



AFFILIATED AGENCIES

*Orange County
Transit District*

*Local Transportation
Authority*

*Service Authority for
Freeway Emergencies*

*Consolidated Transportation
Service Agency*

*Congestion Management
Agency*

April 21, 2025

SUBJECT: Request for Proposals (RFP) 5-3977, "Program and Construction Management Services for improvements to Orange County Transportation Authority Headquarters Property"

Gentlemen/Ladies:

This letter and its Attachment 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-site/in-person on April 22, 2025 at 9:00 a.m. at the Authority's Administrative office, 550 South Main Street, Orange, California in Conference Room 09.

For prospective Offerors who wish to join via teleconference, please **join or call-in using the following credentials:**

- [MS Teams Link](#)
- OR Call-in Number: 916-550-9867
- Conference ID: 446 267 31#

2. **Offerors who attend the pre-proposal conference remotely must fill out the Pre-Proposal Conference Registration sheet presented as Attachment A to this Addendum No. 1, and email, no later than Tuesday April 22, 2025 at 5:00 p.m. to mbornman@octa.net.**
3. Offerors are advised that a copy of the pre-proposal conference presentation is presented as Attachment B to 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.

Questions regarding this **Addendum No. 1** should be directed to the undersigned at 714-560-5064.

Sincerely,

Megan Bornman
Senior Contract Administrator
Contracts Administration and Materials Management

April 21, 2025
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Attachments:

- Attachment A: Pre-Proposal Conference Registration
- Attachment B: Pre-Proposal Conference PowerPoint Presentation



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP 5-3977

Date: April 22, 2025

Title: Program Management and Construction Management Services for improvements to Orange County Transportation Authority Headquarters Property

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: _____

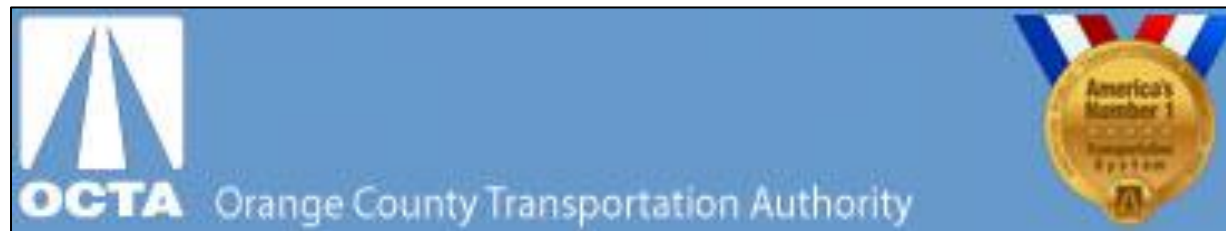
City, State Zip: _____

Phone Number: () _____ Registered on CAMM NET? ☐ Yes ☐ No

E-Mail Address: _____

Pre-Proposal Conference RFP 5-3977

Program Management and Construction Management Services for Improvements to Orange County Transportation Authority Headquarters Property



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/>

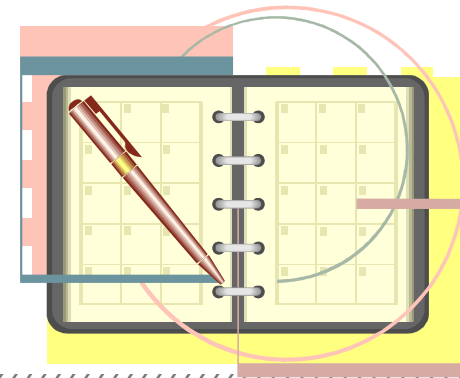
- To receive e-mail notifications of Solicitations, Addenda and Awards
- View and update your vendor profile
- Required for Award

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:	April 25, 2025
OCTA Responds:	May 1, 2025
Proposals Due:	May 12, 2025, 2:00 PM
Interviews:	June 11, 2025
Board of Directors:	August 25, 2025



Key Procurement Information

- All questions/contact with Authority staff should be directed to the assigned Contract Administrator, Megan Bornman
- 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 36 months

Guidelines for Written Questions

- Questions must be submitted directly to Megan Bornman, Contract Administrator, in writing, by: **April 25, 2025, 5:00 p.m.**
- E-mail recommended: mbornman@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

- Proposals are due by 2:00 p.m., May 12, 2025
- Proposals are to be submitted electronically as specified in the RFP
- The link has an upload file size limit of 80MB.
- The Authority will not accept hard copy proposals for this RFP.

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

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)

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

Proposal Content (continued)

Exhibit C Forms:

- Campaign Contributions 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.

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)

- “Short-Listed” firms will be invited to interview
- Interviews are scheduled for **June 11, 2025**
- Offerors are requested to keep this date available

Award

- Award Process

- Evaluation Committee recommends highest ranking Offeror to the Finance and Administration (F&A) Committee
- F&A 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

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 the Proposal Exceptions and/or Deviations Form and submitted in Offeror's 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
 - Article 27 - Conflict of Interest/Prohibitions
 - Article 28 - Code of Conduct

Scope of Work

Steven King
Project Manager

Project Overview and Scope of Work

Vendor Video Training

- 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 May 12, 2025
- Please sign in and leave a business card
- Please register on CAMM NET
- Thank you for your interest in OCTA! Feel free to stay and network.