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NOTICE TO ALL OFFERORS

Gentlemen/Ladies:

**SUBJECT: Request for Proposals (RFP) 6-1302, "Bus Stop Solar Lighting and Installation Project"**

This letter shall serve as **ADDENDUM No. 1** to the above subject Request for Proposal (RFP) issued by the Orange County Transportation Authority (Authority).

**A. Response to questions received from Offerors by July 28, 2016:**

- 1. **Question:** Will the prevailing labor wage be a factor considered (as part of the Evaluation Criteria) by the Authority for this project?

**Answer:** Cost and Price is weighted at 40% out of 100%. Please see page 17. A Evaluation Criteria.

- 2. **Question: Compatible Solar Batteries & Hardware**  
Regarding 1.0, Objective on page 21 and Exhibit B, the Price Summary Sheet, it is our understanding the Authority has at least three (3) different manufacturers of solar bus stop lights. They all use different battery technologies and models. To respond accurately we need to know more information. Will the Authority provide part numbers and a scope of work for their existing battery part number(s) the RFP is referencing? For the proposed older solar unit battery and hardware replacement, it is supply only or supply and installation? If installation is to be included, what is the timeline? We believe that we can supply replacement parts as requested. However if we are unable to obtain specifications on older/battery/retrofit parts and or battery is not available, can we submit an offering for new solar light system (estimated x 630 units) only?

**Answer:** Yes, this information will be provided and attached. The part is Hawker Cyclone 4 V Monobloc 5.0 Ah. They are intended to be purchased for supply only. OCTA will be installing these on an as-needed basis. Yes, this should be acceptable, provided the unavailability of the older battery/retrofit parts can be verified.

3. **Question: Contractor Qualifications & Requirements** 3.2 states The Contractor shall have facilities capable of fabricating, packing and delivering a minimum of 90 solar lighting units per month. 3.7 further states: The Contractor will be required to install a minimum of 90 solar lighting units within three (3) weeks of the manufacture date. 3.8 states The Contractor may also be required to obtain a business license/permit from one or more jurisdictions, prior to installing the solar lighting units. All costs and or fees associated with obtaining the business license/permit will be bore solely by the Contractor. While standard products exist similar to Authority's request, certain specifications and features are specific to the Authority and involve manufacturing processes that will require more than 30 days from PO to delivery. Will the Authority release orders with minimum quantities of 90 per release? If, not, what is the estimated minimum order quantity? What is the desired lead time form notice to proceed or purchase order release date for the delivery of the 90 units? What are the jurisdictions? Does the Authority not have a blanket permit in place, covering sub-contractors, for all other jurisdictions as the assets are Authority property?

**Answer:** Yes, minimum order quantities will be in multiples of 90 units. The desired lead time from notice to proceed to delivery of the 90 units is 9 weeks. This covers both the 30 day initial sample period in section 3.3, and the production requirement 3.2. The jurisdictions are located in Orange County. Contractor must verify with each jurisdiction whether or not a permit is required prior to the start of any work.

4. **Question: Exhibit A: Scope of Work** 5.22 states- The maximum width for the push button assembly will be no wider than seven (7) inches and between four (4) and six (6) inches in height? 5.23 states the push button housing will be mounted in a horizontal position just below OCTA's informational signage, and the push button switches will be placed horizontally (side-by-side) on the housing assemble. The horizontal button configuration referenced was designed and supplied by a company that no longer makes or supports the product. A vertical configuration is not ADA compliant but also has historically proven to be less prone to vandalism due to a reduced leverage/grip area. As the button assembly will be placed on a 1.75" square post a vertical assembly also allows for multiple robust mounting points. Currently OCTA has solar lighting systems installed from a 2012 project where button configuration is vertical. With no other button specifications changed from the scope of work, including

Braille and text as described, the fact that this is an RFP and there is industry precedence- will OCTA accept a vertical button configuration?

**Answer:** Yes, this is acceptable.

5. **Question: Safety and Regulatory Approvals** To reduce agency liability several transit agencies in CA and across the country are requiring stand-alone solar lighting systems to have an OSHA (Occupational Safety and Health Administration) recognized NRTL (Nationally Recognized Testing Laboratory) system safety certification. NRTL's such as UL (Underwriters Laboratories), ETL, TUV and CSA for example provide independent third party safety testing. NRTL system safety certification ensures that a rigorous testing phase and regular factory audits are performed to ensure manufacturers maintain minimum safety will OCTA require the complete stand –alone NRTL system certification to ensure they are receiving a safe, independent third party tested solar lighting system?

**Answer:** Please refer to what is required in Exhibit H, Safety Specification; this particular certification is not referenced.

6. **Question: Structural And Wind Load Calculations** To reduce liability and to ensure a quality engineered product is deployed at OCTA bus stops, will the Authority require contractors to submit with their response Professionally Engineered and Stamped Drawings from a CA certified engineer demonstrating that the offered products meet minimum local structural/wind load safety calculations?

**Answer:** Please refer to sections 3.5 and 5.2 in Exhibit A, Scope of Work.

7. **Question: Materials and Construction Considerations- Solar Sizing and Autonomy** 5.17 reads: A fully charged battery should provide a minimum of 36- five (5) minute cycles, for a total of three (3) hours of activation time per day. Industry standard metrics provide a solar insolation calculation compared to the load (LEDs) and ensure system reliability. This is referred to as an Array to Load Ratio or ALR. Also provided is the autonomy- the number of reserve days the system will operate with no solar charging due to periods of poor weather. To ensure specifications are met and solar industry design practices are followed will the Authority request from Contractors to included in their response ALR and autonomy calculations?

**Answer:** Please refer to sections 3.5 and 5.2 in Exhibit A, Scope of Work.

8. **Question: Materials and Construction Considerations- Serial Number Considerations and Stamping** 5.30 states: Both the main housing component and the push button assembly will be stamped with a control or serial number, the manufacturer's name or initials, along with the month and year the unit was manufactured. The Authority has solar lighting systems installed from 2003 to 2012 from various manufacturers. There are significant manufacturing considerations (time and cost) with stamping individual serial numbers. There is however no issue stamping the manufacture's initials and date of manufacture. For example, each "lot" or build of 90 units would have a specific date code along with manufactures names or initials and all manufacturing records kept on file for tractability- available to the Authority upon request. Additional individual serial numbers would not allow button assembly units and head units to be interchangeable should maintenance have to swap out one assembly for damage for maintenance. In the 2012 project this was accepted. Will the Authority allow for manufacture's name and manufacture date only per lot as described above?

**Answer:** Yes, this would be acceptable with the provision that a directory or listing of the control numbers and corresponding dates is submitted with each order (6.10).

9. **Question: Materials and Construction Considerations- 5.9** states: When mounted on a standard Unistrut square post, the head assembly unit will not extend more than six (6) inches (+/-1") above the top of the OCTA sign post to maintain a low or stream-line profile. Other than the 1" variance mentioned above, there will be no exception to this requirement. As with the button housing being horizontal in 5.22 this product feature was supplied by a company that no longer makes and or supports products for the Transit Industry. OCTA already has solar lighting systems installed from a 2012 project where the head assembly extends beyond 6". Additionally, as our RFP response will demonstrate, we are able to deliver a higher performing product with increased reliability in the regard. Will the Authority waive this requirement and accept proposals for an improved product offering?

**Answer:** Yes, please see Revised Scope of Work 5.9.

10. **Question: Exhibit A: Installation of Solar Lights** 6.1 states: At each proposed solar light location, any standard sign post will be replaced with a ten (10) foot square Unistrut post Non-standard

posts may include U-Channel, wood, or round metal posts. Will procurement and installation of replacement ten (10) foot square Unistrut posts be the responsibility of the Contractor? If so, how many locations will require such replacements?

**Answer:** No, the Authority has inventory for the replacement for any non-standard Unistrut posts. These locations will be determined at the time of each order.

- B. Offerors are advised that the Revised Scope of Work is appended hereto as Attachment A to this Addendum.**
- C. Offerors are advised that the Buy America Certification Form is appended hereto as Attachment B to this Addendum.**
- D. Offerors are advised that the Pre-Proposal conference sign-in sheet is appended hereto as Attachment C to this Addendum.**
- E. Offerors are advised that the Pre-Proposal conference presentation is appended hereto as Attachment D to this Addendum.**

Offerors are reminded to acknowledge the receipt of this Addendum No. 1 in the Letter of Transmittal and in Exhibit B entitled "Price Summary Sheet".

Questions regarding this Addendum No. 1 should be directed to the undersigned at (714) 560-5610.

Proposals are due **at or before 2:00pm. on August 19, 2016.**

Sincerely,

Susan Rosenkranz  
Sr. Buyer  
Contracts Administration and Materials Management

**Revised SCOPE OF WORK**  
**Bus Stop Solar Lighting Project**

**1.0 Objective:**

The Orange County Transportation Authority (OCTA) is seeking the services of a firm to manufacture and install solar lighting units at selected bus stop locations within the OCTA's service area. OCTA intends to procure up to 750 compatible replacement solar batteries and hardware and 630 solar lighting units.

**2.0 Background:**

OCTA manages a countywide network of local, community, rail-connector, and express bus routes, providing service to approximately 48 million passengers per year. OCTA operates approximately 77 individual bus routes providing service to all of Orange County, as well as several cities in Los Angeles County.

Within the last decade, approximately 1000 solar lights have been placed at OCTA bus stops along heavy utilized routes on the county's major transit corridors. These solar lights enhance passenger safety at the bus stops and have been well received by both the general public and the operations staff, which in turn has generated numerous requests for additional lighting. With this success, OCTA has decided to expand the solar lighting project and will be purchasing additional lights that will be placed at pre-determined locations along all routes within Orange County.

**3.0 Contractor Qualifications & Requirements:**

- 3.1 The Contractor must be ready to start production immediately at the time of issuing the "Notice to Proceed", and have a proven track record in the public transit industry.
- 3.2 The Contractor shall have facilities capable of fabricating, packing, and delivering a minimum of 90 solar lighting units per month.
- 3.3 Within 30 days of receiving the "Notice to Proceed", the Contractor will fabricate and deliver to OCTA a minimum of two (2) solar lighting units for inspection and final approval.
- 3.4 The Contractor will provide upon award a detailed operation and maintenance manual clearly identifying the correct procedure for installing, repairing, and performing preventative maintenance on each unit. This manual will include a detailed parts list, complete with re-ordering instructions.
- 3.5 The Contractor will be required to provide upon award documentation and/or test results demonstrating that their solar lighting units will withstand long-term exposure to climactic extremes, sunlight, precipitation, tampering, vandalism, or other

environmental elements as outlined in section 5.2. This information should be provided within the Contractor's initial RFP proposal.

- 3.6 The Contractor, or designated Sub-Contractor must possess a current C46, and/or C61/D42, D34 contractor's license prior to award of contract.
- 3.7 The Contractor will be required to install a minimum of 90 solar lighting units within three (3) weeks of the manufacture date.
- 3.8 The Contractor may also be required to obtain a business license/permit from one or more jurisdictions, prior to installing the solar lighting units. All costs and/or fees associated with obtaining the business license/permit will be bore solely by the Contractor.

#### **4.0 Manufacturing Specifications:**

- 4.1 The solar lighting units will consist of a main housing component (down-light, battery, solar panel(s), bus signal beacon, and mother-board), a push button assembly (used to activate both the down-light and bus signal beacon), and a wire harness connecting the main housing component to the push button assembly. Each of the above components will be modular in nature and inter-changeable, and designed to be mounted on a 10 to 12 foot high square Unistrut post.
- 4.2 All materials used in the fabrication of the solar lighting units will be subject to inspection at the manufacturer's place of business. OCTA personnel shall have reasonable access to the facilities during all the times the solar lighting units are under fabrication. OCTA reserves the right to conduct final inspection of the finished product prior to delivery.
- 4.3 Upon request, the Contractor may be required to furnish OCTA with the following information:
  - a) A detailed description of the quality control program. This will include the following:
    - Type, method, and frequency of quality tests and checks.
    - Method of recording quality control data.
    - Method for final inspection before shipment to OCTA.
    - Identification of all personnel responsible for quality control.

#### **5.0 Materials and Construction Specifications:**

- 5.1 All units or parts shall conform in materials, design, or workmanship to the best practice in the industry and all parts shall be new. Any one unit or part furnished shall be an exact duplicate in manufacture, design and construction to the other units or parts of the same type.

- 5.2 The main housing component (head assembly) and all exposed parts on the push button assembly shall be constructed from metal, cast aluminum, injection-molded polycarbonate high impact plastic, or equivalent material(s).

All materials used in the construction of each unit is required to withstand long-term exposure to climactic extremes, sunlight, precipitation, tampering, vandalism, or other environmental elements.

As noted in Section 3.5, the Contractor will provide OCTA with all documentation and/or test results demonstrating that their solar lighting units meet the above specification.

- 5.3 All exposed surfaces shall be free from sharp corners, rough edges, burrs, pinch points, or other features that could cause injury to the installation staff or to the general public. All visible components will show no signs of distress, distortion, or damage incurred during the manufacturing process.
- 5.4 All exposed surfaces of head assembly and the push button assembly shall be either painted, powder coated, or otherwise finished with an outdoor grade PMS 424 gray color.
- 5.5 The Contractor will supply a minimum of one (1) bottle (a minimum of 2 ounces) of touch up paint matching the outdoor grade PMS 424 gray paint for every 25 solar lighting units ordered.
- 5.6 The main housing component and push button assembly shall be designed and constructed to ensure that they can be mounted on a standard Unistrut square sign post. There will be no exception to this requirement (the outside post dimension is 1.75" square.).
- 5.7 All mounting hardware will be included with each unit. If a non-standard tool or tools are required for installation, the manufacturer will supply one (1) tool for every 50 solar lighting units ordered.
- 5.8 All mounting hardware for the head assembly and the push button assembly will be stainless steel and designed to minimize tampering or vandalism.
- 5.9 **When mounted on a standard Unistrut square post, the head assembly can extend more than six (6) inches (+/-1") above the top of the OCTA sign post to maintain a low or stream-line profile.**
- 5.10 The "down light" on the head assembly will be designed so it can easily be rotated 90, 180, or 270 degrees on the sign post while the bus "signal beacon" remains in a fix position, facing on-coming traffic.



- 5.11 The wire harness extending from the main housing component to the push button assembly shall be flexible, double insulated, inter-changeable, and a minimum of eight (8) feet long.
- 5.12 Each unit will be designed and constructed to ensure that batteries, solar panels, push button switches, LED lights, mother-boards, or other components can be replaced in the field by the OCTA maintenance personnel to minimize down time.
- 5.13 Each solar lighting unit will be required to operate in temperatures ranging between 32°F to 125°F.
- 5.14 Each solar light battery will be self-contained, maintenance free, and warranted for a minimum of five (5) years from date of delivery.
- 5.15 The down-light shall be constructed using high intensity Light Emitting Diodes (LED), with a minimum output of three (3) foot candle of light and shall illuminate an area of approximately 16 square feet at ground level when mounted on top of a standard 10 foot high post.
- 5.16 The default activation time for the “down-light” will be pre-set at five (5) minute cycles.
- 5.17 A fully charged battery should provide a minimum of 36 - five (5) minute cycles, for a total of three (3) hours of activation time per day
- 5.18 Down-lights will be designed so they cannot be activated during normal daylight hours to conserve power and the life of each battery.
- 5.19 The bus “signal beacon” shall be designed and constructed using high intensity Light Emitting Diodes (LED). When activated the bus “signal beacon” will operate 24 hours per day and will be visible up to a minimum of 1/4 of a mile.
- 5.20 The default activation time for the bus “signal beacon” will be set at two (2) minute per cycle.
- 5.21 The push button switches shall be constructed of stainless steel metal, two (2) inches in diameter conforming to current ADA requirements. There will be no exception to this requirement.
- 5.22 The maximum width for the push button assembly will be no wider than seven (7) inches and between four (4) and six (6) inches in height.
- 5.23 The push button housing will be mounted in a horizontal position just below OCTA’s informational signage, and the push button switches will be placed horizontally (side-by-side) on the housing assembly.

- 5.24 The push button on the left hand side of the housing assembly will control the “down light”, while the button on the right hand side will control the bus “signal beacon”.
- 5.25 The word “LIGHT” will be embossed in bold, block style, black lettering, above the left push button switch. The word “LIGHT” will be spelled out and stenciled in standard Braille just below the embossed lettering.
- 5.26 The word “BUS SIGNAL” will be embossed in bold, block style, black lettering, above the right push button switch. The word “BUS SIGNAL” will be spelled out and stenciled in standard Braille just below the embossed lettering.
- 5.27 The push button assembly switches shall be easily identifiable at night with a self-illuminating light either on, or around the push button switches.
- 5.28 The color of the push button switches will be a contrasting color to that of the push button housing assembly (see section 5.4) to allow for easy recognition for persons with limited or impaired visibility.
- 5.29 Each solar light will be designed to allow a maintenance crew the ability to perform a diagnostic field check on each unit during daylight hours, to ensure that the operating system, including the charge of the battery, “down light”, and bus “signal beacon” are functioning properly. This feature will be designed so the diagnostic test can be performed from ground level without the use of a ladder or special tools.
- 5.30 Both the main housing component and the push button assembly will be stamped with a control or serial number, the manufacturer’s name or initials, along with the month and year the unit was manufactured.

**6.0 Installation of Solar Lights:**

- 6.1 At each proposed solar light location, any non-standard sign post will be replaced with a new ten (10) foot square Unistrut post. Non-standard posts may include U-Channel, wood, or round metal posts.
- 6.2 At location where the post has been replaced, the Contractor will side mount the bus stop sign and re-mount all informational cassettes, three or four-sided cassette brackets, or transit tube(s) at the proper height on each post. Mounting specifications will be provided to the Contractor prior to installing the solar lights.
- 6.3 At locations where the post has been replaced, the Contractor will be required to patch or place concrete around the base of each new post. The concrete patch will have a smooth finish and be level with the existing grade of the sidewalk.
- 6.4 The installation process involves mounting an individual solar light on top of an existing ten (10) or twelve (12) foot square Unistrut sign post, and the push button assembly below the OCTA informational sign. The Contractor will be required to

remove the existing top-mounted bus stop sign and then side mount it just below the new solar light unit. Any city signs will be removed and then re-mounted as needed.

- 6.5 When re-mounting the bus stop sign and/or any other city signs, they will be placed in such a manner so they are completely visible to on-coming traffic.
- 6.6 When mounting or re-mounting the bus stop sign and/or city signs, a seven (7) foot vertical clearance will be maintained at all times between the bottom of lowest sign and ground level.
- 6.7 When installing solar lights, the Contractor must use reasonable care to ensure the safety of the general public and/or passengers waiting at the bus stop. The Contractor will be required to block off the work area with either 18" high orange safety cones or with bright yellow barrier tape.
- 6.8 Whenever possible, the Contractor must park behind the bus zone and not interfere with on-street bus operations when working at a bus stop.
- 6.9 The Contractor will be required to provide the following:
  - 6.9.1 Proper contractor's license and permits (see section 3.6 & 3.8).
  - 6.9.2 A labor force to perform all required work (see section 3.7).
  - 6.9.3 Each maintenance vehicle will be equipped with either a two-way radio or cellular telephones.
  - 6.9.4 Each maintenance vehicle will be equipped with both a strobe light and an arrow stick or light bar. Both warning devices will be prominently displayed on top of each vehicle and must be in compliance with all laws and regulations.
  - 6.9.5 Hand tools, power tools, or other equipment required to perform the solar light installations.
  - 6.9.6 18" high orange safety cones or bright yellow barrier tape to isolate the work area from the general public and/or waiting passengers.
- 6.10 The Contractor will document and provide OCTA with a detailed list of each location where a solar light was placed, along with the corresponding serial number for each light.

### BUY AMERICA CERTIFICATION

#### Certificate of Compliance

The Proposer hereby certifies that it will comply with the requirements of 49 USC Section 5323(j), as amended by "Fixing America's Surface Transportation Act (FAST)", and the regulations of 49 CFR Part 661.

**Name and title:**

**Company:**

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Authorized signature

Date

#### Certificate of Non-Compliance

The Proposer hereby certifies that it cannot comply with the requirements of 49 USC Section 5323(j), as amended by "Fixing America's Surface Transportation Act (FAST)", but may qualify for an exception to the requirement consistent with 49 USC Sections 5323(j)(2)(C), and the applicable regulations in 49 CFR 661.7.

**Name and title:**

**Company:**

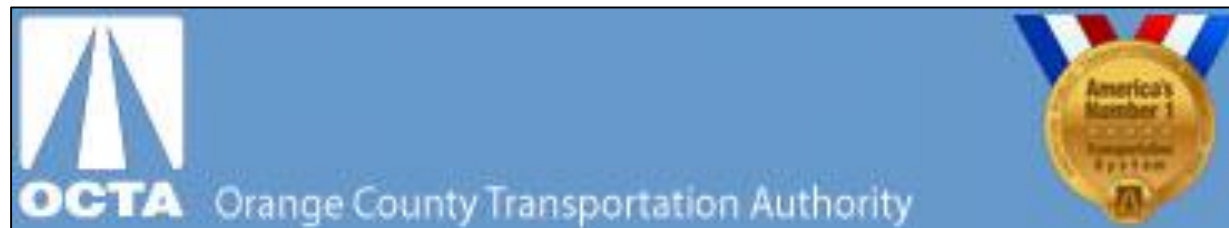
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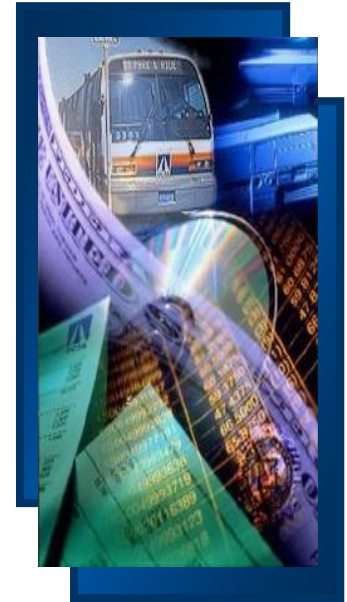


# Pre-Proposal Conference for RFP No. 6-1302: Bus Stop Solar Lighting And Installation Project



# Agenda

- Introductions/Opening Statement
- Purpose of Pre-Proposal Conference
- Review of RFP Documents
- Review of Disadvantaged Business Enterprise (DBE) Goal
- Review of the Scope of Work
- Questions and Answers
- Closing



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# OCTA's Online Business Networking Tools

facebook Search for people, places and things Neal Johnson

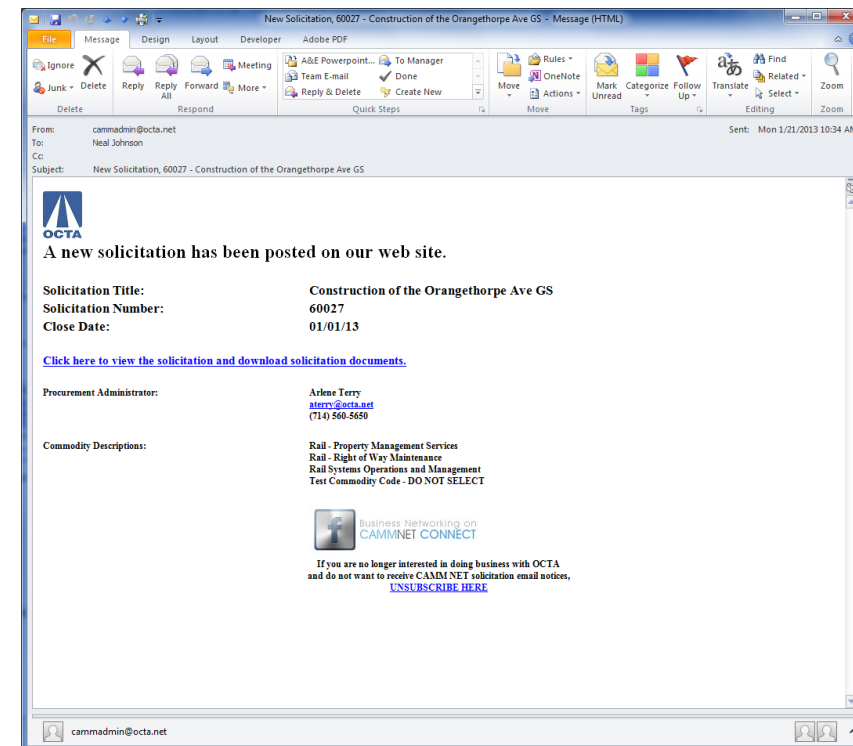
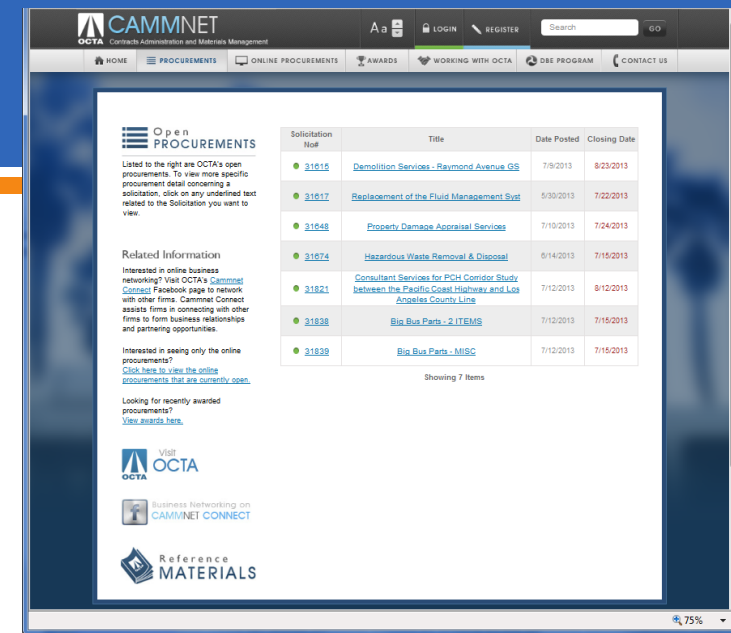
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The Orange County Transportation Authority invites sealed bids for construction of a railroad grade separation project at the railroad crossing at....

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**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.

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

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**Solicitation 2-1337: Tree Pruning and Maintenance Services**  
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**Jan Immanuel Zacal** 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

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**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 Zacal** 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...

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

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**Solicitation 2-1337: Tree Pruning and Maintenance Services**  
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**Jan Immanuel Zacal** 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...

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

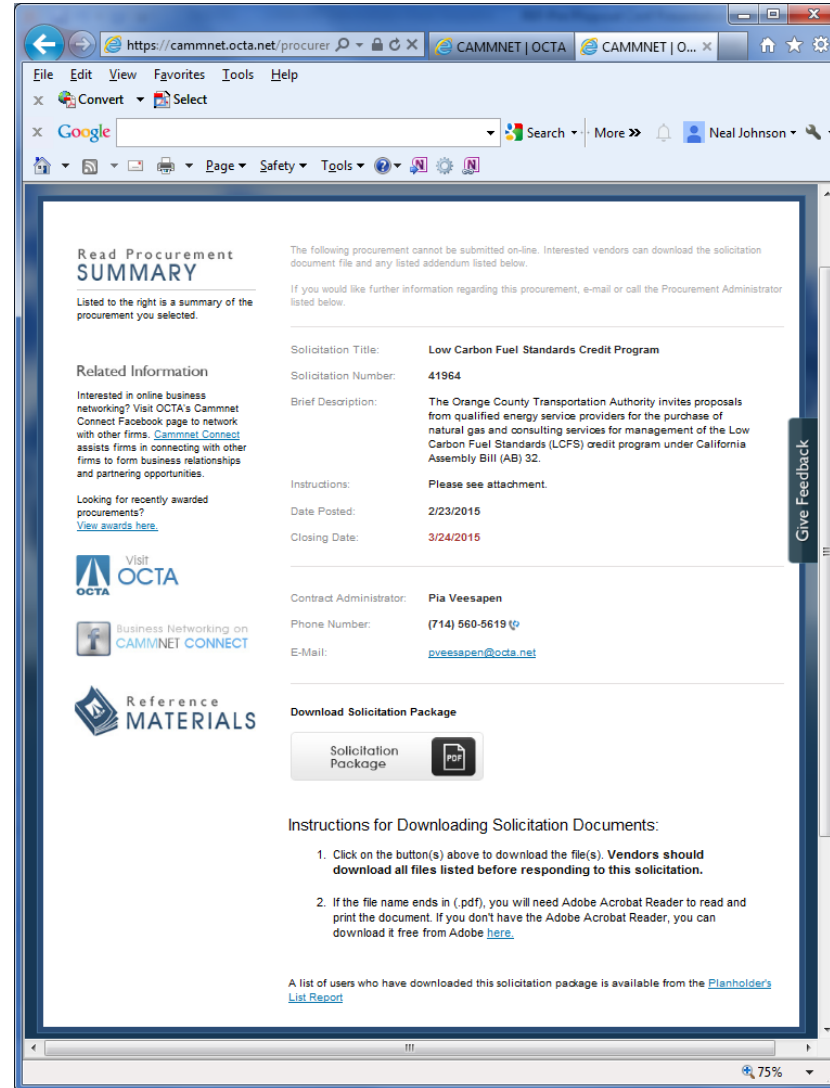
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The screenshot shows a web browser window with the URL <https://cammnet.octa.net/procure/>. The page is titled "Read Procurement SUMMARY" and provides details for a procurement opportunity. The browser's address bar shows the URL, and the page content is displayed below. A vertical "Give Feedback" button is visible on the right side of the page.

**Read Procurement SUMMARY**  
Listed to the right is a summary of the procurement you selected.


The following procurement cannot be submitted on-line. Interested vendors can download the solicitation document file and any listed addendum listed below.  
If you would like further information regarding this procurement, e-mail or call the Procurement Administrator listed below.

**Related Information**  
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**Reference MATERIALS**

**Solicitation Details:**  
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 Veesapen  
**Phone Number:** (714) 560-5619  
**E-Mail:** [pveesapen@octa.net](mailto:pveesapen@octa.net)

**Download Solicitation Package**  
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**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](#)



# CAMM NET's Online Planholder's List

– 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://cammnet.octa.net/files/Planholders\\_List\\_Report\\_Guide.pdf](https://cammnet.octa.net/files/Planholders_List_Report_Guide.pdf)

The screenshot displays the CAMMNET website interface. At the top, there is a navigation bar with 'HOME', 'PROCUREMENTS', 'ONLINE PROCUREMENTS', 'AWARDS', 'WORKING WITH OCTA', and 'DBE PROGRAM'. The main content area shows a solicitation titled 'Consultant Services for Orange County Transportation Model (OCTAM) Support' with a number of 53326. Below this, there are fields for 'Contract Administrator: Georgia Martinez' and 'Closing Date: 5/28/2015'. A 'Category' section has checkboxes for 'Prime Contractors' (checked), 'Sub Contractors' (checked), and 'Not Participating' (unchecked). At the bottom, there are three columns: 'Prime Contractors Planning to Participate' listing 'RAJAPPAN & MEYER CONS ENG INC' and 'J L PATTERSON & ASSOCIATES INC', 'Needed Services' listing 'Geotechnical Services Right of Way Drainage Architectural Services' and 'Not looking for a subcontractor', and 'Contact Instructions' with an email 'kmannila@mengineers.com'. Red arrows point to various features: 'Search for other Planholder's List Reports' points to the search bar; 'Filter Report Results' points to the category checkboxes; 'Download .CSV File' points to the 'Download Planholders List Report' button; and 'Print your Report' points to the 'Print' button.

# Key Procurement Dates

Written Questions Due:

July 28, 2016 - 5:00 P.M.

OCTA Responds:

August 3, 2016

Proposal Submittal:

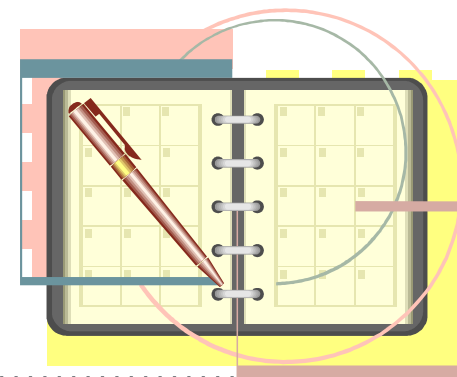
August 19, 2016 - 2:00 P.M.

Interviews:

September 8, 2016

Board of Directors (BOD):

October 24, 2016



# Key Procurement Information

- Next Addendum will contain a copy of the Pre-Proposal sign-in sheet.
- Award based on prime-sub relationship, not joint ventures.
- Federal Transit Administration funds and related requirements apply.
- DBE goal established – 6%



# Guidelines for Written Questions

- Questions must be submitted in writing directly to Susan Rosenkranz, Senior Buyer, prior to established due dates.
- E-mail to: [srosenkranz@octa.net](mailto:srosenkranz@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 are non-binding.

NEXT...  
Proposal Instructions

Followed by...  
Review of DBE 6% Goal

Then...  
Review of Scope of Work

# Proposal Submittal Instructions

(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 proposal, five (5) copies, and one (1) electronic version in pdf format.
- Proposal shall be sealed and clearly identified on the exterior of the package and delivered as specified in the RFP.

# Proposal Submittal Instructions (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.
- Proposals received are considered public information.
- Proposals are not to be copyrighted.

# Proposal Submittal Instructions (continued)

(RFP Section I, p. 6)

- Contract type is Time & Expense
- Conflict of Interest

# Proposal Content

(Refer to RFP Section II, p. 9-12)

- Letter of Transmittal
- Technical Proposal
  - a) Qualifications, proposed staffing and project organization related experience and references of Offeror
  - b) Work plan
  - c) Exceptions / Deviations (Technical vs. Contractual)
- Cost and Price Proposal
  - Cost / price information are to be submitted.

# Proposal Content (continued)

- Scope of Work – Exhibit A
- Cost and Price Forms - Exhibit B
- Proposed Agreement – Exhibit C
- Safety Specification – Exhibit H
- Forms
  - Campaign Contribution Disclosure Form – Exhibit D
  - Status of Past and Present Contracts Form – Exhibit E
  - DBE Forms – Exhibit F1, F2 or F3
  - Disclosure of Lobbying Activities/Certification of Restrictions on Lobbying Form – Exhibit G
  - Proposal Exceptions and/or Deviations Form – Exhibit I
  - Buy America Certification Form – Exhibit J

*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 BOD-approved evaluation criteria:

|   |     |
|---|-----|
| Qualifications of the Firm, Staffing and Project Organization | 40% |
| Work Plan   | 20% |
| Cost And Price  | 40% |



# Evaluation and Award (continued)

- “Short-Listed” firms will be invited to interview.
- Interviews are scheduled for September 8, 2016. Offerors are requested to keep this date available.

# Award

- Award Process
  - Evaluation Committee Evaluates And Scores All Proposals To Develop A Short List Of Firms Invited To Interview With Committee.
  - Evaluation Committee Conducts Interviews And Forwards Recommendation To Board Committee.
  - Board Committee Makes Recommendation To Board Of Directors.
  - Board Of Directors May Accept Or Reject Committee's Recommendation.
  - All firms submitting a proposal will be notified of Award via CAMM NET.

# Proposed Agreement – Exhibit C

- Proposed Agreement
  - Please review the Proposed Agreement to confirm acceptance of contractual requirements.
- Exceptions and/or Deviations
  - Any proposed exceptions and/or deviations to the solicitation requirements must be submitted with the proposal, utilizing the form entitled “Proposal Exceptions and/or Deviations Form” (Exhibit I) for OCTA review and consideration.



# Proposed Agreement (continued)

Offerors are encouraged to review:

- Article 18 Conflict Of Interest
- Article 20 Prohibition On Providing Advocacy Services
- Article 24 Race-Conscious DBE Contract Provisions for DOT-Assisted Consultant Contracts

# DBE Information

(Refer to: Proposed Agreement  
Article 24/ DBE Contract Provisions for FTA-Assisted Contracts with  
Disadvantaged Business Enterprise [DBE] Goals –Page 55-75 and  
Exhibit F [Forms F-1,F-2,F-3])

DBE Requirements and Forms

# Orange County Transportation Authority (OCTA)



## RFP 6-1302

### FEDERAL REQUIREMENTS

- ▶ OCTA is utilizing Federal funds toward this project and as a condition of receiving such is required to implement the DOT Disadvantaged Business Enterprise (DBE) Program Plan, based on U.S. DOT, 49 CFR, Part 26 requirements.
- ▶ Proposers are required to demonstrate DBE responsiveness in meeting the 6% DBE contract-specific goal on this project.
  - Only DBEs may be credited towards the contract-specific DBE goal;

# Disadvantaged Business Enterprise



"Disadvantaged Business Enterprise (DBE)" means a for-profit small business concern:

- (a) where socially and economically disadvantaged individuals own at least a 51% interest; and
- (b) Control management and **daily** business operations.

\*To participate in the DBE program, a small business owned and controlled by socially and economically disadvantaged individuals must receive DBE certification from the relevant state—generally through the state Uniform Certification Program (UCP).



# How Do Proposers Prepare Their Proposals to Respond to an OCTA RFP?

- As a condition of responsiveness, proposers are required to complete and submit the forms listed below with the Proposal submittal or as specified in the RFP instructions:
  - **“DBE Participation Commitment(s) Form”**
  - **“Bidders List Form”**
  - **“DBE Information-Good Faith Efforts” (If not committing to meet DBE Goal)**



# "DBE Participation Commitment(s) Form"



Exhibit XX  
DBE Participation Commitment(s) Form

**EXHIBIT \_\_\_\_ : DBE PARTICIPATION COMMITMENT(S) FORM**

NOTE: Please refer to instructions on the reverse side of this form.

**Proposer to Complete this Section**

1. RFP No.: \_\_\_\_\_

2. Project Name/Description: \_\_\_\_\_

3. Prime Proposer Name: \_\_\_\_\_

4. Contract DBE Goal %: \_\_\_\_\_

| DBE Commitment Information  |                                |  |   |  |
|---|--------------------------------|--|---|--|
| 5. Proposed DBE Firm<br>(Name and Address)  | 6. DBE Certification<br>Number | 7. Description of Scope of<br>Services/Work to be Provided | 8. Dollar Value (\$) and/or<br>Percentage (%) | 9. Percentage (%) of<br>Work to be Performed<br>by DBE Firm(s) |
|   |                                |  |   |  |
|   |                                |  |   |  |
|   |                                |  |   |  |
|   |                                |  |   |  |
|   |                                |  |   |  |
|   |                                |  |   |  |
|   |                                |  |   |  |
|   |                                |  |   |  |
|   |                                |  |   |  |
|   |                                |  |   |  |
| Note: The proposer shall also submit, for each DBE to perform under this contract a written confirmation from the DBE acknowledging that it is participating in the contract for a specified value, including the corresponding scope of work (a subcontract proposal can serve in lieu of the written confirmation). |                                |  | 10. Total Value Claimed (\$)<br>\$ _____      | 11. Total DBE (%)<br>Claimed towards Goal:<br>_____ %          |

Proposer Assurance: The information on this form is complete and accurate and the proposer certifies that all DBE certifications and written confirmation documentation has been submitted to support the proposed DBE Commitment.

12. Preparer's Name (Print) \_\_\_\_\_

13. Preparer's Signature \_\_\_\_\_

14. Preparer's Title \_\_\_\_\_

15. Date \_\_\_\_\_

16. (Area Code) Tel. No. \_\_\_\_\_

17. Email Address \_\_\_\_\_

Revised April 2014

Exhibit XX  
DBE Commitment(s) Form

**INSTRUCTIONS - DBE Participation Commitment(s) Form**

**Consultant Section**

*The Consultant shall:*

- RFP No.** - Enter the RFP Number.
- Project Name/Description** - Enter the name and/or description of the project.
- Prime Proposer Name** - Enter the consultant's firm name.
- Contract DBE Goal %** - Enter the contract DBE goal percentage.
- Proposed DBE Firm** - Enter name and address of the proposed DBE Firm.
- DBE Cert. Number** - Enter the DBE's Certification Identification Number. All DBEs must be certified on the date proposals are opened. (DBE subcontracted consultants should notify the prime consultant in writing with the date of the decertification if their status should change during the course of the contract).
- Description of Scope of Services/Work to be Provided** - Enter the scope of services/work that the proposed DBE Firm will be performing for this project and is eligible to perform the scope of services/work.
- Dollar Value (\$) and/or Percentage** - Enter the proposed dollar value and/or percentage of commitment each listed DBE firm.
- Percentage (%) of Work to be Performed by DBE Firms** - Percent of participation listed under column 8 of work to be performed or services to be provided by DBE firms. This percentage should include work to be self-performed by the listed DBE as well as work that will be performed by lower-tier subconsultants to the listed DBE. DBE credit will only be credited for work performed by DBE firms, non-DBE subconsultants should not be reflected in the percentage (%).
- Total Value Claimed (\$)** - Enter the total dollar value of DBE credit claimed.
- Total DBE % Claimed towards Goal** - Enter the total participation claimed. If the Total % Claimed is less than item "4. Contract DBE Goal", a Good Faith Effort (GFE) is required.
- Preparer's Name (Print)** - Clearly enter the name of the authorized person signing the form for the consultant.
- Preparer's Signature** - The person completing this section of the form for the consultant's firm must sign their name.
- Preparer's Title** - Enter the position/title of the authorized person signing the form for the consultant.
- Date** - Enter the date the form is signed by the proposer.
- (Area Code) Tel. No.** - Enter the area code and telephone number of the authorized person signing the form for the consultant.
- Email Address** - Enter the email address of the authorized person signing the form for the consultant.

**PLEASE NOTE: A firm is only eligible to count towards DBE participation in the NAICS codes contained within its California Unified Certification Program (CUCP) DBE Profile. Proposers are to verify that listed subconsultants contain DBE certification in the NAICS codes that they are being listed to perform.**



# DBE Participation Commitment(s) Form

- ▶ This form should identify all DBE firms being proposed to participate on the project regardless of tier.
- ▶ Proposer must commit to meet the 6% DBE Goal on this procurement to meet conditions of responsiveness (or propose adequate GFEs).
- ▶ A confirmation from each proposed DBE acknowledging their proposed scope and value must be attached to the Commitment Form.

# Counting DBE Participation



- To determine DBE responsiveness the following must be verified:
  - DBE has a valid DBE Certification at time of Proposal; OCTA accepts DBE certification from certifying agencies of the California Unified Certification Program (CUCP) (<http://www.dot.ca.gov/hq/bep>).
  - Scope of Work Identified for each DBE meets commercially useful function standards (must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work).
  - Only services performed by a DBE's own workforce may be credited towards the Proposer's DBE goal. Services subcontracted by DBE's to non-DBE firms may not be credited towards DBE participation.
  - Proper calculation of DBE participation against total Proposal Cost (amount).

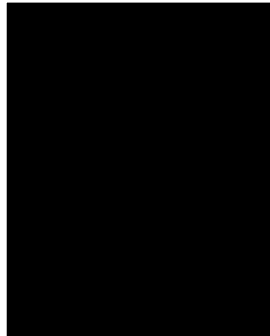
# Counting DBE Participation (Cont.)



## “DBE Participation Commitment(s) Form”

- PLEASE NOTE: A firm's participation is only eligible to count towards DBE participation in the NAICS codes contained within its California Unified Certification Program (CUCP) DBE Profile.
- Proposers are to verify that listed subconsultants contain DBE certification in the NAICS codes that they are being proposed to perform.

# Example: DBE Certification Letter



Los Angeles County  
Metropolitan Transportation Authority

One Gateway Plaza  
Los Angeles, CA 90012-2952

213.922.2000 Tel  
metro.net

## CALIFORNIA UNIFIED CERTIFICATION PROGRAM



C  
Met

**RE: Disadvantaged Business Enterprise Certification**

Di

We are pleased to advise you that after careful review of your application and supporting documentation, the Los Angeles County Metropolitan Transportation Authority (Metro) has determined that your firm meets the eligibility standards to be certified as a Disadvantaged Business Enterprise (DBE) as required under the U.S. Department of Transportation (U.S. DOT) Regulation 49 CFR Part 26, as amended. This certification will be recognized by all of the U.S. DOT recipients in California. Your firm will be listed in the California Unified Certification Program (CUCP) database of certified DBEs under the following specific areas of expertise that you have identified on the NAICS codes form of the application package:

| NAICS (2007) | Description  |
|--------------|--|
| 541611       | Administrative Management & General Management Consulting Services |
| 541820       | Public Relations Agencies  |
| 541720       | Research & Development in the Social Sciences and Humanities       |
| 541990       | All Other Professional Scientific and Technical Services           |
| 561110       | Office Administrative Services                                     |
| 561920       | Convention and Trade Show Organizers                               |
| 611430       | Professional Management Development Training                       |

Your DBE certification applies only for the above codes. You may review your firm's information in the CUCP DBE database which can be accessed at the CUCP's website at [www.californiaucp.org](http://www.californiaucp.org). Any additions and revisions must be submitted to Metro for review and approval.

In order to ensure your continued DBE status, you are required to submit an annual No Change Declaration Form (which will be sent to you) along with supporting documentation. If no changes are noted, then your DBE status remains current. If there are changes, Metro will review to determine continued DBE eligibility. Please note, your DBE status remains in effect unless Metro notifies you otherwise.

Should any changes occur that could affect your certification status prior to receipt of the No Change Declaration Form, such as changes in your firm's name, business/ mailing address, ownership, management or control, or failure to meet the applicable business size standards or personal net worth standard, please notify Metro immediately. Failure to submit forms and/or change of information will be deemed a failure to cooperate under Section 26.109 of the Regulations.

Metro reserves the right to withdraw this certification if at any time it is determined that it was knowingly obtained by false, misleading, or incorrect information. Your DBE certification is subject to review at any time. The firm thereby consents to the examination of its books, records and documents by Metro.

Padilla  
& ASSOCIATES

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# "Bidders List"



Exhibit XX  
DBE Information – Bidders List



Project Name: \_\_\_\_\_

## BIDDERS LIST [EXHIBIT \_\_\_]

Proposer: \_\_\_\_\_ RFP No.: \_\_\_\_\_

The Department of Transportation requires the AUTHORITY to create and maintain a "Bidders List" containing information about all firms (DBE and Non-DBE) that bid, propose or quote on the Authority's DOT-assisted contracts, in accordance with 49 CFR Part 26.11. The "Bidders List" is intended to be a count of all firms that are participating, or attempting to participate, on DOT-assisted contracts, whether successful or unsuccessful in their attempt to obtain a contract.

The Proposer is to complete all requested information for every firm who submitted a bid, proposal or quote, including the primary Proposer, and submit this information at the time of proposal submission, or as otherwise specified in the solicitation. The AUTHORITY will utilize this information to assist in the AUTHORITY's overall DBE goal-setting process.

| Prime Proposer's Information:   |  |
|---|--|
| Name of Prime's Firm:   | Phone: ( )   |
| Firm Address:   | Fax: ( )   |
|   | E-mail:  |
| Number of years in business:  | Type of work/services/materials provided:                            |
| Contact Person:   | Title:   |
| Is the firm currently certified as a DBE under 49 CFR Part 26? <input type="checkbox"/> Yes <input type="checkbox"/> No | Check the box below for your firm's annual gross receipts last year: |
| DBE Certification Eligibility (place an "X"):   | <input type="checkbox"/> Less than \$1 million                       |
| __ African American __ Asian Pacific American   | <input type="checkbox"/> Less than \$5 million                       |
| __ Native American __ Woman   | <input type="checkbox"/> Less than \$10 million                      |
| __ Hispanic American __ Subcontinent Asian American   | <input type="checkbox"/> Less than \$15 million                      |
| __ Other  | <input type="checkbox"/> More than \$15 million                      |

Exhibit XX  
DBE Information – Bidders List

Project Name: \_\_\_\_\_

Provide the following information for every firm (DBE and non-DBE) that submitted proposal or quote on this DOT-assisted project, whether successful or unsuccessful in their attempt to obtain a contract:

|   |  |
|---|--|
| Firm Name:  | Phone: ( )   |
| Firm Address:   | Fax: ( )   |
|   | E-mail:  |
| Number of years in business:  | Type of work/services/materials provided:                            |
| Contact Person:   | Title:   |
| Is the firm currently certified as a DBE under 49 CFR Part 26? <input type="checkbox"/> Yes <input type="checkbox"/> No | Check the box below for your firm's annual gross receipts last year: |
| DBE Certification Eligibility (place an "X"):   | <input type="checkbox"/> Less than \$1 million                       |
| __ African American __ Asian Pacific American   | <input type="checkbox"/> Less than \$5 million                       |
| __ Native American __ Woman   | <input type="checkbox"/> Less than \$10 million                      |
| __ Hispanic American __ Subcontinent Asian American   | <input type="checkbox"/> Less than \$15 million                      |
| __ Other  | <input type="checkbox"/> More than \$15 million                      |
| Firm Name:  | Phone: ( )   |
| Firm Address:   | Fax: ( )   |
|   | E-mail:  |
| Number of years in business:  | Type of work/services/materials provided:                            |
| Contact Person:   | Title:   |
| Is the firm currently certified as a DBE under 49 CFR Part 26? <input type="checkbox"/> Yes <input type="checkbox"/> No | Check the box below for your firm's annual gross receipts last year: |
| DBE Certification Eligibility (place an "X"):   | <input type="checkbox"/> Less than \$1 million                       |
| __ African American __ Asian Pacific American   | <input type="checkbox"/> Less than \$5 million                       |
| __ Native American __ Woman   | <input type="checkbox"/> Less than \$10 million                      |
| __ Hispanic American __ Subcontinent Asian American   | <input type="checkbox"/> Less than \$15 million                      |
| __ Other  | <input type="checkbox"/> More than \$15 million                      |

If necessary, this "Bidders List" form can be duplicated to include all firms (DBE and non-DBE) that have submitted a bid, proposal or quote on this DOT-assisted project, whether successful or unsuccessful in their attempt to obtain a contract. Failure of the Proposer to submit the required "Bidders List" form may deem the Proposer non-responsive.



# Bidder's List

- All Proposers are to submit a Bidder's List which will include all firms (DBE and non-DBE) that submitted proposals to act as sub consultants to your firm on this project, whether you elected to use them in your Proposal or not.
- Bidder's List is utilized by the Authority to define the Authority's Market Area.

# Proposer's Good Faith Effort Requirements



Exhibit XX  
DBE Information - Good Faith Effort



EXHIBIT \_\_: DBE INFORMATION —GOOD FAITH EFFORTS  
DBE INFORMATION - GOOD FAITH EFFORTS

RFP No: \_\_\_\_\_ Proposal Opening Date \_\_\_\_\_

The Orange County Transportation Authority (Authority) established a Disadvantaged Business Enterprise (DBE) goal of \_\_\_\_\_% for this contract. The information provided herein shows that a Good Faith Effort (GFE) was made by \_\_\_\_\_(Proposer).

Proposer shall submit the following information to document adequate Good Faith Efforts. Proposer should submit the following information even if the "DBE Participation Commitment(s) Form" indicates that the Proposer has met the DBE goal. This will protect the Proposer's eligibility for award of the contract if Authority determines that the proposer failed to meet the goal for various reasons, e.g., a DBE firm was not certified at proposal opening, or the Proposer made a mathematical error.

Submittal of only the form may not provide sufficient documentation to demonstrate that adequate good faith efforts were made.

The following GFE items (A through H) shall minimally be performed prior to proposal submission. Proposer to complete the following items in sufficient detail to effectively demonstrate that GFE (s) undertaken to meet the established DBE goal:

- A. Items of work the Proposer made available to DBE Firms; a description of work and approximate dollar amount, as a percentage of total work made available to DBEs by the Proposer, a breakdown of contract work provided (including those items normally performed by the Proposer with its own forces) into economically feasible units to facilitate DBE participation sufficient to meet the DBE contract goal. It is the Proposer's responsibility to demonstrate that sufficient work was made available to facilitate DBE participation as follows (please provide documents that sufficiently evidence the effort):

| Items of Work | Proposer Normally Performs (Y/N)(\$) | Breakdown of Items | Amount (\$) | Percentage Of Contract |
|---------------|--------------------------------------|--------------------|-------------|------------------------|
| _____         |                                      |                    |             |                        |
| _____         |                                      |                    |             |                        |
| _____         |                                      |                    |             |                        |
| _____         |                                      |                    |             |                        |
| _____         |                                      |                    |             |                        |
| _____         |                                      |                    |             |                        |
| _____         |                                      |                    |             |                        |
| _____         |                                      |                    |             |                        |
| _____         |                                      |                    |             |                        |
| _____         |                                      |                    |             |                        |

Exhibit XX  
DBE Information - Good Faith Effort

- B. Solicitation Effort Documentation; the names and dates of written notices sent to certified DBEs soliciting proposals for this project and the dates and methods used to following up initial solicitations to determine with certainty whether the DBEs were interested (please attach all copies of solicitation, telephone records, fax confirmations, etc.), amount of DBEs to repond, the DBE firms were provided information about the contract (location of project, contract number, proposal date, items of work made available and contact information) in the Invitation to Propose from the Proposer, the Proposer solicited through all reasonable means (e.g. attendance at pre-proposal meetings, advertising and/or written notices) the interest of all certified DBEs who have the capability to perform the work of the contract, Proposer to provide proof of aforementioned items, and DBE's in the market area for the work identified in 'Item A' as follows:

| Names of DBEs Solicited<br>Methods and Dates | Date of Initial Solicitation | Follow Up |
|--|------------------------------|-----------|
| _____  |                              |           |
| _____  |                              |           |
| _____  |                              |           |
| _____  |                              |           |

- C. Rejected DBE Proposal Documentation; the names, addresses, phone numbers, and amount of rejected DBE firms, the reasons for the Proposer's rejection of the DBE firms, the firms selected and accepted for that work (please attach all copies of quotes from the firms involved) and the price difference for each DBE if the selected firms is not a DBE, include an explanation of quote(s) rejected.

Names, addresses and phone numbers of rejected DBEs and the reasons for the Proposer's rejection of the DBEs as follows:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names, addresses and phone numbers of firms selected for the work  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- D. Publication Efforts Made to Advertise the Projects to Solicit DBE Participation; names and dates of each publication in which a request for DBE participation for this project was placed by the Proposer (please attach copies of advertisements or proof of publications). (Please note: If RFP due date is extended, Proposer is to re-advertise new proposal due date.)



# Proposer's Good Faith Effort Requirements (Cont.)



Exhibit XX  
DBE Information - Good Faith Effort

---

| Publications | Dates of Advertisement |
|--------------|------------------------|
| _____        | _____                  |
| _____        | _____                  |
| _____        | _____                  |
| _____        | _____                  |
| _____        | _____                  |
| _____        | _____                  |

E. Agencies, Organizations, or Groups contacted to provide assistance in Contracting, Recruiting, and Using DBEs; the names of agencies, organizations or groups contacted to provide assistance in contacting, recruiting and using DBE firms (please attach copies of requests to agencies and any responses received), as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

F. Efforts to Provide Information About the Plans, Specifications, and Contract Requirements; efforts made to assist interested DBEs in obtaining necessary materials, or related assistance or services, Proposer to provide evidence of effort.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

G. Assistance with Lines of Credit, Insurance, and/or other Services; efforts made to assist interested DBEs in obtaining bonding, lines of credit or insurance, and any technical assistance or information related to the plans, specifications and requirements for the work which was provided to DBEs, Proposer to provide a list of any assistance provided to prospective and proposed DBEs:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Exhibit XX  
DBE Information - Good Faith Effort

---

H. Additional Data to Support a Demonstration of Good Faith Efforts; (for additional data please use additional sheets as necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTE: USE ADDITIONAL SHEETS OF PAPER IF NECESSARY.

# Good Faith Effort Responsiveness Requirements



## PROPOSERS CAN DEMONSTRATE RESPONSIVENESS TO THE DBE CONTRACT-SPECIFIC GOAL IN *ONE OF TWO OPTIONS:*

1. Propose sufficient DBE participation to meet the DBE contract-specific goal; or
2. Demonstrate adequate Good Faith Efforts undertaken to meet the goal.



### For Option 2, Proposer must demonstrate Real and Substantive Efforts!

- The proposer must have undertaken all necessary and reasonable steps to achieve a DBE goal that by their scope, intensity, and appropriateness to the objective could reasonably be expected to obtain sufficient DBE Participation.
- OCTA will consider the quality, quantity, and intensity of the different kinds of efforts.



# Adequate Good Faith Efforts

*A few of the Good Faith Efforts required include, but are not limited to:*

- Items of work broken out sufficiently in an effort to meet goal
- Enough work has been made available to DBEs
- DBEs were timely solicited and followed up with
- Technical Assistance Provided: Insurance Bonding, Material & Supplies Specifications & Proposal Requirements must be made available
- Negotiating with DBEs in Good Faith

# Advertising



Please verify that if you are utilizing a company to assist with your good faith efforts they are placing your advertisement(s) in:

- one general circulation
- one trade association publication and
- at least one disadvantaged/minority and women business focus medias



# Scope of Work Review

- Questions?



- Reminder.... Proposals are due @ 2:00 p.m. on August 19, 2016.
- Please leave a business card.
- Please register on CAMM NET.
- Thank you for your interest in OCTA! Feel free to stay and network.