

California Department of Transportation

ADMINISTRATION

DIVISION OF PROCUREMENT AND CONTRACTS

1727 30TH STREET, MS 65

SACRAMENTO, CA 95816-7006

PHONE (916) 227-6000

TTY 711

<https://dot.ca.gov/programs/procurement-and-contracts/>

August 27, 2026

Addendum No. 2
Request for Proposal (RFP) #07A6338
State Route 710 Sales Program Consulting Services

NOTICE TO ALL PROSPECTIVE PROPOSERS:

Addendum No. 2 is being issued for the above-referenced RFP. Proposals for this work shall be submitted with the full understanding of this Addendum.

1. The following represents questions submitted for this RFP and the Department's responses:

Question 1: Is a pre-proposal conference scheduled for this RFP, and if so, when and how do I attend?

Response 1: Per **RFP, Section C), Item 2.A.**, the Pre-Proposal Teleconference was held on 8/18/26 at 10:00 AM.

Question 2: Does Caltrans publish a planholder or prospective proposer list for this solicitation that I may access?

Response 2: No, Caltrans does not publish a planholder or prospective proposer list for this solicitation.

Question 3: May my firm's information be shared with prospective primes seeking DVBE participation for this RFP?

Response 3: Please visit the California Department of General Services (DGS) website for information on [How to do Business with California State Government](#). Scroll down to "**Advertise your business on Cal eProcure**" for step-by-step instructions on how businesses can place free advertisements on bid solicitations to seek work as a subcontractor with a prime, or as a prime contractor looking for a subcontractor.

Question 4: Is an attendance or sign-in list from the teleconference available to attendees?

Response 4: Yes, the attendance sheet from the teleconference was posted in **Addendum 1** on Cal eProcure.

Question 5: We are interested in becoming a subcontractor for this opportunity, which includes language services. I would like to know if it is possible to access a list of prospective bidders?

Response 5: Caltrans does not have a list of prospective bidders. Please visit the California Department of General Services (DGS) website for information on [How to do Business with California State Government](#). Scroll down to “**Advertise your business on Cal eProcure**” for step-by-step instructions on how businesses can place free advertisements on bid solicitations to seek work as a subcontractor with a prime, or as a prime contractor looking for a subcontractor.

Question 6: Exhibit B, Section 5.C states the total amount payable shall not exceed \$TBD, and the Cost Proposal grand total in Attachment 1 is left blank. Will Caltrans provide an estimated contract value or a not-to-exceed amount? Certified DVBE firms seeking subcontractor participation need a contract value to scope a commitment at the required percentage?

Response 6: Please refer to **RFP, Section C), Item 5.A., Cost Proposal Requirements** for the maximum dollar amount for this RFP.

Question 7: Does Caltrans maintain a list of certified DVBE firms that have expressed interest in subcontracting on this solicitation, and will that list be made available to prospective prime contractors?

Response 7: Caltrans does not maintain a list of certified DVBE firms that have expressed interest in subcontracting on this solicitation.

Question 8: Section D.1.A requires a quote from each DVBE subcontractor on company letterhead as proof of commitment. Given that the contract value is listed as TBD, how should a DVBE subcontractor express its quote, as a percentage of contract value, an hourly rate, or a fixed amount?

Response 8: Please refer to **RFP, Section C), Item 5.A., Cost Proposal Requirements** for the maximum dollar amount for this RFP.

Question 9: We are looking at this as a subcontractor, not a prime. One question on the mandatory five percent DVBE participation. Minimum Qualifications B.J and B.K attach licensing and five-year experience requirements to personnel "performing real estate transactions" and "title and escrow services." Does DVBE participation in non-licensed support work, such as program administration, reporting, document control, or outreach coordination, count toward the required five percent, or must the DVBE participation fall within those licensed scopes?

Response 9: DVBE participation can apply to any part of the contract.

Question 10: Separately, if Caltrans is able to share the sign-in list from the August 18 pre-proposal teleconference, or another route to reach prospective primes, that would help us place our certification where it is useful.

Response 10: The attendance sheet from the teleconference was posted in **Addendum 1** on Cal eProcure. Please visit the California Department of General Services (DGS) website for information on [How to do Business with California State Government](#). Scroll down to “**Advertise your business on Cal eProcure**” for step-by-step instructions on how businesses can place free advertisements on bid solicitations to seek work as a subcontractor with a prime, or as a prime contractor looking for a subcontractor.

Question 11: On Page 2 of 12 under Exhibit A Consulting Services Agreement (State) under the third paragraph it states that the quantities identified in Appendix B are for comparison of bids only, that no guarantee is made as to the exact quantity of work assigned, that properties may be added or removed without amendment, and that the number of properties released may vary. At the same time, the Cost Proposal requires fixed costs and rates for the duration of the Agreement. How does Caltrans expect proposers to account in Attachment 1 for the variable number of properties and transactions that may actually be assigned, particularly where the amount of work and third-party services required may vary substantially by property?

Response 11: The Cost Proposal should be based on completion of all services listed in the scope of work and all the properties listed in **RFP, Attachment 12, Appendix B, List of Properties**.

Question 12: Please clarify whether proposers should base their Cost Proposal on the quantities contained in Appendix B for bid-comparison purposes, using estimated quantities or allowances for property-specific services, or whether another pricing methodology is intended

Response 12: The Cost Proposal should be based on completion of all services listed in the scope of work and all the properties listed in **RFP, Attachment 12, Appendix B, List of Properties**.

Question 13: Exhibit B (Page 1 of 3, Section D.) provides that Caltrans will retain 10% of each invoice until satisfactory completion of all work under the Agreement. Exhibit B also identifies certain escrow charges as pass-through costs paid by the Contractor and reimbursed by Caltrans. Does the 10% retainage apply to reimbursable third-party pass-through costs, including approved escrow charges, or is retainage applied only to Contractor and subcontractor professional service costs?

Response 13: Please refer to **RFP, Exhibit B, 1. Item C.**, Caltrans shall retain 10% of each invoice until satisfactory completion of all work under this Agreement. Third-party pass-through cost reimbursements are not subject to the 10% retention.

Question 14: Attachment 3 requires proposers to demonstrate financial solvency and provide three years of audited financial statements. The Pre-Award Audit provisions further state that the proposer must be financially capable of performing the work. Does Caltrans apply a specific financial-capacity standard in determining financial solvency for this procurement, such as minimum working capital, liquidity, current ratio, net worth, cash reserves, or another financial measure? If so, please identify the applicable standard.

Response 14: Please refer to **RFP, Section B),1., Item C**. Professionally prepared financial statements are required.

Question 15: Task 3.4 under Exhibit A on page 7 of 12 requires the Contractor to schedule structural inspections and requires the resulting report to include diagrams showing findings and estimates of repairs. Please clarify the minimum licensing, certification, or professional qualifications required of the individual or firm performing structural inspections under Task 3.4.

Response 15: Please refer to the change below under **Revisions 2.A**.

Question 16: Task 2.6 provides that when the highest-priority prospective buyer cannot or chooses not to purchase the property, the Contractor shall notify the Caltrans Contract Manager or designee for further instruction. Exhibit A also states that the Contractor shall complete the sale of properties

identified in Appendix B, except for properties sold via auction. For purposes of estimating staffing, hours, third-party services, title/escrow costs, and overall contract workload, please clarify whether the Contractor is expected to continue providing applicable services under Tasks 1 through 6 as a property proceeds through subsequent sales priorities under the State Route 710 Sales Program Regulations.

Response 16: Contractor is expected to continue to provide applicable services (**Tasks 1-6**) as properties proceed through sales priorities.

Question 17: Specifically, does the Contractor's responsibility continue through applicable subsequent dispositions, including Priority 6 sales to current tenants and Priority 3 dispositions involving the Cities of Los Angeles, Pasadena, South Pasadena, or other Housing-Related Public Entities, until the property is sold, proceeds to auction, or is otherwise removed from the Contractor's assignment?

Response 17: Yes, the Contractor's responsibility continues through applicable subsequent dispositions.

Question 18: Will the awarded contractor receive a commission for selling these properties? If so, should the commission be included as a direct cost?

Response 18: No, the awarded Contractor will not receive commissions for selling the listed properties.

Question 19: Please confirm does Caltrans expect the selected contractor to pay all costs upfront and get reimbursed or will Caltrans provide some support with upfront costs.

Response 19: Please refer to **RFP, Exhibit B, 1. Invoicing and Payment**. Contractor will be reimbursed for all upfront costs associated with any assigned task per **RFP, Attachment 12, Exhibit A, Scope of Work**.

Question 20: Can the deadline date be extended by at least one week to September 15, 2026?

Response 20: Caltrans will not be extending the deadline at this time.

Question 21: Can the deadline be extended by at least two weeks to September 22, 2026?

Response 21: Caltrans will not be extending the deadline at this time.

Question 22: Can the method of proposal submission be changed such that the responses can be emailed as opposed to mailed?

Response 22: Per **RFP, Section C), Item 13.I.**, proposals received in electronic format will not be accepted.

Question 23: Can the selected vendor provide loan services to the potential homebuyers?

Response 23: No, the selected vendor cannot provide loan services to potential homebuyers.

Question 24: On Page 10 of 12 in Exhibit A Consulting Services agreement (State) under Section 4.2 Escrow service, and on Page 1 of 3 of Exhibit B Consulting Services Agreement (State) under Section 1.E. it states...."If not allowed to be paid through escrow, Caltrans will reimburse the Contractor for actual closing escrow costs up to \$10,000 per home for up to 100 homes for qualifying buyers, up to the maximum amount of \$1,000,000.00. Please confirm what happens if closing escrow costs were to exceed the anticipated amount of \$10,000.

Response 24: Please refer to **RFP, Exhibit A, Section 7. D., Item 4.2**, Caltrans will reimburse the Contractor for costs associated with escrow up to the allowable maximum amount.

Question 25: In order to determine travel costs, please confirm, If in person meetings with Caltrans are necessary, will they be held in District 7 (LA County) or in Headquarters Sacramento?

Response 25: Please refer to **RFP, Attachment 12, Exhibit A, Section 7.A., Item 1.6**. Yes, any in person meeting will be held at the Caltrans District 7 office (LA) and no per diem is included.

Question 26: When will the responses to the questions be posted?

Response 26: The responses are now posted in this addendum.

Question 27: What happens if a potential buyer refuses to engage in this process?

Response 27: Please refer to **RFP, Attachment 12, Exhibit A, Section B, Item 2.1**, for the California Code of Regulations that provide the priority order of sales.

Question 28: Do the names of staff or only the titles need to be provided now?

Response 28: Yes, the names of staff and titles need to be provided now.

Question 29: On Page 3 of 17 under Section 2. Project Management (a) it says "Designate, one (1) individual, the Project Director, who shall be responsible for... please confirm should this say Project Manager instead of Project Director?

Response 29: Please refer to the change below under **Revisions 2.B**.

Question 30: Which languages do you anticipate translations services being needed?

Response 30: Spanish, but the Contractor is obligated to make provisions for all languages and interpretation services whenever requested by any buyer and/or tenant.

Question 31: How many properties do you anticipate simultaneously being released?

Response 31: Please refer to **RFP, Attachment 12, Exhibit A, Section 7**. At the time of this agreement, 186 properties may be covered by the terms of this Agreement (collectively, the "710 Properties").

Question 32: Given the needs of the engagement, services will likely need to be provided outside of the Monday through Friday from 9:00am to 5:00pm PT. Is this acceptable?

Response 32: Services performed outside of the provided schedule need to be approved in advance by the Caltrans Contract Manager.

Question 33: For Attachment 1, Sample Cost Proposal Worksheet Cover Page (Page 1 of 1) what happens if there are more than 3 subcontractors? Do we add another line or include another page?

Response 33: Please add more lines to the table.

Question 34: May proposer add/delete columns as needed to the tables?

Response 34: Per **RFP, Section C), Item 5.A., Cost Proposal Requirements**, Cost Proposals shall follow the format provided in the **Sample Cost Proposal Worksheet, Attachment 1**.

Question 35: Other than "Project Manager" are we required to use the provided titles (i.e., Clerical)

Response 35: Please provide titles for Key Personnel. Per **RFP, Attachment 2A, Item 1**, all Key Personnel of prime contractor and all subcontractors assigned to the contract and listed in the Proposer's Technical Proposal must be identified by **name, title and firm name** in the table.

Question 36: Are we able to add rows to the Direct Labor Cost section with other staff names – titles

Response 36: Yes, proposers can add rows to the Direct Labor Cost section.

Question 37: On Page 1 of 12 of Exhibit A Consulting Services Agreement (State) Scope of Work, Section 3 states "The services shall perform services..., please confirm if that is accurate.

Response 37: Please refer to the change below under **Revisions 2.C**.

Question 38: On Page 1 of 12 in Exhibit A Consulting Services Agreement (State) Scope of Work, Section 4 states "This Agreement will commence on April 2, 2027 (estimate) or upon approval by Department of General Services (DGS), whichever is later..." What is the reason for the agreement commencing several months from now?

Response 38: Due to the complexity of processing a Request for Proposal contract for a California State Agency, an adequate amount of time is necessary to complete all tasks.

Question 39: In the Task #1 grid that starts at the bottom of Page 3 of 12 in Exhibit A Consulting Services Agreement (State) for 1.1 under acceptance criteria it states, "Contractor submits materials listed above to the tenants and Caltrans Contract Manager of designee". Please confirm what is being referred to as "material listed above"

Response 39: Please refer to **RFP, Attachment 12, Exhibit A, Section 7.A., Item 1.1**. for the materials listed.

Question 40: Are third-party coordinated services considered subcontractors? If not, should their associated costs be captured under direct costs?

Response 40: Yes, third-party coordinated services are considered subcontractors.

Question 41 : Please clarify whether Caltrans will select and retain the appraiser, structural inspector/engineer, termite inspector, home inspector, and other property-specific third-party professionals, with the Contractor responsible only for scheduling and coordination, or whether the Contractor is expected to procure and retain these professionals from its own vendor network. If the Contractor is responsible for procuring these professionals, please also clarify whether their property-specific fees must be included in the Contractor's Not-to-Exceed Cost Proposal under Task 3, or whether these costs will be paid or reimbursed separately by Caltrans.

Response 41: Please refer to **RFP, Attachment 12, Exhibit A, Section 7.C. Task 3**. Contractor is expected to schedule and coordinate with these professional services (Home inspectors and Termite inspections). The expectation is for the Contractor to compare services and rates from more than one (1) provider with the exception of the Appraiser.

Question 42: For purposes of preparing the Cost Proposal and establishing the Not-to-Exceed amount, what number of properties should Proposers use as the estimated quantity when calculating property-dependent costs and staffing requirements? Should Proposers base their estimates on the 186 properties identified in Exhibit A/Appendix B, or on the approximately 350-plus properties referenced during the pre-proposal teleconference?

Response 42: Please refer to **RFP, Attachment 12, Appendix B**, for the list and number of properties.

2. Revisions

The following changes have been made:

A. **RFP, Attachment 12, Exhibit A, Section 7.C., Item 3.4**, has been revised as follows:

3.4 Structural Inspection Coordination

Contractor shall schedule structural inspection when directed by Caltrans Contract Manager. Structural Inspection report shall include diagrams showing finding(s) and estimate(s) of repairs. **Professional Engineer (P.E) under civil engineering with experience in structural inspections required.**

B. RFP, Section C), Item 4.A.2)a., has been revised as follows:

4. Technical Proposal Requirements

A. An original proposal marked "ORIGINAL COPY" and **one (1) pdf copy** on a thumb drive will be required for the Technical Proposal. Each Technical Proposal shall contain at a minimum, all required items listed below. Each requirement's location must be listed in a Technical Proposal, Table of Contents. Also see RFP **Section C) 12, Submission of Proposal**, for submittal details.

1) **Section 1. Introduction and Minimum Qualifications:** Proposer shall:

- a. Introduce its team and summarize the highlights of the proposal.
- b. Provide the information to demonstrate the minimum qualifications listed in RFP section **B) Minimum Qualifications for Proposers.**

2) **Section 2. Project Management:** Proposer shall:

- a. Designate, one (1) individual, the Project ~~Director~~ **Manager**, who shall be responsible for implementing the Scope of Work, overseeing the day-to-day activities of the evaluation team, and shall be the single point of contact for this Agreement. The Project ~~Director~~ **Manager** must be available to Caltrans as needed to effectively manage this contract. The selected contractor shall not cause the substitution of the Project ~~Director~~ **Manager** without prior written approval of Caltrans.

C. RFP, Attachment 12, Exhibit A, Section 3. has been revised as follows:

3. The ~~services Contractor~~ shall perform services only for the properties listed in **Appendix B, List of Properties**, in Los Angeles, Pasadena and South Pasadena, California. Caltrans may modify the list of properties only through a written notice to the Contractor.

NOTE: All other terms and conditions set forth in the RFP remain in full force and effect.

Sincerely,
Taylor Kim
Contract Analyst