



June 9, 2025

NOTICE TO OFFERORS

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 Proposals (RFP) 5-4109 “Property Management Services”

This letter shall serve as Addendum No. 2 to the above RFP issued by the Orange County Transportation Authority (OCTA). The following questions were received on or before the deadline of 4:00 p.m. on June 5, 2025:

Question 1: During the pre-proposal conference, OCTA stated that our project manager would not be responsible for any work related to the OCTA building nor the potential construction of the single-story building that will possibly be built in the parking lot. Can you please confirm that this is the case? The property management team would plan on coordinating access and working with OCTA vendors as well as existing tenants during the build out of OCTA space.

Response 1: **Yes, that is correct. The awarded property management team will not be responsible for major construction activities, including the potential development of a single-story building in the parking lot.**

Question 2: Must the selected contractor have an office in Orange County or in close proximity to the subject property?

Response 2: **No, an office in Orange County or in close proximity is not required.**

Question 3: Will OCTA allow the chosen contractor to rent an on-site office (at market rates and terms)?

Response 3: **Yes, if space is available**

Question 4: Scope of Work 3.1 Leasing Services: Refers to “OCTA’s contracted “real estate brokerage firm...” Will OCTA please post the name of this firm and identify the listing broker(s)?

Response 4: Coldwell Banker Richard Ellis (CBRE)

Question 5: Is construction management oversight required per the proposal

Response 5: Yes, it is.

Question 6: Under Section 2.8 Reporting and Performance Metrics, please define “access to all financial operations systems.”

Response 6: OCTA requests access to any system or platform used to track financial activity related to the property covered under this RFP. This includes access to review all invoices, lease statements, and any documents related to OCTA’s bank account activity, including checks, credits, debits, and transfers.

Question 7: Budget Cycle – Can you clarify whether the annual operating budget will follow a fiscal-year or calendar-year cycle, and what the exact start / end dates are?

Response 7: The annual operating budget will follow a fiscal year cycle, which runs from July 1 through June 30 of the following year.

Question 8: Technology Platforms – What building-management software is in use today, and are upgrades or replacements planned? You mentioned that you currently have access to Yardi during our onsite meeting. Is that your property software, or are you open to other software? Will log-in access be an indispensable requirement?

Response 8: OCTA does not have a preference regarding which building-management software is used. Firms are free to use their own preferred platform; however, OCTA requires access to the system in order to review relevant financial and operational information.

Question 9: Sustainability Standards – Are there particular green-building standards (LEED, WELL, etc.) the property-management team should follow? Is it currently LEED Silver, Gold or Platinum?

Response 9: The building is currently certified at the Silver level, and the awarded property management team will be expected to maintain this certification or achieve a higher level.

The remaining questions received will be addressed in a subsequent addendum.

Offerors are reminded to acknowledge receipt of this Addendum No. 2 in their transmittal letters. 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 mtouch@octa.net.

Sincerely,

Monique Touch

Monique Touch
Sr. Contracts Administrator
Contracts Administration and Materials Management