



NOTICE TO OFFERORS

June 28, 2016

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CHIEF EXECUTIVE OFFICE

Darrell Johnson
Chief Executive Officer

SUBJECT: Request for Proposals (RFP) 6-1265, "On-Call Price Review and Buy America Review Services"

Gentlemen/Ladies:

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 date is at or before **2:00 p.m., July 18, 2016**.

A pre-proposal conference was held at the Authority's office in Orange on June 28, 2016. The pre-proposal registration sheet is presented as Attachment A and the pre-proposal presentation is included as Attachment B to this Addendum No. 1.

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

Sincerely,

Georgia Martinez
Senior Contract Administrator
Contracts Administration and Materials Management



PRE-BID / PRE-PROPOSAL REGISTRATION

ATTACHMENT A

RFP #: 6-1265

Date: June 28, 2016

Title: On-Call Price Review and Buy America Review Services

1. Company Name: MACIAS GINI & O'CONNELL LLP (MGO)
Attendee: Linda Hurley
Address: 4675 MACARTHUR CT SUITE 600
City, State Zip: NEWPORT BEACH CA 92660
Phone Number: (949) 296-4340 Registered on CAMM NET? ☒ Yes ☐ No
E-Mail Address: L H U R L E Y @ M G O C P A . C O M
2. Company Name: Urban Engineers, Inc.
Attendee: Andrew Royston
Address: 515 S. Flower St., 36th FL.
City, State Zip: Los Angeles, CA 90071
Phone Number: (213) 797-2312 Registered on CAMM NET? ☒ Yes ☐ No
E-Mail Address: a r o y s t o n @ u r b a n e n g i n e e r s . c o m
3. Company Name: CONRAD LLP
Attendee: SAM PERERA
Address: 23702 BUTCHER DR
City, State Zip: Lake Forest, CA 92630
Phone Number: (949) 552-7700 Registered on CAMM NET? ☒ Yes ☐ No
E-Mail Address: S P E R E R A @ C O N R A D L L P . C O M
4. Company Name: Charles Cole Company, INC.
Attendee: 707 South Webster Avenue, Suite 113
Address: Anaheim, CA 92804
City, State Zip: Anaheim, CA 92804
Phone Number: (561) 413-6332 Registered on CAMM NET? ☒ Yes ☐ No
E-Mail Address: L e w i s c c o l e @ c s . c o m



PRE-BID / PRE-PROPOSAL REGISTRATION

ATTACHMENT A

RFP #: 6-1265

Date: June 28, 2016

Title: On-Call Price Review and Buy America Review Services

-
1. Company Name: Conrad LLP
Attendee: Liz Thomas
Address: 23702 Birtcher Dr.
City, State Zip: Lake Forest, CA 92630
Phone Number: (949) 552-7700 Registered on CAMM NET? ☒ Yes ☐ No
E-Mail Address:

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-
2. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () _____ Registered on CAMM NET? ☐ Yes ☐ No
E-Mail Address:

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-
3. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () _____ Registered on CAMM NET? ☐ Yes ☐ No
E-Mail Address:

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-
4. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () _____ Registered on CAMM NET? ☐ Yes ☐ No
E-Mail Address:

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PRE-BID / PRE-PROPOSAL REGISTRATION

ATTACHMENT A

RFP #: 6-1265

Date: June 28, 2016

Title: On-Call Price Review and Buy America Review Services

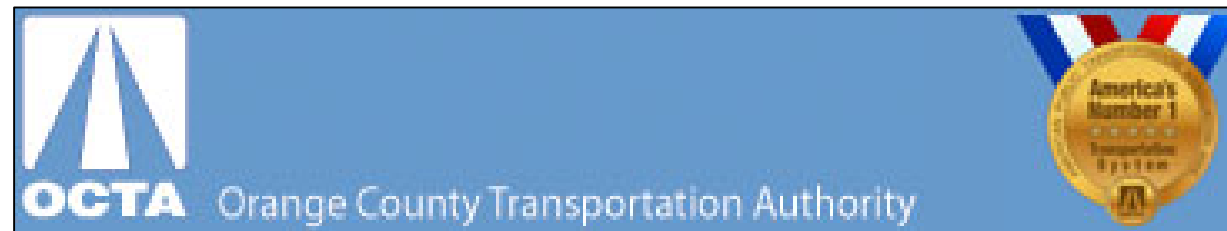
1. Company Name: Conrad LLP
Attendee: Andrea Jayasekara
Address: 23702 Birkche Dr
City, State Zip: Lake Forest, CA 92630
Phone Number: (949) 552 7700 X256 Registered on CAMM NET? ☐ Yes ☐ No
E-Mail Address: ajayasekara@conradllp.com

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: []

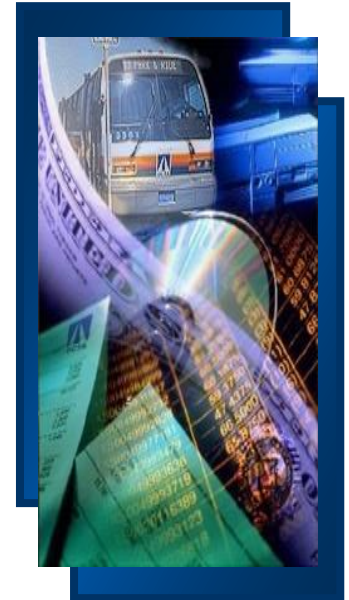
Pre-Proposal Conference for RFP 6-1265: On-Call Price Review and Buy America Review Services



Agenda

ATTACHMENT B

- Introductions / Opening Statement
- Purpose of Pre-Proposal Conference
- Review of RFP Documents
- Review of the Scope of Work
- Questions and Answers
- Closing



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

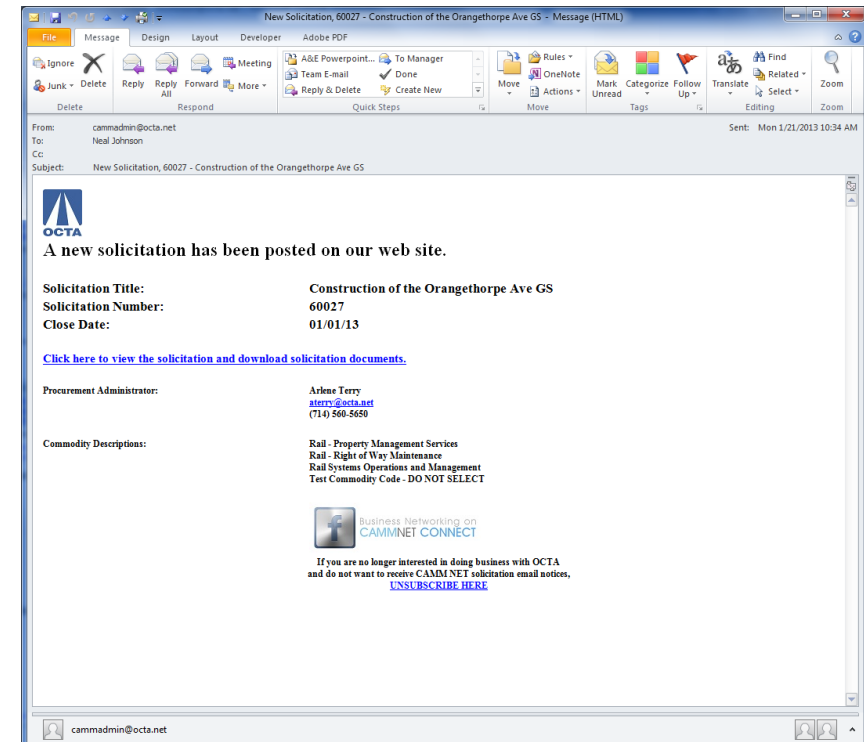
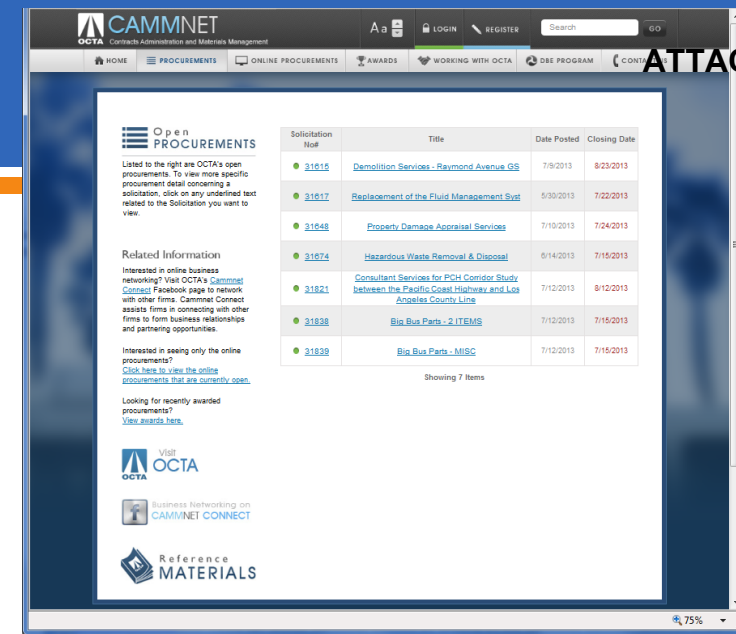
OCTA's Online Business Networking Tools

ATTACHMENT B



How to access CAMM NET Connect:

- CAMM NET Facebook links
- Facebook links in CAMM NET Solicitation Emails



Firefox

Cammnet Connect

https://www.facebook.com/CammnetConnect

facebook login


Most Visited Getting Started Free Hotmail Suggested Sites Web Slice Gallery

facebook Search for people, places and things

Neal Johnson Find Friends Home

Create Page

Now August Created



CAMM NET Connect

OCTA

Cammnet Connect
3 likes · 2 talking about this

Government Organization
Cammnet Connect is currently under development and is not ready for use! All current posts, comments and information on Cammnet Connect are fictitious and for testing and development purposes only. Click here to learn more.

About

Photos Events Likes

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Post
Write something...

Cammnet Connect shared a link via Cammnet Solicitation.
19 hours ago

The Orange County Transportation Authority invites sealed bids for construction of a railroad grade separation project at the railroad crossing at....

Business Opportunities
click here to learn more about

Solicitation 6-0027: Construction of the Orangethorpe Ave GS
Close Date: 1/1/2013 10:00:00 AM

To connect with other firms interested in this procurement, comment below.

Cammnet Connect shared a link via Cammnet Solicitation.
18 hours ago

The Orange County Transportation Authority (Authority) invites proposals from qualified Contractors for Tree Pruning Services to be performed at A....

Business Opportunities
click here to learn more about

Solicitation 2-1337: Tree Pruning and Maintenance Services
Close Date: 11/28/2012 4:00:00 PM

To connect with other firms interested in this procurement, comment below.

Like · Comment · Share

Jan Immanuel Zagal I am a sales representative for a major lawn equipment manufacturer. Please let me know if you are in the market for new equipment.
2 hours ago · Like

Chat

Firefox

Cammnet Connect

https://www.facebook.com/CammnetConnect

facebook login

Most Visited Getting Started Free Hotmail Suggested Sites Web Slice Gallery

Bookmarks

Post

Write something...

Cammnet Connect shared a link via Cammnet Solicitation. 19 hours ago

The Orange County Transportation Authority invites sealed bids for construction of a railroad grade separation project at the railroad crossing at....

Business Opportunities
click here to learn more about →

Solicitation 6-0027: Construction of the Orangethorpe Ave GS
Close Date: 1/1/2013 10:00:00 AM

To connect with other firms interested in this procurement, comment below.

Like · Comment · Share

Neal Johnson My company is a small business who provides demolition services. We would love to partner with someone on this project.
18 hours ago · Like

Jan Immanuel Zagal We are planning on proposing on this project and are very interested in subcontracting the demolition.
about an hour ago · Like

Carolina Boesch Coppolo Jan - my firm provides demolition services. We are located in Laguna Hills and plan on attending the pre-proposal conference. Let me know if you will be there.
about an hour ago · Like

Write a comment...

Cammnet Connect shared a link via Cammnet Solicitation. 18 hours ago

The Orange County Transportation Authority (Authority) invites proposals from qualified Contractors for Tree Pruning Services to be performed at A...

Business Opportunities
click here to learn more about →

Solicitation 2-1337: Tree Pruning and Maintenance Services
Close Date: 11/28/2012 4:00:00 PM

To connect with other firms interested in this procurement, comment below.

Like · Comment · Share

Jan Immanuel Zagal I am a sales representative for a major lawn equipment manufacturer. Please let me know if you are in the market for new equipment.
2 hours ago · Like

Carolina Boesch Coppolo I provided tree pruning services. I am looking for a firm to partner with on this effort.
about an hour ago · Like

Write a comment...

Cammnet Connect shared a link via Cammnet Solicitation. 19 hours ago

The Orange County Transportation Authority (The Authority) invites qualified firms to provide on-site flu shot clinic services.

Business Opportunities
click here to learn more about →

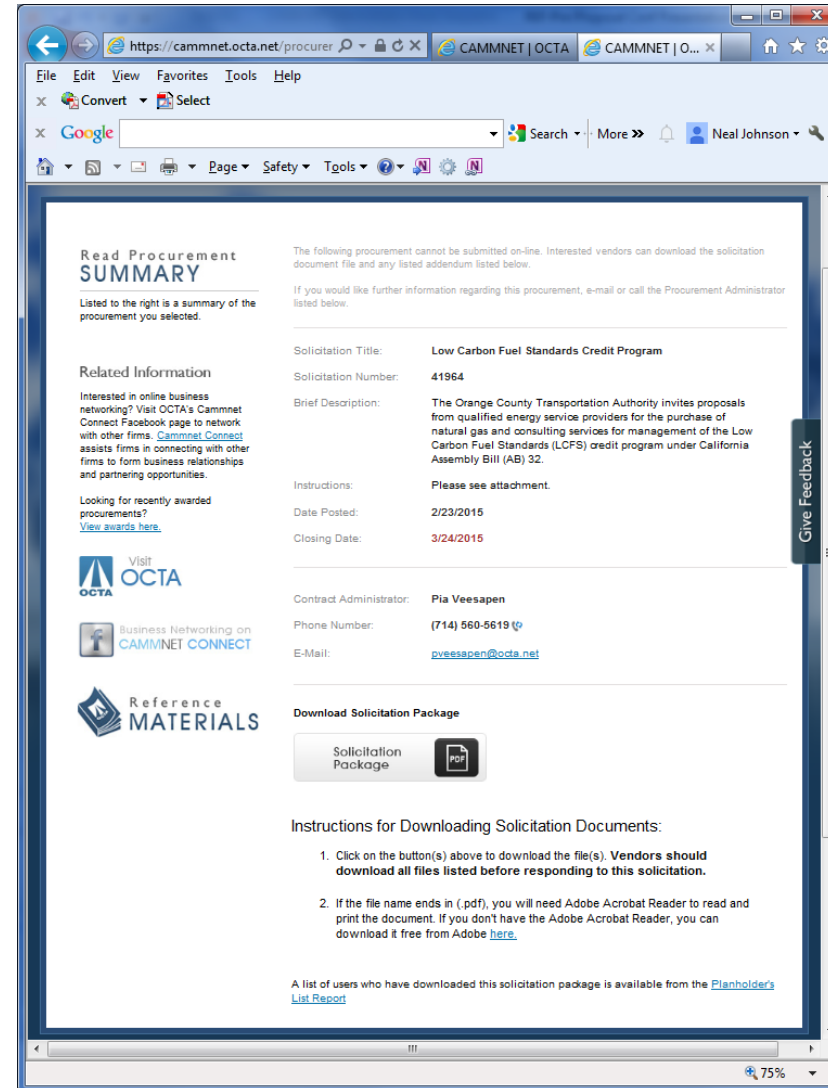
Solicitation 1-2387: On-Site Flu Shot Clinic Services
Close Date: 10/15/2012 4:00:00 PM

To connect with other firms interested in this procurement, comment below.

Chat

CAMM NET's Online Planholder's List

ATTACHMENT B



The screenshot shows a web browser window with the URL <https://cammnet.octa.net/procureur>. The page displays a procurement summary for the "Low Carbon Fuel Standards Credit Program" (Solicitation Number: 41964). The page is divided into several sections: "Read Procurement SUMMARY", "Related Information", "Reference MATERIALS", and "Download Solicitation Package".

Read Procurement SUMMARY

Listed to the right is a summary of the procurement you selected.


Related Information

Interested in online business networking? Visit OCTA's Cammnet Connect Facebook page to network with other firms. [Cammnet Connect](#) assists firms in connecting with other firms to form business relationships and partnering opportunities.

Looking for recently awarded procurements? [View awards here.](#)

Reference MATERIALS

Download Solicitation Package

Solicitation Package 

Instructions for Downloading Solicitation Documents:

1. Click on the button(s) above to download the file(s). Vendors should download all files listed before responding to this solicitation.
2. If the file name ends in (.pdf), you will need Adobe Acrobat Reader to read and print the document. If you don't have the Adobe Acrobat Reader, you can download it free from Adobe [here](#).

A list of users who have downloaded this solicitation package is available from the [Planholder's List Report](#)

Contract Information:

- Solicitation Title: Low Carbon Fuel Standards Credit Program
- Solicitation Number: 41964
- Brief Description: The Orange County Transportation Authority invites proposals from qualified energy service providers for the purchase of natural gas and consulting services for management of the Low Carbon Fuel Standards (LCFS) credit program under California Assembly Bill (AB) 32.
- Instructions: Please see attachment.
- Date Posted: 2/23/2015
- Closing Date: 3/24/2015
- Contract Administrator: Pia Veessen
- Phone Number: (714) 560-5619
- E-Mail: pveessen@octa.net

Visit OCTA

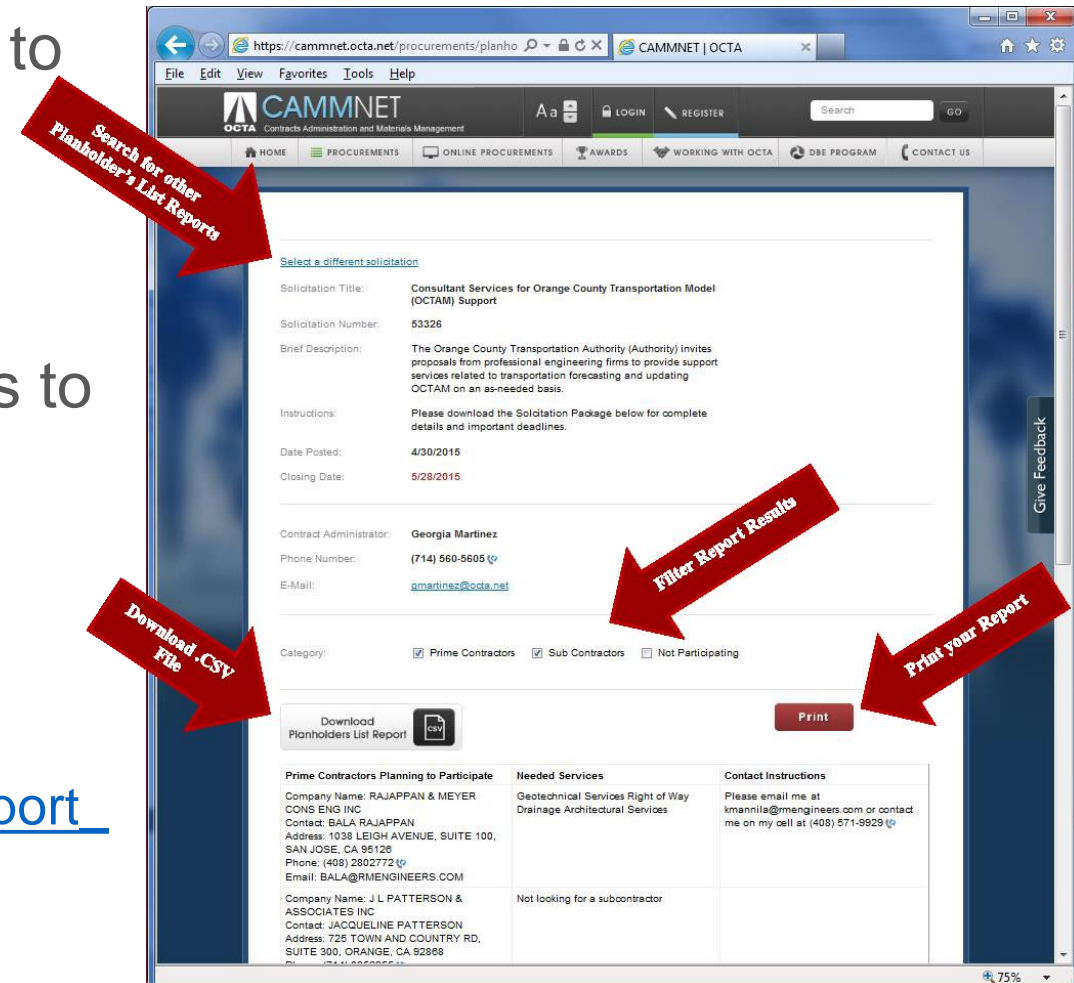
Business Networking on CAMMNET CONNECT

Give Feedback

CAMM NET's Online Planholder's List ATTACHMENT B

- Vendors can also choose to receive update emails daily notifying them of any changes to the Planholder's List Report.
- Companies can also search for open and closed solicitation Planholder's List Reports to help them start the teaming process well in advance of the next posted solicitation.
- Learn more by going to:

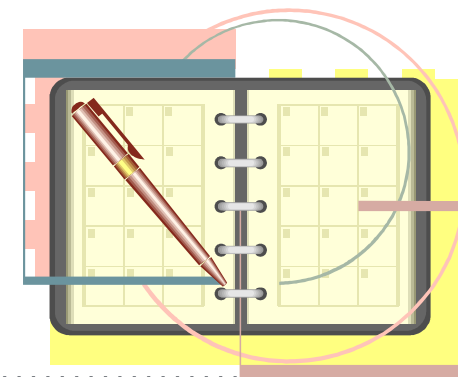
https://cammmnet.octa.net/files/Planholders_List_Report_Guide.pdf



Key Procurement Dates

ATTACHMENT B

- Written Questions Due: June 30, 2016
- OCTA Responds: July 5, 2016
- Proposals Due: July 13, 2016, 2:00 pm
- Interviews: July 26, 2016



Key Procurement Information

ATTACHMENT B

- Next Addendum will contain a copy of the Pre-Proposal sign-in sheet.
- Award based on prime-sub relationship, not joint ventures.

Guidelines for Written Questions ATTACHMENT B

- Questions must be submitted directly to Georgia Martinez, Senior Contract Administrator, in writing, prior to established due dates.
- E-mail recommended: gmartinez@octa.net
- Any changes Authority makes to procurement documents will be by written Addenda only.
- Addenda will be issued via CAMM NET.
- Verbal discussions today are non-binding.

NEXT...
Proposal Instructions

Then...
Review of Scope of Work

Proposal Submittal Instructions

ATTACHMENT B

(Refer to RFP Section I, p. 4)

- Proposals are due by 2:00 p.m. on the date specified in the RFP.
- Proposals are to be submitted to the address specified in the RFP.
- Submit **one (1) original** and **five (5) copies of proposal** sealed and clearly identified on exterior of package as specified in the RFP.
- Submit **one (1) electronic copy** of the entire proposal in “PDF” format, on CD or DVD.
- Package clearly marked with the RFP number and title.

Proposal Submittal Instructions ATTACHMENT B (continued)

(Refer to RFP Section I, p. 5)

- Authority has the right to:
 - accept or reject any and all proposals;
 - withdraw or cancel the RFP;
 - postpone proposal opening for its own convenience;
 - acceptance of proposal by Authority shall constitute a contract;
 - right to investigate the qualifications of any Offeror and/or require additional evidence of qualifications.
- Proposals received are considered public information.
- Proposals are not to be copyrighted.

Proposal Submittal Instructions ATTACHMENT B (continued)

(Refer to RFP Section I, pp. 6&7)

- Contract type will be a CTO-based contract.
 - This RFP is issued to place several firms on an on-call list.
 - Several firms may be selected for a three-year initial term with one, two-year option term.
 - As the need for services arises during the term of the Agreement, CTO's will be issued on a rotation basis to the on-call firms.
- Conflict of interest
- Code of Conduct

Proposal Content

(Refer to RFP Section II, p. 9-16)

- 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)

- Cost and Price Proposal – Exhibit B
 - Offeror shall submit proposed pricing to provide services described in Exhibit A, Scope of Work.
 - The Offeror shall complete the “Price Summary Sheet” form included with this RFP (Exhibit B).

Proposal Content (continued)

(refer to RFP Section II, p. 14 and 15)

- Forms

- Campaign Contribution Disclosure Form – Exhibit D
- Status of Past and Present Contracts Form – Exhibit E
- Proposal Exceptions and/or Deviations Form – Exhibit G

Note: Forms excluded from 50-page proposal limit.

Evaluation and Award

(Refer to RFP Section III, p. 17)

- All proposals, timely received, will be evaluated using the following evaluation criteria:

Qualifications of the firm	35%
Staffing and project organization	25%
Work plan	15%
Fees	25%

Evaluation and Award (continued)

ATTACHMENT B

- “Short-Listed” firms will be invited to interview.
- Interviews are scheduled for July 26, 2016. Offerors are requested to keep these dates available.

- Award Process
 - Evaluation Committee selects highest ranking Offeror(s) to Board Committee.
 - All firms submitting a proposal will be notified of Award via CAMM NET.
 - BOD may accept / reject staff's recommendation.
 - All firms submitting a proposal will be notified of Award via CAMM NET.

Proposed Agreement

ATTACHMENT B

- Proposed Agreement
 - Please review the Proposed Agreement so you are aware of the contractual requirements of these projects.
- Exceptions
 - Any exceptions must be identified on Exhibit G titled “Proposal Exceptions and/or Deviations” form.



Scope of Work

(Refer to Exhibit A)

Serena Ng
Project Manager

Project Overview and Scope of Work

- Internal Audit seeks qualified firms to serve on an on-call basis to perform pre-award price reviews and Buy America reviews.
 - Internal Audit expects that there will be more need for the pre-award price reviews.
- All pre-award price reviews and Buy America reviews should be performed as agreed-upon procedures (AUP) engagements.
 - They should be conducted in accordance with Government Auditing Standards and relevant standards applicable to attestation engagements issued by the AICPA.
 - The firms should submit their most recent peer review report on the firm's system of quality control.

- Price reviews may be requested of architectural and engineering (A&E) proposals, sole source proposals, and/or single bids. It is expected that contracted price reviews will typically involve A&E proposals.
- AUP procedures are detailed in the Scope of Work attachment and include:
 - Comparing proposed direct labor rates to payroll registers;
 - Reconciling indirect rate calculations to the consultant's general ledger and reviewing calculations for unallowable costs under FAR; and
 - Comparing proposed escalation to the Employment Cost Index.

- Buy America reviews must be performed in accordance with the requirements of Title 49 CFR 663 “Pre-Award and Post-Delivery Audits of Rolling Stock Purchases.”
- The U.S. Department of Transportation handbook, “Conducting Pre-Award and Post-Delivery Audits for Bus Procurements” should be utilized.
- The AUP procedures are detailed in the Scope of Work attachment.

- Questions?



- Reminder.... Proposals are due @ 2:00 pm on July 13, 2016.
- Please leave a business card.
- Please register on CAMM NET.
- Thank you for your interest in OCTA! Feel free to stay and network.