) is released, and it is advantageous to include the vendor. This could involve tasks like grant writing, compliance reviews, or technical support. OCTA expects the vendor to be responsive and ready to assist within a reasonable timeframe based on the requirements of the funding opportunity. This approach allows OCTA to strategically use the vendor's expertise when it is most beneficial.**
- Question 6: Is the expectation that the bulk of the work be completed virtually / remotely or does OCTA prefer that the contractor provide services on site?
- Response 6: Yes, the majority of the work will be completed virtually / remotely. In some instances, on site services will be needed and/or required (i.e. on-site meetings related to grant pursuits), this will be on a case-by-case basis.**
- Question 7: Can the current proposal deadline be moved from January 21st at 2pm to January 28th at 2pm?
- Response 7: See response to Question 1.**
- Question 8: Is there any specific software and/or databases that the Contractor is required to use for this contract?
- Response 8: No specific software and/or databases are required to be used. However, some NOFO guidance will require the use of specific software, databases, tools, practices, or more and in these cases are required unless otherwise directed.**
- Question 9: Is it acceptable to modify the Price Summary Sheet to include additional rows?
- Response 9: You may not add additional rows to Schedule I - Hourly Rate Schedule.**

- Question 10: Under the Hourly Rate Schedule, do all names need to be provided or can that information be left blank pending contract award?
- Response 10: Yes, all job functions under Schedule I - Hourly Rate Schedule must be identified by name.**
- Question 11: Does OCTA plan to select more than one firm?
- Response 11: See response to Question 4.**
- Question 12: Will a Task Order or Notice to Proceed be issued for each funding pursuit?
- Response 12: No, OCTA Discretionary Funding Programs staff will communicate directly with the vendor on grant considerations and proceeding with funding pursuits.**
- Question 13: Any current grant funding opportunities the OCTA has pursued? If so, have these funds been awarded?
- Response 13: Yes, OCTA has pursued multiple current grants. These include the California State Transportation Agency's (CalSTA) Cycle 7 Transit and Intercity Rail Capital Program (TIRCP), the Federal Railroad Administration's (FRA) Fiscal Year (FY) 2023-2024 Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program, and the California Transportation Commission's (CTC) Senate Bill (SB) 1 Trade Corridor Enhancement Program (TCEP), among some others. Respectively, OCTA has been awarded \$125 million, \$100 million, and \$80 million from the TIRCP, CRISI, and TCEP programs.**
- Question 14: Is Exhibit D required for each of the three (3) references stated on Page 10, Section II., 3.a(6)
- Response 14: No, unless the contracts with the references have been the subject of or may be involved in litigation with the contracting authority.**
- Question 15: If awarded this scope of work, is the proposer precluded from supporting in post award management and compliance?
- Response 15: Generally, the awarded firm will be precluded from supporting in post award management and compliance, however, OCTA may request the firm to provide support where/if needed and will be on a case-by-case basis.**
- Question 16: Would the inclusion of an outside proposal cover and table of contents count against the 50 page limit?

Response 16: Proposals should be typed with a standard 12-point font, double-spaced. Proposals should not include any unnecessarily elaborate or promotional materials. Proposals should not exceed fifty (50) pages in length, excluding any appendices, cover letters, resumes, or forms.

Question 17: Does text in tables and figures need to be double-spaced?

Response 17: See response to Question 16.

Question 18: Would it be acceptable to use a font smaller than 12 points in figures and tables?

Response 18: See response to Question 16.

Question 19: Are resumes required to be double-spaced?

Response 19: See response to Question 16.

Question 20: Does the page limit include the title page, TOC, fly sheets, etc.?

Response 20: See response to Question 16.

Question 21: What is the weighting of the proposal and interview and are the scores comprehensive or stand-alone?

Response 21: See Page 16 of RFP package, SECTION III. EVALUATION AND AWARD.

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

Sincerely,



Gina Torres
Senior Contract Administrator
Contracts Administration and Materials Management