



April 14, 2025

To: Members of the Board of Directors

From: Darrell E. Johnson, Chief Executive Officer

Subject: Approval to Release Request for Proposals for Program Management and Construction Management Services for Improvements to Orange County Transportation Authority Headquarters Property

Overview

Staff has developed a request for proposals to initiate a competitive procurement process to retain a consultant to provide program management and construction management services for the new Orange County Transportation Authority headquarters property.

Recommendations

- A. Approve the proposed evaluation criteria and weightings for Request for Proposals 5-3977 to select a firm to provide consultant services for program management and construction management services for improvements to the new Orange County Transportation Authority headquarters property.
- B. Approve the release of Request for Proposals 5-3977 for consultant services for program management and construction management for improvements to the new Orange County Transportation Authority headquarters property.

Discussion

On August 12, 2024, the Orange County Transportation Authority (OCTA) Board of Directors (Board) approved the purchase of the property located at 2677 North Main Street, Santa Ana to serve as the new headquarters property for OCTA. The acquisition plan presented to the Board for the purchase of the property also included the need to make improvements within the office tower and to construct a new boardroom/conference facility.

On October 25, 2024, OCTA closed escrow on the purchase of the property. In order to meet the business needs of OCTA, improvements will need to be made within the office tower, which will house OCTA administrative staff and tenants, and a new boardroom/conference room facility will need to be constructed, which will host OCTA’s Board and committee meetings, as well as serve as the conference center for OCTA administrative staff. During the acquisition process of the property, OCTA utilized consulting services to develop high-level floor plan layouts for the office tower as well as a high-level site plan for the boardroom/conference room facility.

On January 13, 2025, the Board approved the release of a request for proposals (RFP) for the preparation of plans, specifications, and estimates for improvements to the new OCTA headquarters property. OCTA is now seeking a qualified firm to provide program management and construction management services to support and manage the improvement project, including providing technical expertise related to materials testing, quality assurance, surveying, safety oversight, environmental monitoring, building commissioning, and inspection services.

Procurement Approach

OCTA’s Board-approved procurement policies and procedures require that the Board approve all RFPs over \$1,000,000, as well as approve the evaluation criteria and weightings. Staff is submitting for Board approval the draft RFP and evaluation criteria and weightings, which will be used to evaluate proposals received in response to the RFP. The recommended evaluation criteria and weightings are as follows:

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|-------------------------------------|------------|
| • Qualifications of the Firm | 20 percent |
| • Staffing and Project Organization | 40 percent |
| • Workplan | 40 percent |

The evaluation criteria and weightings are consistent with criteria developed for similar architectural and engineering (A&E) procurements. Several factors were considered in developing the criteria weightings. The firm’s qualifications and experience in performing relevant work of similar scope, size, and complexity are important to the success of the project. Next, staff proposes to give a high level of importance to staffing and project organization, as the qualifications of the project manager and other key task leaders are critical to understanding the project requirements and to the timely delivery and successful performance of the work. An equal level of importance is also assigned to the work plan, as the

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technical approach to the project is critical to the successful performance of the project. As this is an A&E procurement, price is not an evaluation criterion pursuant to state and federal laws.

This RFP will be released upon Board approval of these recommendations.

Fiscal Impact

The project is included in OCTA's proposed Fiscal Year 2025-26 Budget, Capital Programs Division, Account No. 0001-9085-HQ003-HQ3, and is funded with Local Transportation funds.

Summary

Board of Directors' approval is requested to release Request for Proposals 5-3977 for consultant services for program management and construction management services for improvements to the new Orange County Transportation Authority headquarters property, as well as approval of the proposed evaluation criteria and weightings.

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Attachment

- A. Draft Request for Proposals (RFP) 5-3977, Program Management/Construction Management Services for Improvements to Orange County Transportation Authority's Headquarters Property

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