



## **NOTICE TO OFFERORS**

January 9, 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. 2** 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 that OCTA is providing revised responses to Question Nos. 3 and 15 from Addendum No. 1:

**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).

**Revised Response 3:** There is no current contract. The prior contract, C-1-3747, was awarded to Polytechnique Environmental, Inc., effective January 5, 2022 through December 31, 2024 in the amount of \$225,000.00.

**Revised Question 15:** 1. Would the contractor be precluded from assisting in the next step if the grant is awarded to OCTA?

2. If a separate RFP were issued for the management of those grants (if awarded to OCTA) would the contractor be precluded from responding to that RFP (if OCTA planned to release one for the management of the grant awards).?

**Revised Response 15:** 1. **Generally, OCTA will need grant writing and application services from the selected firm. In some cases, OCTA staff may ask the firm for assistance with the next step of the grant program if awarded. This will be on a case-by-case basis dependent on the grant programs requirements.**

**2. No, the selected firm would not be precluding from responding to that RFP.**

Offerors are reminded to acknowledge receipt of this Addendum No. 2 in their transmittal letter and Exhibit B, "Price Summary Sheet." All changes addressed in this Addendum No. 2 shall be incorporated into the final Agreement.

Questions regarding this Addendum No. 2 should be directed to the undersigned at [gtorres@octa.net](mailto:gtorres@octa.net).

Sincerely,

A handwritten signature in black ink that reads "Gina Torres". The signature is written in a cursive, flowing style.

Gina Torres  
Senior Contract Administrator  
Contracts Administration and Materials Management