

IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)

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Date: October 28, 2025
To: Prospective Respondents
From: David Aguirre, Executive Director
REF: Architectural, Environmental and Engineering Services for the Imperial Valley
Transit Administration, Operations and Maintenance Facility
Request for Proposals (RFP) **ADDENDUM #3**

The following are clarifications to date based upon questions posed by potential respondents.

1. Please clarify which forms (if any) are required for our subconsultants to submit?

All required forms are requested to be completed by the Prime Consultant. Subconsultants are not required to complete any forms. The Prime Consultant is required to ensure that all subconsultants adhere to the requirements of the RFP, applicable RFP support documents, federal requirements and provisions and final agreement.

2. Would the Commission consider accepting electronic submittals instead of printed copies?

ICTC **will not be modifying the submittal requirements under Section 2.3. The requirement for hard copies allows ICTC to share proposal submittals to the proposal evaluation committee without ICTC Staff having to prepare copies.**

3. Does the 3 hard copy/1 electronic copy requirement also apply to the cost proposal that will be submitted in a separate envelope?

The 3 hard copy/1 electronic copy requirement **does not apply to the cost proposal. Consultants will be required to submit 1 hard copy and 1 electronic copy of their cost proposal in a separate sealed envelope.**

4. Our proposed exceptions/deviations have been submitted by the Q&A deadline. Do we need to repeat these exceptions in our Technical Proposal as per page 17 of the RFP and Attachment E?

Yes, please include all exceptions to the proposed agreement in the response. Since each interested party has differing requests pertaining to the proposed agreement, ICTC will consider amendments to the agreement upon final selection.

5. Is Attachment D supposed to be included with our Technical Proposal or our Cost Proposal?

Attachment D is a part and requirements of the RFP and will be incorporated into the final agreement. The certification should be included in the Technical Proposal response.

6. RFP Page 37/Section 23/Bullet point #7 – Is this a safety evaluation of the site? Is contractor safety required by the Consultant? Would the Consultant be expected to “evaluate” the safety risks at the construction site?

In accordance with the FTA NEPA CE Checklist, it is required that the environmental assessment include an analysis of Impacts on Safety and Security which includes a description of measures that would need to be taken to provide the safe and secure operation of the project after its construction. The FTA NEPA CE Checklist also requires the evaluation of Impacts Caused by Construction which includes a description of the construction plan and identification of construction impacts with respect to noise, dust, water quality, safety and security...

A safety evaluation of the existing site is not required. During construction the Contractor will be required to implement safety provisions and will be responsible for safety requirements. It is anticipated that the consulting team will need to assume safety provisions based on the project design.

Please see attached FTA NEPA CE Checklist.

7. Is ICTC willing to negotiate the terms of the Sample Agreement (Attachment A) with the selected firm?

Yes, ICTC is willing to negotiate the terms of the Sample Agreement with the selected firm.

8. Will ICTC consider a one week extension of the proposal deadline?

Please see Item 9 within Addendum 2.

ICTC is extending the proposal submittal deadline to 3:00 PM, on December 1, 2025.

9. Has ICTC prepared any Opportunities or Constraints Analysis for the project site as part of the Protective Acquisition CE? If so, can it be provided?

No, ICTC has not prepared any Opportunities or Constraints Analysis for the project site as part of the Protective Acquisition CE.

10. Would ICTC accept a proposal that includes the design and engineering of the hydrogen fuel system as a Deferred Submittal? Most companies that engineer hydrogen fueling systems work exclusively under DBFOM contracts and do not provide standalone engineering services?

ICTC will not accept a deferred submittal for the hydrogen fueling system. ICTC would like to avoid experiencing any delays associated with permitting with the city of El Centro. Also, ICTC wishes to avoid any reconstruction efforts to any newly constructed infrastructure caused by a deferred submittal. ICTC is amenable to exploring a phased approach to the hydrogen fueling system. Any associated engineering efforts and costs should be considered as part of the response submittal.

11. Please clarify what scope ICTC or the City of El Centro will perform for the change of zoning from “General Commercial” to “Limited Use”?

ICTC’s awarded consultant is responsible for completing the entire set of documentation (site plan, application), analysis and effort for submittal to the city of El Centro to complete the Zone Change. The city of El Centro will provide comments, guidance and review final documentation to complete the zone change effort.

12. Please confirm that DBE requirements for this proposal will be removed from the RFP via addendum, as was noted in the pre-proposal meeting call?

Please see Item 17 in Addendum 2.

Page 54 of the RFP “DBE Participation” is also hereby amended to reflect the amended DBE Goal. See Attached Form.

13. Can the proposing team be provided an Excel (unlocked) file in place of the PDF of the Attachment B – Cost Proposal Form?

The Excel version of the Cost Proposal has been placed on the project procurement page within the project header at <https://www.imperialctc.org/doing-business-with-ictc>

14. Confirm if Attachment B – Cost Proposal Forms are to be included for all subconsultants proposed or are subconsultants to be solely reflected in the Prime’s Attachment B, as indicated?

ICTC only requires Attachment B – Cost Proposal for the Prime Consultant and **does not require an Attachment B Cost Proposal Form for all subconsultants. Prime consultant should be prepared to provide support documentation demonstrating any and all proposed costs including subconsultants.**

15. Should Zero Emission Infrastructure be included in our Cost Proposal Form or should we send two Cost Proposal Forms, if the project does not proceed with Zero Emission Infrastructure?

The cost for the design of Zero Emission Infrastructure should be included in the Cost Proposal, and the proposed infrastructure cost should be included in the consultant's final project estimate. ICTC's goal is to transition to Zero Emission Vehicles which would require Zero Emission Infrastructure to complete the transition. ICTC is currently pursuing grant dollars to complete construction activities for the facility with and without Zero Emission Infrastructure.

Should ICTC be successful at securing construction funding for the facility without zero emission infrastructure, ICTC would look to incorporate as much of the zero emission infrastructure improvements (conduit, concrete pads, etc.) as possible to avoid having to demolish/remove newly constructed infrastructure. ICTC is amenable to discussing a phased approach to the integration of the zero emission technologies.

Thank you for your interest in the bid process. Should there be any further questions, please email davidaguirre@imperialctc.org.

DBE PARTICIPATION

The following stated dollar (\$) amount will be the compensation paid to Disadvantaged Business Enterprise (DBE) Firms certifiable or certified under the provisions of the "Imperial County Transportation Commission DBE Program". **The project DBE Goal is 0%**

Total Contract Amount \$ _____

Firm Name: _____

Firm Address: _____

Description of Work: _____

Total Contract Amount \$ _____

Firm Name: _____

Firm Address: _____

Description of Work: _____

Total Contract Amount \$ _____

Firm Name: _____

Firm Address: _____

Description of Work: _____

Total DBE percentage participation _____ %

Total dollar value of DBE participation \$ _____

The undersigned hereby certifies that the foregoing statements and information are true and correct.

Name of Bidder: _____

Company Name: _____

Date _____

Grant Applicant _____

**INFORMATION REQUIRED FOR PROBABLE
CATEGORICAL EXCLUSION
(23 CFR Part 771.118)**

- _____ **A. DETAILED PROJECT DESCRIPTION:** Describe the project including the type (such as bus storage, maintenance, and/or administration facilities). Indicate the size of the proposed facility, number of vehicles and staff it will house. Describe any construction, demolition, and soil excavation activities. Include a brief discussion summarizing the purpose and need for the project (e.g., congestion, state of good repair). Explain in common language how implementation of the project will address the project need, and its proposed use. Include a complete description of the project components such as length of the project in feet or miles, property size, history, ownership information (land management authority), acreage, and document previously conducted studies if applicable. Provide graphics that describe the proposed project.
- _____ **B. LOCATION (INCLUDING ADDRESS):** Attach a project location map or diagram, such as a USGS topographic map that identifies the project location. Clearly delineate the project and include streets and features specifically called out in the “detailed project description.” If the project work occurs at more than one location, include those locations and adjoining parcels on the map. This information is partly used to determine the probability of impact on the human and natural environment.
- _____ **C. METROPOLITAN PLANNING AND AIR QUALITY CONFORMITY:** Is the proposed project included in the current adopted MPO plan, either exclusively or in a grouping of projects or activities? What is the conformity status of that plan? Is the proposed project, or appropriate phases of the project, included in the TIP? What is the conformity status of the TIP? Is the project located in an air quality non-attainment area? Is the project exempt from a conformity review per Table 2 of 40 CFR 93.126? Refer to the non-attainment/maintenance area maps at the U.S. EPA website to determine if the project is located in an area that meets all National Ambient Air Quality Standards.
- _____ **D. LAND USE AND ZONING:** Describe property zoning and consistency with proposed use. Attach a zoning map of the project area and surrounding area. Attach a land use map that identifies land and water uses in the project area. This information is partly used to determine the probability of impact on the human and natural environment. Land use plans, and zoning maps can be obtained from the tax assessor, city, county, or metropolitan planning organizations.

- _____ E. **TRAFFIC IMPACTS:** Describe potential traffic impacts; including short-term impacts during construction or demolition, and whether the existing roadways have adequate capacity for increased bus and other vehicular traffic as part of the proposed project. Examples of construction-related impacts include lane closures, detours, or dust abatement requirements. Briefly describe traffic control measures required to minimize impacts of construction.
- _____ F. **CO HOT SPOTS:** If there are serious traffic impacts at any affected intersection or area where buses congregate, and if the area is in an air quality non-attainment area for CO, demonstrate that CO hot spots will not be created as a result of the project.
- _____ G. **PM2.5 AND PM10 HOT SPOTS:** If there are serious traffic impacts at any affected intersection or area where buses congregate, and if the area is a nonattainment or maintenance area for any particulate matter (PM2.5 or PM10), then demonstrate that PM2.5 or PM10 “hot spots” will not result. In nonattainment areas, interagency concurrence and documentation must be attached. If the proposed project is not in a non-attainment or maintenance area for PM2.5 and PM10, then state this in the discussion. Refer to the non-attainment/maintenance area maps at the U.S. EPA website to determine if the project is located in an area that meets all National Ambient Air Quality Standards.
- _____ H. **HISTORIC RESOURCES:** Describe any cultural, historic, or archaeological resources located in the immediate vicinity of the proposed project and the impact of the project on the resources. Show these resources on a map. FTA initiates all consultations per Section 106 of the National Historic Preservation Act (NHPA). FTA also makes a determination of “No Effect/No Historic Properties” or “No Historic Properties Affected,” if no historic resources or potential to affect resources exists. FTA requests concurrence for this determination from the appropriate State Historic Preservation Office (SHPO) or Tribal Historic Preservation Office (THPO). SHPO/THPO concurrence must be included as an attachment before NEPA approval. If an “Adverse Effect” determination is made as a result of the proposed project, rather than a “No Effect/No Historic Properties” or “No Historic Properties Affected” determination, then FTA may determine a new NEPA class of action to evaluate alternatives or mitigation measures to deter these adverse effects. If the project has potential effects to NRHP-eligible or listed projects, the Section 106 process must be followed. Refer to the ACHP website for more information. Projects involving modifications to historic buildings or structures should comply with the *Secretary of the Interior Standards for the Rehabilitation of Historic Structures*, which is available from the SHPO/THPO and the National Park Service.
- _____ I. **VISUAL QUALITY:** Describe the existing visual setting, identify any sensitive views/viewers, and describe the visual impact of the proposed project.

- _____ J. **NOISE:** Compare distance between the center of the proposed project and the nearest noise receptor to the screening distance for this type of project in FTA’s noise and vibration guidelines (Section 4.2 in FTA guidelines). If the screening distance is not achieved, attach a “General Noise Assessment” with conclusions. Refer to FTA’s *Transit Noise and Vibration Impact Assessment* manual (May 2006).
- _____ K. **VIBRATION:** If the proposed project includes new or relocated steel rails/tracks, compare the distance between the center of the proposed project and the nearest vibration receptor to the screening distance for this type of project in FTA’s guidelines (Section 9.2 in FTA guidelines). If the screening distance is not achieved, attach a “General Vibration Assessment” with conclusions. Refer to FTA’s *Transit Noise and Vibration Impact Assessment* manual (May 2006).
- _____ L. **ACQUISITIONS & RELOCATIONS REQUIRED:** Describe land acquisitions and displacements of residences and businesses. Include current use, ownership, and the date and type of property transaction (such as lease or purchase). If FTA funds are used to acquire property or the property is used as local match, then the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 must be followed and documented. No offers or appraisals may occur prior to FTA’s approval of a NEPA evaluation.
- _____ M. **HAZARDOUS MATERIALS:** If real property has been acquired, has a Phase I site assessment for contaminated soil and groundwater been performed? If a Phase II site assessment is recommended, has it been completed? What steps will be taken to ensure that human and ecological receptors in the project area are protected from contamination encountered during construction and operation of the project? State the results of consultation with the State agency with jurisdiction over proposed remediation of soil and/or groundwater contamination. Include anticipated effects of the project on asbestos-containing building materials and lead-based paints.
- _____ N. **SOCIAL IMPACTS AND COMMUNITY DISRUPTION:** Provide a socio-economic profile of the affected community. Describe the impacts of the proposed project on the community. Identify any community resources that would be affected and the nature and extent of the effect.
- _____ O. **ENVIRONMENTAL JUSTICE:** Identify the concentrations of minority and low-income populations in the area. Following FTA guidelines on environmental justice (FTA Circular 4703.1), define “minority” and “low-income” populations, and describe whether or not the project would result in disproportionately high and adverse impacts on minority or low-income populations.
- _____ P. **USE OF PUBLIC PARKLAND AND RECREATION AREAS:** Indicate parks, recreational areas, wildlife refuges, and/or trails on a project location map (Section 4(f) resources). Describe how the activities and purposes of these resources will be

affected by the project. Based on the definitions of use outlined in 23 CFR § 774, determine if the project will result in an actual (direct), temporary, or constructive (proximity impacts) use of the Section 4(f) resource. Locate Section 4(f) properties on project map. Refer to the Section 4(f) overview at FTA's website.

- _____ **Q. IMPACTS ON WETLANDS:** Show potential wetlands and boundaries on a map. Integrate data from the National Wetlands Inventory. Describe the project's impact on on-site and adjacent wetlands. If the project impacts wetlands, provide documentation of consultations and permits from the U.S. Army Corps of Engineers, as well as, minimization and mitigation efforts. If applicable, provide documentation to demonstrate that wetlands are not present, or the proposed project will not impact any wetland areas.
- _____ **R. FLOODPLAIN IMPACTS:** Determine if the project is within a 100-year floodplain. Review FEMA 100-year FIRMs on the FEMA website. Include a FIRM floodplain map, if available. Include all floodplain FIRM numbers that occur in the project area and the effective or revision date for each FIRM. Include the FEMA FIRM numbers for the project area, even if the 100-year floodplain has not been delineated. If the proposed project is located within the 100-year floodplain describe what will be done to address possible flooding of the proposed project location and flooding induced by the project due to reduced capacity to retain storm water runoff. Provide documentation on how the project will be designed to restore floodplain capacity. If applicable, provide documentation to demonstrate that the project is not sited in a floodplain. If a determination cannot be made whether or not the project is within a 100-year floodplain, contact the county flood control district or the local floodplain manager for assistance.
- _____ **S. IMPACTS ON WATER QUALITY, NAVIGABLE WATERWAYS, & COASTAL ZONES:** If any of these resources are implicated, describe the project's potential impacts. Determine if National Pollutant Discharge Elimination System (NPDES) permits are applicable as a result of ground disturbance or point sources that will discharge pollutants into waters of the United States. Refer to BMPs at the U.S. EPA website. How will storm water be treated during and after construction? How will wastewater from bus washing facilities be treated? Determine if project area is in a sole-source aquifer, if not document in narrative (refer to the U.S. EPA website).
- _____ **T. IMPACTS ON ECOLOGICALLY-SENSITIVE AREAS AND ENDANGERED SPECIES:** Describe any natural areas (woodlands, prairies, wetlands, rivers, lakes, streams, designated wildlife or waterfowl refuges, and geological formations) on or near the proposed project area. If present, state the results of consultation with the state department of natural resources and, if appropriate, the U.S. Fish and Wildlife Service on the impacts to critical habitats and on threatened and endangered fauna and flora that may be affected. Refer to the U.S. Fish and Wildlife Service website.

_____ **T. IMPACTS ON SAFETY AND SECURITY:** Describe the measures that would need to be taken to provide for the safe and secure operation of the project after its construction. List any security measures that are planned as part of the project (e.g., security guards, fencing, secured access, lighting, cameras, etc.)

_____ **U. IMPACTS CAUSED BY CONSTRUCTION:** Describe the construction plan and identify construction impacts with respect to noise, dust, utility disruption, debris and spoil disposal, air quality, water quality, erosion, safety and security, and disruptions of traffic and access to businesses or residential property. Identify steps that will be taken to provide alternatives or mitigate the impacts of construction impacts. Cite applicable local, state, and federal regulations, and any standards or BMPs that will be followed. If applicable, please include any NPDES best practice measures (refer to the U.S. EPA website).

The action described above meets the criteria for a NEPA categorical exclusion (CE) in accordance with 23 CFR Part 771.118.

Applicant's Environmental Reviewer

Date

FTA Grant Representative

Date