



## CITY OF LAGUNA HILLS

March 25, 2025

**SUBJECT: Addendum No. 1 to RFP for Regional Traffic Signal Synchronization Program for Paseo de Valencia – Moulton Parkway Confluence Bypass Corridor Project**

To All Consultants:

This Addendum No. 1 is being issued for the subject RFP.

Listed below are the questions received by the City (as of March 20, 2025 at 5:00 p.m.) and the City's responses:

### **Questions and Responses to RFP:**

1. Can the requirement for hardcopy proposals be waived?

**Response:** No. We are worried that e-mails will be caught in the City's e-mail filtering software, and we do not want to be responsible for downloading documents from a portal especially if it requires a username and password. Plus, we don't want to be printing out and stapling hardcopies for the review panel.

2. Can the requirement for wet signatures be waived?

**Response:** Yes. You may use electronic signatures on documents.

3. Will the City allow changes to the sample Professional Services Agreement upon request?

**Response:** No. Sections or text in the Agreement that the consultant believes are "non-applicable" items, such as any prevailing wage requirements, will remain in the contract but will not apply if the work conducted does not trigger such requirements.

4. Will the City adjust the insurance requirements indicated in the sample Professional Services Agreement upon request?

**Response:** No.

5. Please clarify what can be excluded from the proposal page counts.

**Response:** The following items may be excluded from the proposal page counts:

- Front and back cover pages;
- Tabular or dividing pages;
- Table of contents and indexes;
- City required forms/attachments (as the RFP already stated) which may be placed behind separate tabular or dividing pages;

- Lists of clients and contracts requested (see separate question and answer regarding this item);
  - **Resumes:** This may now be excluded from the page count to alleviate the many concerns we've received from proposers regarding how to include all the required information in 30 pages; and
  - Compensation/payment schedule (fee proposal): The compensation/payment schedule (fee proposal) is to be submitted in a separate, sealed envelope as described in the RFP, so this would not count toward the page count.
6. Can Proposer's limit their response to item B.9 to a selection of comparable contracts from the past five years instead of all?

**Response:** We would like a list of all; however, you need not provide all of the information requested. You can provide just the following items:

- Year started and completed
  - Scope of Work, or Title of Project if the contract is specific to a Project
  - Client or Agency Name
  - Project Manager
7. Does the City expect all subconsultants to complete the Non-Collusion Affidavit, Compliance with Insurance Requirements, or Certification of Proposal?

**Response:** No.

8. On page 11, the instructions say not to use notebooks or covers. Will a cover page be allowed before the cover letter?

**Response:** Yes.

9. Does the City expect all subconsultants to provide the information under Section B (Company Data) or should that information be just for the prime consultant?

**Response:** Just the prime consultant.

10. Regarding the org chart, "...include an organizational chart that reflects titles of key staff and management contacts of each individual assigned to provide services under this Proposal." What is meant by "management contacts?" What type of information does this entail?

**Response:** The organizational chart should include all personnel working directly on the project as well as the project manager. Names and titles should be included for everyone.

11. Will the City's Project Management Consultant be responsible for preparing and submitting the close-out documentation per OCTA requirements?

**Response:** Yes.

12. Will the City's Project Management Consultant need assistance from the Design Consultant with preparing the close-out documentation per OCTA requirements?

**Response:** Likely, yes.

13. Will OCTA's Countywide Baseline Project be in charge of developing synchronization timing for any segment of the Paseo De Valencia-Moulton Bypass Corridor?

The other TSSP projects awarded by OCTA have opted out of Signal Timing Optimization and Implementation due to these agencies' participation in the current OCTA Countywide Baseline Signal re-timing project. Can you confirm if the City has opted out of this work as well for Task 4 Signal Timing and Implementation, or if we should proceed with this scope of work for our proposal?

**Response:** The City of Laguna Woods opted out of OCTA's Countywide Baseline Project therefore both Laguna Hills and Laguna Woods must conduct synchronization timing schedules for all segments of this Project.

14. Will this project require coordination with OCTA's Countywide Baseline Project?

**Response:** Likely, yes.

15. For the Task 3 in the RFP "The Design Consultant shall design and prepare bid documents to construct and implement all desired components of the project as described in the application in accordance with CTFP Guidelines." Can you provide the OCTA Grant Application for the project? Or provide a detailed overview of improvements that will be needed for each intersection to scope the design plan approach for the project?

**Response:** The Grant Application was posted on March 5 on the City's RFP page: <https://lagunahillsca.gov/bids.aspx?bidID=76>

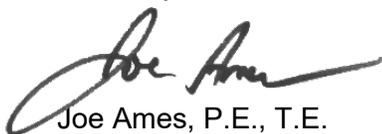
Proposers will find the Grant Application at the bottom of the page (along with this Addendum No. 1 and the original RFP).

<b>Business Hours:</b>
M-F 8-5
<b>Plan Holders List:</b>
Please email Julie Comella at <a href="mailto:jcomella@lagunahillsca.gov">jcomella@lagunahillsca.gov</a> to be added to the plan holders list with your business name, contact name, mailing address and phone number.
<b>Related Documents:</b>
<a href="#">RFP RTSSP Paseo de Valencia - Moulton Pkwy Confluence Bypass Corridor</a> <a href="#">RTSSP Paseo de Valencia to Moulton Pkwy Supplemental Application 2024</a>

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The deadline has now passed for questions on this RFP.

Sincerely,



Joe Ames, P.E., T.E.  
Assistant City Manager