



**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 On-Call Architectural and Engineering Design and Construction Support Services for Transit Facility Projects

A handwritten signature in blue ink, appearing to read "Darrell E. Johnson", is positioned in the upper right corner of the page, overlapping the "From:" field.

**Overview**

The Orange County Transportation Authority has developed a request for proposals to initiate a competitive procurement process to retain firms for on-call architectural and engineering design and construction support services for transit facility projects.

**Recommendations**

- A. Approve the proposed evaluation criteria and weightings for Request for Proposals 4-2610 for the selection of firms to provide on-call architectural and engineering design and construction support services for transit facility projects.
- B. Approve the release of Request for Proposals 4-2610 for on-call architectural and engineering design and construction support services for transit facility projects.

**Discussion**

The Orange County Transportation Authority (OCTA) owns, operates, and maintains five maintenance and operations bus bases, two park-and-ride facilities, and five transportation centers. The facilities are comprised of 56 buildings and structures totaling over 400,000 square feet. The structures are situated on approximately 89 acres of property throughout Orange County.

Architectural and engineering (A&E) design and construction support services for capital improvements, maintenance projects, facility modifications, and other projects as requested by OCTA, will be necessary to maintain OCTA's transit facilities in a state of good repair. Typical facility projects include repair and/or

installation of bus hoists, elevators, heating ventilation and air conditioning systems, parking lot concrete and asphalt pavement and striping, roof replacements, zero-emission bus fueling systems, and facility modifications for compliance with the Americans with Disabilities Act.

The current bench of five on-call consultant agreements was established in 2020, and the agreements are scheduled to expire starting August 31, 2025. The new on-call list of firms will replace the existing bench. Services provided under this new on-call bench of agreements will be requested on an as-needed basis and authorized through the issuance of contract task orders (CTO). Each CTO will include a site-specific statement of work to establish the project duration, document the agreed-upon price, and provide any other information that may be required to perform the services.

***Procurement Approach***

The OCTA Board of Directors (Board)-approved procurement policies and procedures require that the Board approve all requests 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 contracts resulting from the solicitation will have a three-year initial term and one, two-year option term. Specific work assignments will be awarded as firm-fixed-priced CTOs, which will be awarded on a rotational basis based upon each firm’s final ranking established during the evaluation process.

The recommended evaluation criteria and weightings are as follows:

- Qualifications of the Firm 35 percent
- Staffing and Project Organization 40 percent
- Work Plan 25 percent

In developing the criteria weightings, several factors were considered. The qualifications of the firm is assigned a high level of importance since firms with a variety of design and project experience is advantageous to the project. The greatest importance is assigned to staffing and project organization, as the qualifications of the project manager and task leaders are critical to successful completion of the individual CTO. The firm’s work plan has the lowest weighting and will broadly evaluate the proposed project management approach and processes necessary for effective execution of the CTOs. As this is an A&E

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procurement, price is not an evaluation criterion pursuant to state and federal laws.

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

**Fiscal Impact**

Funding for this project is included in the OCTA Fiscal Year 2024-25 Budget, Capital Programs Division, Account No. 1722-7629-D3107-2BT, and will be funded through local transportation funds.

**Summary**

Board of Directors' approval is requested to release Request for Proposals 4-2610 to select firms to provide on-call architectural and engineering design and construction support services for transit facility projects, as well as approval of the proposed evaluation criteria and weightings.

**Attachment**

- A. Draft Request for Proposals (RFP) 4-2610, On-Call Architectural and Engineering Design and Construction Support Services for Transit Facility Projects

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