



AFFILIATED AGENCIES

*Orange County
Transit District*

*Local Transportation
Authority*

*Service Authority for
Freeway Emergencies*

*Consolidated Transportation
Service Agency*

*Congestion Management
Agency*

May 1, 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. 3** to the above captioned Request for Proposals issued by the Orange County Transportation Authority (“Authority”).

1. Offerors are advised that the Authority has received questions by the date and time specified in the RFP and responses are presented as Attachment A to this Addendum No. 3.

Offerors are reminded to acknowledge receipt of this **Addendum No. 3** in their Letter of Transmittal, which is to accompany the proposal. Offerors are advised that all changes addressed in this **Addendum No. 3** shall be incorporated into the final Agreement.

Questions regarding this **Addendum No. 3** should be directed to the undersigned at 714-560-5064 or mbornman@octa.net.

Sincerely,

Megan Bornman
Senior Contract Administrator
Contracts Administration and Materials Management

Attachment:

- Attachment A: Questions Received and Authority Responses

Questions Received (Q) and Authority Answers (A)

Q1. Are ALL positions below considered key?

- a. One (1) full time Project Manager
- b. One (1) full time Construction Manager/Resident Engineer (CM/RE)
- c. One (1) full time Assistance Resident Engineer (Assistant RE)
- d. One (1) full time Administration/Document Control personnel
- e. One (1) Lead General Building Inspector
- f. One (1) Lead Mechanical/Electrical/Plumbing (MEP) Inspector
- g. One (1) full time Health, Safety and Environmental (HSE) Representative
- h. One (1) part time Structures Representative
- i. Environmental Specialist – based on project needs
- j. Field inspectors with disciplines – based on project needs
- k. Soils & Materials Testing Personnel – based on project needs
- l. Surveying crew – based on project needs
- m. On-call Specialists (Fire Protection Systems, Elevator ...) – based on project needs
- n. Commissioning Agent

A1. Offerors shall determine which staff they consider to be “key personnel” based on the requirements outlined in Exhibit A – Scope of Work.

Q2. Does OCTA require OCTA experience for the winning team? i.e. In order for a team to win, must the Prime proposer have served on a previous contract with OCTA as a prime or a sub?

A2. No, OCTA does not require the winning team’s Prime proposer to have served on a previous contract with OCTA as a prime or subconsultant.

Q3. Is there a LEED requirement, will a LEED consultant be required to be retained by the Prime?

A3. No, OCTA does not require a LEED consultant.

Q4. Do all of the subconsultants to the Prime need to be identified prior to the submission of the proposal?

A4. Yes they do. Per RFP 5-3977, Section II, Proposal Content, paragraph A3.a, the Offeror shall “identify subcontractors by company name, address, contact person, telephone number, email address and project function”.

Q5. Do you have diverse participation goals beyond DBE, such as DVBE, SBE or MBE?

A5. No, OCTA does not have any DVBE, SBE or MBE related participation goals.

Q6. Since civil engineering PE's as the PMs and CMs for vertical building and facilities projects is fairly uncommon, as well as having independent dedicated structural and MEP inspectors for an office TI and new construction, would you consider alternate staffing recommendations in our proposal?

A6. Offerors shall determine their staffing recommendations based on the requirements outlined in Exhibit A – Scope of Work.

Q7. Can a Professional Civil Engineering License from another state be an acceptable substitute for the licensed Civil Engineer in the State of California requirement?

A7. No, a California Professional Engineering License is required. Time may be granted for an out of state licensee to attain a California licensure.

Q8. Will a Certified Construction Manager (CCM) or American Institute of Architects (AIA) designation be an acceptable substitute for the licensed Civil Engineer in State of California requirement in the Project Manager role?

A8. Yes, Certified Construction Manager (CCM) or American Institute of Architects (AIA) designations may be considered for the Project Manager position.

Q9. Will a Certified Construction Manager (CCM) be an acceptable substitute for a licensed Civil Engineer in the State of California requirement for the Construction Manager/Resident Engineer role?

A9. No, a Licensed Civil Engineer in the State of California is required for the Construction Manager/Resident Engineer position.

Q10. Can the requirement to have an OSHA 10 Hour Certification be completed by the key personnel after award of PM/CM Services in August 2025 and prior to the start of construction in April 2026?

A10. Yes, OSHA 10 Hour Certification may be completed after contract award and prior to construction activities.

Q11. With the PM/CM Services being awarded in August 2025 and NTP issued in October 2025, is it OCTA's intent to have the level of effort for the PM to be full-time to the project start in October 2025 while having the CM/RE/Asst CM/Key Personnel joining the project once construction starts in April 2026?

A11. Staffing requirements designated as full-time are to be available full-time as needed. Coordination with the OCTA Project Manager on start dates and any reduction of hours from full-time are permissible and will be managed over the duration of the contract.

Q12. What members of the team will need to be available for the interview?

A12. Generally, the Authority will request that the Project Manager be present at the interview along with 4 other team members of the Consultant's choosing. The Authority reserves the right to request specific individuals based on the evaluation committee's review of the proposal(s).