




*January 13, 2025*

**To:** Members of the Board of Directors

**From:** Darrell E. Johnson, Chief Executive Officer 

**Subject:** Approval to Release Request for Proposals for the Preparation of Plans, Specifications, and Estimates for Improvements to Orange County Transportation Authority's Headquarters Property

**Overview**

Staff has developed a request for proposals to initiate a competitive procurement process to retain consultant services to prepare the plans, specifications, and estimates for improvements to the Orange County Transportation Authority's headquarters property.

**Recommendations**

- A. Approve the proposed evaluation criteria and weightings for Request for Proposals 4-2654 to select a firm to provide consultant services for the preparation of plans, specifications, and estimates for improvements to the Orange County Transportation Authority's headquarters property.
- B. Approve the release of Request for Proposals 4-2654 for consultant services for the preparation of plans, specifications, and estimates for improvements to Orange County Transportation Authority's headquarters property.

**Background**

On August 12, 2024, the Orange County Transportation Authority's (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.

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***Discussion***

OCTA closed escrow on the purchase of the property located at 2677 North Main Street, Santa Ana on October 25, 2024. In order to meet the business needs of OCTA, improvements will need to be made within the office tower, which will house OCTA's administrative staff and tenants, and a new boardroom/conference room facility, which will house OCTA's Board and committee meetings, as well as serve as the conference center for OCTA's administrative staff will need to be constructed.

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. Consultant services are necessary to complete the final design for both improvements to the office tower as well as to construct the boardroom/conference room facility. The timeline to complete final design for the improvements to the office tower is approximately six months and final design for the boardroom/conference room facility would be approximately 12 months.

***Procurement Approach***

OCTA Board-approved procurement policies and procedures require that the Board approve all request for proposals (RFP) 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 proposed evaluation criteria and weightings are as follows:

- Qualifications of the Firm 20 percent
- Staffing and Project Organization 40 percent
- Work Plan 40 percent

The evaluation criteria are consistent with criteria developed for similar architectural and engineering (A&E) procurements. In developing the criteria and weightings, several factors were considered. The firm's qualifications and experience in performing relevant work of similar scope, size, and complexity are important to the success of the project. A high level of importance is assigned to staffing and project organization, as the qualifications of the project manager and other key task leaders are critical to understanding the project

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requirements and to the timely delivery and successful performance of the work. An equal level of importance is also assigned to the work plan to evaluate the technical approach and resource allocation for the work to ensure successful performance and timely delivery 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**

Funding for this project will be included in the OCTA Fiscal Year 2025-26 Budget, Finance and Administration Division, Account No. 0030-9017-HQ001-HQ1, and will be funded using local funds.

***Summary***

Board of Directors' approval is requested to release Request for Proposals 4-2654 for consultant services for the preparation of plans, specifications, and estimates for improvements to the Orange County Transportation Authority's headquarters property, as well as approval of the proposed evaluation criteria and weightings.

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***Attachment***

- A. Draft Request for Proposals (RFP) 4-2654, Plans, Specifications, and Estimates for Improvements to Orange County Transportation Authority's Headquarters Property

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