

**REQUEST FOR PROPOSALS (RFP) 2-2860**

# **LOW CARBON FUEL STANDARD AND RENEWABLE FUEL STANDARD PROGRAMS**



**ORANGE COUNTY TRANSPORTATION AUTHORITY  
550 South Main Street  
P.O. Box 14184  
Orange, CA 92863-1584  
(714) 560-6282**

## **Key RFP Dates**

<b>Issue Date:</b>	<b>February 27, 2023</b>
<b>Pre-Proposal Conference Date:</b>	<b>March 7, 2023</b>
<b>Question Submittal Date:</b>	<b>March 13, 2023</b>
<b>Proposal Submittal Date:</b>	<b>April 17, 2023</b>
<b>Interview Date:</b>	<b>May 17, 2023</b>

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February 27, 2023

**NOTICE OF REQUEST FOR PROPOSALS (RFP)**

**RFP 2-2860: "LOW CARBON FUEL STANDARD AND RENEWABLE FUEL STANDARD PROGRAMS"**

**TO: ALL OFFERORS**

**FROM: ORANGE COUNTY TRANSPORTATION AUTHORITY**

The Orange County Transportation Authority (Authority) invites proposals from qualified gas/energy service provider to purchase natural gas and provide consulting services for the management of the Low Carbon Fuel Standard (LCFS) credit program under California Assembly Bill (AB) 32 and Renewal Fuel Standard (RFS) program created under the Energy Policy Act of 2005 implemented by the Environmental Protection Agency. The budget for this project is \$18,000,000 for a five-year initial term.

**Please note that by submitting a Proposal, Offeror certifies that it is not subject to any Ukraine/Russia-related economic sanctions imposed by the State of California or the United States Government including, but not limited to, Presidential Executive Order Nos. 13660, 13661, 13662, 13685, and 14065. Any individual or entity that is the subject of any Ukraine/Russia-related economic sanction is not eligible to submit a Proposal. In submitting a Proposal, all Offerors agree to comply with all economic sanctions imposed by the State or U.S. Government.**

**Proposals must be submitted, electronically, through the following URL link: <http://www.octa.net/Proposal Upload Link>, at or before the deadline of 2:00 p.m. on April 17, 2023. The link has an upload file size limit of 80MB. Authority will not accept hard copy proposals for this RFP.**

Offerors are instructed to click the upload link, select "RFP 2-2860" from the drop-down menu, and follow the instructions as prompted to upload the proposal. The upload link will expire at the submittal deadline and will not allow proposals to be uploaded.

Should Offerors encounter technical issues with uploading the proposals via the link provided, Offerors are required to contact the Contract Administrator prior to the submission deadline. Proposals and supplemental information to proposals received after the date and time specified above will be rejected.

Firms interested in obtaining a copy of this RFP may do so by downloading the RFP from CAMM NET at <https://cammnet.octa.net>.

All firms interested in doing business with the Authority are required to register their business on-line at CAMM NET. The website can be found at <https://cammnet.octa.net>.

To receive all further information regarding this RFP 2-2860, firms and subconsultants must be registered on CAMM NET with at least one of the following commodity codes for this solicitation selected as part of the vendor's on-line registration profile:

<u>Category:</u>	<u>Commodity:</u>
Professional Consulting	Alternative Fuels Consulting
	Consultant Services - General
Professional Services	Alternative Fuels Services
Fuel & Lubricants; Equipment	Fuel & Lubricants

A pre-proposal conference will be held via teleconference on March 7, 2023 at 10:00 a.m. Prospective Offerors may join or call-in using the following credentials:

- [Click here to join the meeting](#)
- OR Call-in Number: 916-550-9867
- Conference ID: 872 386 240#

An on-site/in-person conference will not be held. A copy of the presentation slides and pre-proposal conference registration sheet(s) will be issued via addendum prior to the date of the pre-proposal conference. All prospective Offerors are encouraged to attend the pre-proposal conference.

The Authority has established May 17, 2023 as the date to conduct interviews. All prospective Offerors will be asked to keep this date available.

Offerors are encouraged to subcontract with small businesses to the maximum extent possible.

All Offerors will be required to comply with all applicable equal opportunity laws and regulations.

All Offerors must be registered with both the California Public Utilities Commission and Southern California Gas Company as a Core Transport Agent. If Offerors are not registered, Offerors must submit documented proof to the Authority that the required registration materials have been submitted.

All Offerors must register as a regulated party with the California Air Resources Board (ARB).

The Authority intends to use the North American Energy Standards Board (NAESB) agreement for fuel transactions.

The award of this contract is subject to receipt of federal, state, and/or local funds adequate to carry out the provisions of the proposed agreement including the identified Scope of Work.

**SECTION I: INSTRUCTIONS TO OFFERORS**

## **SECTION I. INSTRUCTIONS TO OFFERORS**

### **A. PRE-PROPOSAL CONFERENCE**

A pre-proposal conference will be held via teleconference on March 7, 2023 at 10:00 a.m. Prospective Offerors may join or call-in using the following credentials:

- [Click here to join the meeting](#)
- Call-in Number: 916-550-9867
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An on-site/in-person conference will not be held. A copy of the presentation slides and pre-proposal conference registration sheet(s) will be issued via addendum prior to the date of the pre-proposal conference. All prospective Offerors are encouraged to attend the pre-proposal conference.

### **B. EXAMINATION OF PROPOSAL DOCUMENTS**

By submitting a proposal, Offeror represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work to achieve the Authority's objectives.

### **C. ADDENDA**

The Authority reserves the right to revise the RFP documents. Any Authority changes to the requirements will be made by written addendum to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. The Authority will not be bound to any modifications to or deviations from the requirements set forth in this RFP as the result of oral instructions. Offerors shall acknowledge receipt of addenda in their proposals. Failure to acknowledge receipt of Addenda may cause the proposal to be deemed non-responsive to this RFP and be rejected.

### **D. AUTHORITY CONTACT**

All communication and/or contacts with Authority staff regarding this RFP are to be directed to the following Contract Administrator:

Iris Deneau, Senior Contract Administrator  
Contracts Administration and Materials Management Department  
Phone: 714.560. 5786  
Email: ideneau@octa.net

Commencing on the date of the issuance of this RFP and continuing until award of the contract or cancellation of this RFP, no offeror, subcontractor, lobbyist, or agent hired by the offeror shall have any contact or communications regarding this

RFP with any Authority's staff; member of the evaluation committee for this RFP; or any contractor or consultant involved with the procurement, other than the Contract Administrator named above or unless expressly permitted by this RFP. Contact includes face-to-face, telephone, electronic mail (email), or formal written communication. Any offeror, subcontractor, lobbyist, or agent hired by the offeror that engages in such prohibited communications may result in disqualification of the offeror at the sole discretion of the Authority.

## **E. CLARIFICATIONS**

### **1. Examination of Documents**

Should an Offeror require clarifications of this RFP, the Offeror shall notify the Authority in writing in accordance with Section E.2. below. Should it be found that the point in question is not clearly and fully set forth, the Authority will issue a written addendum clarifying the matter which will be sent to all firms registered on CAMM NET under the commodity codes specified in this RFP.

### **2. Submitting Requests**

- a. All questions, including questions that could not be specifically answered at the pre-proposal conference, must be put in writing and received via e-mail at [ideneau@octa.net](mailto:ideneau@octa.net) no later than 5:00 p.m. on March 13, 2023.
- b. Requests for clarifications, questions and comments must be clearly labeled, "Written Questions RFP 2-2860" in the subject line of the email. The Authority is not responsible for failure to respond to a request that has not been labeled as such.

### **3. Authority Responses**

Responses from the Authority will be posted on CAMM NET no later than March 21, 2023. Offerors may download responses from CAMM NET at <https://cammnet.octa.net>, or request responses be sent via email.

To receive email notification of Authority responses when they are posted on CAMM NET, firms and subconsultants must be registered on CAMM NET with at least one of the following commodity codes for this solicitation selected as part of the vendor's on-line registration profile:

Category:

Professional Consulting

Professional Services

Fuel & Lubricants; Equipment

Commodity:

Alternative Fuels Consulting

Consultant Services - General

Alternative Fuels Services

Fuel & Lubricants



Inquiries received after 5:00 p.m. on March 13, 2023 will not be responded to.

## F. SUBMISSION OF PROPOSALS

### 1. Date and Time

**Proposals must be submitted, electronically**, through the following URL link: <http://www.octa.net/Proposal Upload Link>, at or before the deadline of **2:00 p.m. on April 17, 2023. The link has an upload file size limit of 80MB. Authority will not accept hard copy proposals for this RFP.**

Offerors are instructed to click the upload link, select “**RFP 2-2860**” from the drop-down menu, and follow the instructions as prompted to upload the proposal. The upload link will expire at the submittal deadline and will not allow proposals to be uploaded.

Should Offerors encounter technical issues with uploading the proposals via the link provided, Offerors are required to contact the Contract Administrator prior to the submission deadline. Proposals and supplemental information to proposals received after the date and time specified above will be rejected.

### 2. Acceptance of Proposals

- a. The Authority reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals.
- b. The Authority reserves the right to withdraw or cancel this RFP at any time without prior notice and the Authority makes no representations that any contract will be awarded to any Offeror responding to this RFP.
- c. The Authority reserves the right to issue a new RFP for the project.
- d. The Authority reserves the right to postpone proposal openings for its own convenience.
- e. Each proposal will be received with the understanding that acceptance by the Authority of the proposal to provide the services described herein shall constitute a contract between the Offeror and Authority which shall bind the Offeror on its part to furnish and deliver at the prices given and in accordance with conditions of said accepted proposal and specifications.
- f. The Authority reserves the right to investigate the qualifications of any Offeror, and/or require additional evidence of qualifications to

perform the work.

- g. Submitted proposals are not to be copyrighted.

**G. PRE-CONTRACTUAL EXPENSES**

The Authority shall not, in any event, be liable for any pre-contractual expenses incurred by Offeror in the preparation of its proposal. Offeror shall not include any such expenses as part of its proposal.

Pre-contractual expenses are defined as expenses incurred by Offeror in:

1. Preparing its proposal in response to this RFP;
2. Submitting that proposal to the Authority;
3. Negotiating with the Authority any matter related to this proposal; or
4. Any other expenses incurred by Offeror prior to date of award, if any, of the Agreement.

**H. JOINT OFFERS**

Where two or more firms desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. The Authority intends to contract with a single firm and not with multiple firms doing business as a joint venture.

**I. TAXES**

Offerors' proposals are subject to State and Local sales taxes. However, the Authority is exempt from the payment of Federal Excise and Transportation Taxes. Offeror is responsible for payment of all taxes for any goods, services, processes, and operations incidental to or involved in the contract.

**J. PROTEST PROCEDURES**

The Authority has on file a set of written protest procedures applicable to this solicitation that may be obtained by contacting the Contract Administrator responsible for this procurement. Any protests filed by an Offeror in connection with this RFP must be submitted in accordance with the Authority's written procedures.

**K. CONTRACT TYPE**

It is anticipated that the Agreement resulting from this solicitation, if awarded, will be a fixed percentage based on a recognized California natural gas commodity index. The agreement will have a five-year initial term and two, two-year option terms.

**L. CONFLICT OF INTEREST**

All Offerors responding to this RFP must avoid organizational conflicts of interest which would restrict full and open competition in this procurement. An organizational conflict of interest means that due to other activities, relationships, or contracts, an Offeror is unable, or potentially unable, to render impartial assistance or advice to the Authority; an Offeror's objectivity in performing the work identified in the Scope of Work is or might be otherwise impaired; or an Offeror has an unfair competitive advantage. Conflict of Interest issues must be fully disclosed in the Offeror's proposal.

All Offerors must disclose in their proposal and immediately throughout the course of the evaluation process if they have hired or retained an advocate to lobby Authority staff or the Board of Directors on their behalf.

Offerors hired to perform services for the Authority are prohibited from concurrently acting as an advocate for another firm who is competing for a contract with the Authority, either as a prime or subcontractor.

**M. CODE OF CONDUCT**

All Offerors agree to comply with the Authority's Code of Conduct as it relates to Third-Party contracts which is hereby referenced and by this reference is incorporated herein. All Offerors agree to include these requirements in all of its subcontracts.

**N. OWNERSHIP OF RECORDS/PUBLIC RECORDS ACT**

All proposals and documents submitted in response to this RFP shall become the property of the Authority and a matter of public record pursuant to the California Public Records Act, Government Code sections 6250 et seq. (the "Act"). Offerors should familiarize themselves with the provisions of the Act requiring disclosure of public information. Offerors are discouraged from marking their proposal documents as "confidential" or "proprietary."

If a Proposal does include "confidential" or "proprietary" markings and the Authority receives a request pursuant to the Act, the Authority will endeavor (but cannot guarantee) to notify the Offeror of such a request. In order to protect any information submitted within a Proposal, the Offeror must pursue, at its sole cost and expense, any and all appropriate legal action necessary to maintain the confidentiality of such information. The Authority generally does not consider pricing information, subcontractor lists, or key personnel, including resumes, as being exempt from disclosure under the Act. In no event shall the Authority or any of its officers, directors, employees, agents, representatives, or consultants be liable to an Offeror for the disclosure of any materials or information submitted in response to the RFP or by failing to notify a Offeror of a request seeking its

Proposal. The Authority reserves the right to make an independent decision to disclose records and material.

Notwithstanding the above, all information regarding proposal responses will be held as confidential until such time as the evaluation has been completed; an award has been made by the Board of Directors or Authority Staff, as appropriate; and the contract has been fully negotiated.

**O. STATEMENT OF ECONOMIC INTERESTS**

The awarded Offeror (including designated employees and subconsultants) may be required to file Statements of Economic Interests (Form 700) in accordance with the Political Reform Act (Government Code section 81000 et seq.). This applies to individuals who make, participate in making, or act in a staff capacity for making governmental decisions. The Authority determines which individuals are required to file a Form 700, and if such determination is made, the individuals must file Form 700s with the Authority's Clerk of the Board no later than thirty (30) days after the execution of the Agreement, annually thereafter for the duration of the Agreement, and within thirty (30) days of termination of the Agreement.

**SECTION II: PROPOSAL CONTENT**

## **SECTION II. PROPOSAL CONTENT**

### **A. PROPOSAL FORMAT AND CONTENT**

#### **1. Format**

Proposals should be typed with a standard 12-point font, double-spaced. Proposals should not include any unnecessarily elaborate or promotional materials. Proposals should not exceed fifty (50) pages in length, excluding any appendices, cover letters, resumes, or forms.

#### **2. Letter of Transmittal**

The Letter of Transmittal shall be addressed to Iris Deneau, Senior Contract Administrator, and must, at a minimum, contain the following:

- a. Identification of Offeror that will have contractual responsibility with the Authority. Identification shall include legal name of company, corporate address, telephone and fax number, and email address. Include name, title, address, email address, and telephone number of the contact person identified during period of proposal evaluation.
- b. Identification of all proposed subcontractors including legal name of company, contact person's name and address, telephone and fax number, and email address; relationship between Offeror and subcontractors, if applicable.
- c. Acknowledgement of receipt of all RFP addenda, if any.
- d. A statement to the effect that the proposal shall remain valid for a period of not less than 120 days from the date of submittal.
- e. Signature of a person authorized to bind Offeror to the terms of the proposal.
- f. Signed statement attesting that all information submitted with the proposal is true and correct.

#### **3. Technical Proposal**

##### **a. Qualifications, Related Experience and References of Offeror**

This section of the proposal should establish the ability of Offeror to satisfactorily perform the required work by reasons of: experience in performing work of a similar nature; demonstrated competence in the services to be provided; strength and stability of the firm; staffing

capability; work load; record of meeting schedules on similar projects; and supportive client references.

Offeror to:

- (1) Provide a brief profile of the firm, including the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size, and location of offices; and number of employees.
- (2) Provide a general description of the firm's financial condition and identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede Offeror's ability to complete the project.
- (3) Describe the firm's experience in performing work of a similar nature to that solicited in this RFP, and highlight the participation in such work by the key personnel proposed for assignment to this project.
- (4) Provide documented proof to the Authority that Offeror is registered as a regulated party with the California ARB in compliance with the requirements of AB 32.
- (5) Provide a certification that Offeror is registered as a Core Transport Agent, or has submitted the requisite materials to register as a Core Transport Agent, with the California Public Utilities Commission (PUC) in compliance with Public Utilities Code Sections 980, *et seq.*
- (6) Provide a certification that Offeror is registered as a Core Transport Agent, or has submitted the requisite materials to register as a Core Transport Agent, with Southern California Gas Company (SoCal Gas).
- (7) Identify subcontractors by company name, address, contact person, telephone number, email, and project function. Describe Offeror's experience working with each subcontractor.
- (8) Identify all firms hired or retained to provide lobbying or advocating services on behalf of the Offeror by company name, address, contact person, telephone number, and email address. This information is required to be provided by the Offeror immediately during the evaluation process, if a lobbyist or advocate is hired or retained.
- (9) Provide as a minimum three (3) references for the projects cited as related experience, and furnish the name, title, address,

telephone number, and email address of the person(s) at the client organization who is most knowledgeable about the work performed. Offeror may also supply references from other work not cited in this section as related experience.

**b. Proposed Staffing and Project Organization**

This section of the proposal should establish the method, which will be used by the Offeror to manage the project, as well as identify key personnel assigned.

Offeror to:

- (1) Identify key personnel proposed to perform the work and include major areas of subcontract work. Include the person's name, current location, proposed position for this project, current assignment, level of commitment to that assignment, availability for this assignment, and how long each person has been with the firm.
- (2) Furnish brief resumes (not more than two [2] pages each) for the proposed Project Manager and other key personnel that includes education, experience, and applicable professional credentials.
- (3) Include a project organization chart, which clearly delineates communication/reporting relationships among the project staff.
- (4) Include a statement that key personnel will be available to the extent proposed for the duration of the project acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior written concurrence of the Authority.

**c. Work Plan**

Offeror should provide a narrative, which addresses the Scope of Work, and shows Offeror's understanding of Authority's needs and requirements.

Offeror to:

- (1) Describe the approach to completing the services specified in the Scope of Work. The approach to the work plan shall be of such detail to demonstrate the Offeror's ability to accomplish the project objectives and overall schedule.



- (2) Outline sequentially the activities that would be undertaken in completing the tasks and specify who would perform them; ensure Offeror's roles and the Authority's staff roles are clearly delineated.
- (3) Discuss Offeror's process/procedures for collecting operational and financial data and demonstrate their understanding of various data collection activities and reporting requirements as required under California AB 32.
- (4) Furnish a schedule for LCFS and RFS program administration on behalf of the Authority.
- (5) Identify methods that Offeror will use to ensure quality control, as well as budget and schedule control for the project.
- (6) Identify any special issues or problems that are likely to be encountered in this project and how the Offeror would propose to address them.
- (7) Offeror is encouraged to propose enhancements or procedural or technical innovations to the Scope of Work that do not materially deviate from the objectives or required content of the project.

**d. Exceptions/Deviations**

State any technical and/or contractual exceptions and/or deviations from the requirements of this RFP, including the Authority's technical requirements and contractual terms and conditions set forth in the Scope of Work (Exhibit A) and Proposed Agreement (Exhibit C), using the form entitled "Proposal Exceptions and/or Deviations" included in this RFP. This Proposal Exceptions and/or Deviations form (Exhibit G) must be included in the original proposal submitted by the Offeror. If no technical or contractual exceptions and/or deviations are submitted as part of the original proposal, Offerors are deemed to have accepted the Authority's technical requirements and contractual terms and conditions set forth in the Scope of Work (Exhibit A) and Proposed Agreement (Exhibit C). Offerors will not be allowed to submit the Proposal Exceptions and/or Deviations form (Exhibit G) or any technical and/or contractual exceptions after the proposal submittal date identified in the RFP. Exceptions and/or deviations submitted after the proposal submittal date will not be reviewed by Authority.

All exceptions and/or deviations will be reviewed by the Authority and will be assigned a "pass" or "fail" status. Exceptions and deviations

that “pass” do not mean that the Authority has accepted the change but that it is a potential negotiable issue. Exceptions and deviations that receive a “fail” status means that the requested change is not something that the Authority would consider a potential negotiable issue. Offerors that receive a “fail” status on their exceptions and/or deviations will be notified by the Authority and will be allowed to retract the exception and/or deviation and continue in the evaluation process. Any exceptions and/or deviation that receive a “fail” status and the Offeror cannot or does not retract the requested change may result in the firm being eliminated from further evaluation.

#### **4. Cost and Price Proposal**

As part of the cost and price proposal, the Offeror shall submit proposed pricing to provide the services described in Exhibit A, Scope of Work.

The Offeror shall complete the "Price Summary Sheet" form included with this RFP (Exhibit B), and furnish any narrative required to explain the prices quoted in the schedules. Offerors' pricing shall include all applicable prices and costs, including but not limited to, direct/indirect labor rates, material costs, other direct charges, profit, and all applicable taxes.

#### **5. Appendices**

Information considered by Offeror to be pertinent to this project and which has not been specifically solicited in any of the aforementioned sections may be placed in a separate appendix section. Offerors are cautioned, however, that this does not constitute an invitation to submit large amounts of extraneous materials. Appendices should be relevant and brief.

### **B. FORMS**

#### **1. Campaign Contribution Disclosure Form**

In conformance with the statutory requirements of the State of California Government Code Section 84308, part of the Political Reform Act and Title 2, California Code of Regulations 18438 through 18438.8, regarding campaign contributions to members of appointed Board of Directors, Offeror is required to complete and sign the Campaign Contribution Disclosure Form provided in this RFP and submit as part of the proposal.

This form **must** be completed regardless of whether a campaign contribution has been made or not and regardless of the amount of the contribution.

The prime contractor, subconsultants, lobbyists and agents are required to report all campaign contributions made from the proposal submittal date up to and until the Board of Directors makes a selection.

**2. Status of Past and Present Contracts Form**

Offeror shall complete and sign the form entitled "Status of Past and Present Contracts" provided in this RFP and submit as part of its proposal. Offeror shall identify the status of past and present contracts where the firm has either provided services as a prime vendor or a subcontractor during the past five (5) years in which the contract has been the subject of or may be involved in litigation with the contracting authority. This includes, but is not limited to, claims, settlement agreements, arbitrations, administrative proceedings, and investigations arising out of the contract. Offeror shall have an ongoing obligation to update the Authority with any changes to the identified contracts and any new litigation, claims, settlement agreements, arbitrations, administrative proceedings, or investigations that arise subsequent to the submission of Offeror's proposal.

A separate form must be completed for each identified contract. Each form must be signed by the Offeror confirming that the information provided is true and accurate.

**3. Proposal Exceptions and/or Deviations Form**

Offerors shall complete the form entitled "Proposal Exceptions and/or Deviations" provided in this RFP and submit it as part of the original proposal. For each exception and/or deviation, a new form should be used, identifying the exception and/or deviation and the rationale for requesting the change. Exceptions and/or deviations submitted after the proposal submittal date will not be reviewed nor considered by the Authority.

**4. Certification of Core Transport Agent Registration**

Offeror shall certify and submit documented proof that Offeror is a registered Core Transport Agent with the PUC in conformance with the statutory requirements of the State of California Public Utilities Code Sections 980, *et seq.* Offeror must also certify and submit documented proof that Offeror is a registered Core Transport Agent with SoCal Gas. If Offeror is not registered as a Core Transport Agent with either the PUC or SoCal Gas, Offeror must certify that Offeror has submitted the required registration materials and will provide documented proof of submission to the Authority at the time of proposal submittal. Offeror not providing documented proof that Offeror is a registered Core Transport Agent or has submitted registration materials to the PUC and SoCal Gas at the time of proposal submittal shall be deemed non-responsive.

**SECTION III: EVALUATION AND AWARD**

### **SECTION III. EVALUATION AND AWARD**

#### **A. EVALUATION CRITERIA**

The Authority will evaluate the offers received based on the following criteria:

- 1. Qualifications of the Firm 20%**  
  
 Technical experience in performing work of a closely similar nature; strength and stability of the firm; registered as regulated party with the California ARB; registered as a Core Transport Agent with the California PUC and SoCal Gas; strength, stability, experience, and technical competence of subcontractors; assessment by client references.
- 2. Staffing and Project Organization 20%**  
  
 Qualifications of project staff, particularly key personnel and especially the Project Manager; key personnel's level of involvement in performing related work cited in "Qualifications of the Firm" section; logic of project organization; adequacy of labor commitment; concurrence in the restrictions on changes in key personnel.
- 3. Work Plan 30%**  
  
 Depth of Offeror's understanding of Authority's requirements and overall quality of work plan; logic, clarity, and specificity of work plan; appropriateness of resource allocation; reasonableness of proposed schedule; utility of suggested technical or procedural innovations.
- 4. Cost and Price 30%**  
  
 Reasonableness of the total price; competitiveness with other offers received; adequacy of data in support of figures quoted; reasonableness of unit price; basis on which prices are quoted.

#### **B. EVALUATION PROCEDURE**

An evaluation committee will be appointed to review all proposals received for this RFP. The committee is comprised of Authority staff and may include outside personnel. The committee members will evaluate the written proposals using criteria identified in Section III A. A list of top-ranked proposals, firms within a competitive range, will be developed based upon the totals of each committee members' score for each proposal.

During the evaluation period, the Authority may interview some or all of the proposing firms. The Authority has established May 17, 2023, as the date to conduct interviews. All prospective Offerors are asked to keep this date available.

No other interview dates will be provided, therefore, if an Offeror is unable to attend the interview on this date, its proposal may be eliminated from further discussion. The interview may consist of a short presentation by the Offeror after which the evaluation committee will ask questions related to the firm's proposal and qualifications.

At the conclusion of the proposal evaluations, the evaluation committee will score the proposals to develop a competitive range. Offerors remaining within the competitive range may be asked to submit a Best and Final Offer (BAFO). In the BAFO request, the firms may be asked to provide additional information, confirm or clarify issues and submit a final cost/price offer. A deadline for submission will be stipulated.

At the conclusion of the evaluation process, the evaluation committee will recommend to the Finance and Administration Committee, the Offeror with the highest final ranking or a short list of top ranked firms within the competitive range whose proposal(s) is most advantageous to the Authority. The Board Committee will review the evaluation committee's recommendation and forward its recommendation to the Board of Directors for final action.

**C. AWARD**

The Authority's Board of Directors will consider the selection of the firm(s) recommended by the Board Committee.

The Authority may also negotiate contract terms with the selected Offeror prior to award, and expressly reserves the right to negotiate with several Offerors simultaneously and, thereafter, to award a contract to the Offeror offering the most favorable terms to the Authority.

Offeror acknowledges that the Authority's Board of Directors reserves the right to award this contract in its sole and absolute discretion to any Offeror to this RFP regardless of the evaluation committee's recommendation or recommendation of a Board Committee.

The Authority reserves the right to award its total requirements to one Offeror or to apportion those requirements among several Offerors as the Authority may deem to be in its best interest. In addition, negotiations may or may not be conducted with Offerors; therefore, the proposal submitted should contain Offeror's most favorable terms and conditions, since the selection and award may be made without discussion with any Offeror.

The selected Offeror will be required to submit to the Authority's Accounting department a current IRS W-9 form prior to commencing work.

**D. NOTIFICATION OF AWARD AND DEBRIEFING**

Offerors who submit a proposal in response to this RFP shall be notified via CAMM NET of the contract award. Such notification shall be made within three (3) business days of the date the contract is awarded.

Offerors who were not awarded the contract may obtain a debriefing concerning the strengths and weaknesses of their proposal. Unsuccessful Offerors, who wish to be debriefed, must request the debriefing in writing or electronic mail and the Authority must receive it within three (3) business days of notification of the contract award.

**EXHIBIT A: SCOPE OF WORK**



**SCOPE OF WORK**  
**Gas/Energy Service Provider for**  
**Low Carbon Fuel Standard and Renewable Fuel Standard Programs**

**Introduction**

The Orange County Transportation Authority (OCTA) is seeking a qualified gas/energy service provider (GSP/ESP) with the credentials and resources for managing OCTA's Low Carbon Fuel Standard (LCFS) program to (1) supply 100% of OCTA's fueling needs for all types of fuels including 100% index-based renewable natural gas (RNG) equal to OCTA's natural gas demand and renewable electricity (solar and wind renewable energy), as well as a non-interruptible supply of 100% RNG and all types of fuels as required for OCTA's facilities to (2) manage OCTA's LCFS and Renewable Fuel Standard (RFS) programs as outlined in California Assembly Bill 32 (AB 32) and as implemented by the Environmental Protection Agency (EPA). The selected Consultant shall monetize credits for all fuel types and demonstrate the ability to compensate OCTA for its share of revenue generated from the sale of all types of environmental attributes including LCFS, Renewable Identification Numbers (RIN), and Renewable Energy Credits (REC) credits, as well as anticipated Electric Vehicle (EV) Renewable Identification Numbers (eRIN) credits. The selected Consultant shall compensate OCTA for providing the proper rights for its LCFS and RIN credits created under LCFS and RFS Regulations.

**Limitation on Governmental Decisions**

Nothing contained in this scope of work permits Consultant's personnel to authorize or direct any actions, votes, appoint any person, obligate, or commit OCTA to any course of action or enter into any contractual agreement on behalf of OCTA. In addition, Consultant's personnel shall not provide information, an opinion, or a recommendation for the purpose of affecting a decision without significant intervening substantive review by OCTA personnel, counsel, and management.

**Background**

OCTA is a multi-modal transportation agency which serves the Orange County region through countywide bus and paratransit service, Metrolink commuter rail service, soon-to-operate OC Streetcar, the 91 Express Lanes toll facility, freeway, street and road improvement projects, motorist aid services, and the Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency. With a population of over three million, Orange County is the third most populous county in California and the sixth most populous county in the nation. The population is expected to grow to 3.7 million by 2040. Home to one of the busiest transit systems in the nation, Orange County is one of the most densely populated areas in the country and is second only to San Francisco for the most densely populated county in the state of California.

OCTA operates a countywide network of local, rail connector, and express routes deployed via five (5) bus base facilities. OCTA's countywide bus system includes a fleet

of more than five hundred (500) compressed natural gas (CNG) fueled buses, ten (10) hydrogen fueled buses, and two (2) all electric buses (eight [8] additional electric buses on order). OCTA recently installed sixty-two (62) EV charging stations consisting of 12 kilowatt (kw) and 31.2kw stations and Level 2 operator relief vehicle chargers. OCTA plans to install ten (10) additional 150kw EV stations. OCTA serves over 5,400 bus stops along fifty-two (52) routes that span thirty-four (34) Orange County cities. More than 100,000 riders rely on the OCTA transit fleet every weekday and OCTA services over 20 million boardings annually.

### **California's LCFS Program**

California's LCFS program was enacted to support the California Global Warming Solutions Act of 2006 (AB 32). The program is designed to lower the carbon intensity (CI) in transportation fuels associated with the life cycle of transportation fuels used in California. The LCFS program requires producers of petroleum-based fuels to reduce the CI of their products. The CI of a fuel is the measure of its greenhouse gas emissions on a lifecycle basis and includes all emissions during extraction and refining, production, and processing.

Petroleum importers, refiners, and wholesalers can either develop their own low carbon fuel products or buy LCFS credits from other companies that develop and sell low carbon alternative fuels, such as biofuels, electricity, natural gas, or hydrogen.

LCFS credits or deficits for each fuel are calculated by using the formulas found in the Air Resources Board (ARB) Regulations and Methodology documents. A regulated party using a fuel with CI below the baseline generates credits. Those parties with carbon intensities above the baseline generate deficits. Under the ARB Regulations, OCTA, as the owner of four (4) CNG fueling stations and sixty-four (64) EV charging stations, generates LCFS credits for the use of RNG as transportation fuel and kw electricity usage for fuel which may be sold to other regulated entities. The requirement to generate LCFS credits from hydrogen fuel is under review.

The RFS program is a national policy that requires a certain volume of renewable fuel to replace or reduce the quantity of petroleum-based transportation fuel. The RFS program was created under the Energy Policy Act of 2005. The EPA implements the RFS program in which qualified fuels must achieve a reduction in greenhouse gas emissions as compared to a 2005 petroleum baseline. OCTA generates D3 RIN credits from OCTA's use of RNG as fuel for its fleet of buses. Obligated parties under the RFS program are refiners or importers of gasoline or diesel fuel. Compliance is achieved by blending renewable fuels into transportation fuel, or by obtaining RIN credits to meet an EPA-specified Renewable Volume Obligation (RVO).

OCTA will, for the term of the agreement and in return for compensation, provide the selected Consultant with rights to all LCFS / RIN / REC credits generated from the use of RNG, hydrogen, and electricity as fuel being dispensed from OCTA's CNG and hydrogen fueling stations and EV chargers. OCTA operates a hydrogen storage facility located at

the Santa Ana bus base. The Consultant shall be required to review the potential of earning LCFS / RIN credits from the use of hydrogen as transportation fuel. The selected consultant shall compensate OCTA with a 100% share of credits generated from a fossil fuel equivalent, or grid electricity equivalent, dispensed from OCTA's fueling stations. Proposers shall identify a method or approach that will guarantee that OCTA is reimbursed within fifteen (15) calendar days or other mutually agreed upon timeframe for 100% of the market value of the non-incremental LCFS credits earned each month for all types of fuels throughout the contract term.



**EQUIPMENT ASSIGNMENT**  
June 12, 2022  
**OCTA FLEET PROFILE**

BUSES									
Type	Garden Grove	Santa Ana	Anaheim	Irvine SC	Irvine CC (OC Flex)	Irvine CC (ACCESS)	Irvine SC (Shuttle)	Contingency (Garden Grove)	Totals
20' Gas					6	1			7
23' Gas						248			248
30' CNG							19	2	21
40' CNG	119	133	109	101					462
40' Diesel								22	22
40' H <sub>2</sub>		10							10
40' BEB	1	1							2
60' CNG		36							36
<b>TOTAL:</b>	<b>120</b>	<b>180</b>	<b>109</b>	<b>101</b>	<b>6</b>	<b>249</b>	<b>19</b>	<b>24</b>	<b>808</b>
<b>ACTIVE FIXED ROUTE:</b>				<b>510</b>					

The OCTA bus system is integrated with the regional rail service and includes Express Bus, which provides high-speed transit links that primarily serve Orange County's heaviest freeway transportation corridors. Intercounty Express Bus service offers peak hour commuter trips to neighboring counties including Los Angeles and Riverside. Station Link bus service provides transit links to major employment areas throughout the county that are timed in coordination with train schedules.

OCTA currently operates a fleet of four hundred sixty-two (462) forty-foot and twenty-one (21) thirty-foot CNG buses from four (4) bus base facilities located as follows:

- Anaheim Base  
1717 E. Via Burton  
Anaheim, CA 92806
- Garden Grove Base  
11790 Cardinal Circle  
Garden, Grove, CA 92843
- Santa Ana Base  
4301 W. MacArthur Boulevard  
Santa Ana, CA 92704

- Irvine Base  
14736 Sand Canyon Road  
Irvine, CA 92618

OCTA currently purchases its natural gas requirements from the local public utility, Southern California Gas Company (SoCal Gas). OCTA's goal is to reduce its energy costs while maintaining the highest possible degree of reliability in its natural gas supply to ensure that buses can be fueled and operated every day of the year.

### **CNG / Service Requirements**

OCTA's usage for the current twelve (12)-month period is approximately 10 million therms of CNG fuel and is projecting a similar demand over the next five (5) years.

<b><u>ANNUAL CNG USAGE</u></b> <i>(August 2021 - September 2022)</i>		
<b><u>Base</u></b>	<b><u>Therms</u></b>	<b><u>Percentage</u></b>
Santa Ana	3,398,401	33.95%
Garden Grove	2,533,213	25.31%
Anaheim	2,237,930	22.36%
Sand Canyon	1,839,123	18.38%
<b>Totals</b>	<b>10,008,667</b>	<b>100.00%</b>

### **Contract Requirements**

The selected Consultant must be registered as a regulated party with the California Air Resources Board (CARB). The selected Consultant must also be a registered Core Transport Agent (CTA) with both SoCal Gas and the California Public Utilities Commission. The selected Consultant must assume full responsibility for guaranteed delivery of required volumes at all times of all types of fuels, including any periods during which supply is curtailed or restricted in any way by the local utility company or any other entity. OCTA reserves the right to select the option that is determined to be the most advantageous to OCTA and enter a contract based on that selection. During the term of this agreement, OCTA reserves the right to purchase natural gas based on a current index (e.g., SoCal Gas), plus or minus fees, or convert such agreement into a fixed price, longer term agreement, or such other terms as may be in the best interest of OCTA. Index pricing for natural gas shall mean the price posting relative to that as first published each month for SoCal Gas. Fixed pricing shall mean a constant price for all natural gas requirements during the contract term.

In addition, the selected Consultant will be required to provide the following services:

- Daily monitoring of natural gas usage; retain an auditable paper/digital trail
- Daily balancing as required by natural gas supplier; imbalances are the responsibility of the Consultant
- Billing services, invoicing, credits
- Natural gas and all types of fuel information and consulting services
- Monthly statements are required depicting price at which the credits were sold, revenue breakdown, quantity of credits generated and sold, total revenue generated by fuel type with share breakdown, to date and in period reporting. Statement must breakdown incremental/non-incremental LCFS credits generated from all types of fuel, the number of credits generated (using the applicable carbon intensities), KWh/therms reported, and price at which the credits were sold; additional reporting requirements may be added
- Monthly gas invoice must include daily rate/cost, daily quantity of therms purchased, daily extended dollar amount, and total payment required
- Consultant must have the ability to supply fuels with negative CI scores
- Monitor gas infrastructure issues (gas supply, reliability) and strategies for curtailment protection
- Act as an advocate on relevant issues before the CARB and EPA, manage all regulatory and reporting requirements including regulatory filings required by any applicable law (including filings to CARB and EPA). Submit all required quarterly and annual reports and information required therein to OCTA, CARB, and EPA meeting all deadlines set forth by the regulatory agencies. Participate in all audits by a regulatory agency representing OCTA as needed to satisfy or rectify any inquiries or findings from a regulatory agency.
- Supply all fuel types including RNG and renewable energy from solar and wind. OCTA may require proof of adequate staffing capable of performing all aspects as stated in the scope of work.
- Consultant shall provide a detailed description of their business model, including whether they will be acting as an ESP or broker on behalf of OCTA.
- Monetize all types of credits including LCFS, RINs, RECs, eRIN (when available) from all types of fuels including RNG, electricity, hydrogen.
- Unless otherwise agreed by OCTA, supply OCTA with 100% across all fuel types on day one of the contract start date.
- Demonstrate the ability to support OCTA with a turnkey operation providing the scope of services for all fuel pathways including OCTA's current approved fuel pathway codes and the necessary support to establish future fuel pathways.
- RIN credits must be generated from a Queue Facility (Q-RIN) verified by a registered independent third party and submitted and approved by the EAP.

- Must provide real examples of Tier-2 pathways create by the project team.
- Consultant shall maximize transaction value knowing when and how to sell OCTA's generated credits.

**EXHIBIT B: COST AND PRICE FORMS**

**PRICE SUMMARY SHEET**

**REQUEST FOR PROPOSALS (RFP) 2-2860**

Enter below the percentages/proposed prices for the services described in the Scope of Work, Exhibit A. Prices shall include direct costs, indirect costs, and profits. The Authority's intention is to award a contract with a fixed percentage based on a recognized California natural gas commodity index.

**FIXED SHARE PERCENTAGE**

**Initial Term: Effective through September 30, 2028**

	<b>Renewable Natural Gas</b>				
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
	<b>Effective – 10/31/24</b>	<b>11/1/24 – 10/31/25</b>	<b>11/1/25 – 10/31/26</b>	<b>11/1/26 – 10/31/27</b>	<b>11/1/27 – 10/31/28</b>
% Discount Natural Gas	_____	_____	_____	_____	_____
% LCFS Credit to OCTA	_____	_____	_____	_____	_____
% RIN to OCTA	_____	_____	_____	_____	_____
Low CI %	_____	_____	_____	_____	_____

	<b>Electricity</b>				
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
	<b>Effective – 10/31/24</b>	<b>11/1/24 – 10/31/25</b>	<b>11/1/25 – 10/31/26</b>	<b>11/1/26 – 10/31/27</b>	<b>11/1/27 – 10/31/28</b>
% LCFS Credit to OCTA	_____	_____	_____	_____	_____
% REC to OCTA	_____	_____	_____	_____	_____

	<b>Hydrogen</b>				
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
	<b>Effective – 10/31/24</b>	<b>11/1/24 – 10/31/25</b>	<b>11/1/25 – 10/31/26</b>	<b>11/1/26 – 10/31/27</b>	<b>11/1/27 – 10/31/28</b>
% LCFS Credit to OCTA	_____	_____	_____	_____	_____
% RIN to OCTA	_____	_____	_____	_____	_____



**First Option Term: October 1, 2028 through September 30, 2030**

	<b>Renewable Natural Gas</b>	
	<b>Year 6</b>	<b>Year 7</b>
	<b>11/1/28 – 10/31/29</b>	<b>11/1/29 – 10/31/30</b>
% Discount Natural Gas	_____	_____
% LCFS Credit to OCTA	_____	_____
% RIN to OCTA	_____	_____
Low CI %	_____	_____

	<b>Electricity</b>	
	<b>Year 6</b>	<b>Year 7</b>
	<b>11/1/28 – 10/31/29</b>	<b>11/1/29 – 10/31/30</b>
% LCFS Credit to OCTA	_____	_____
% REC to OCTA	_____	_____

	<b>Hydrogen</b>	
	<b>Year 6</b>	<b>Year 7</b>
	<b>11/1/28 – 10/31/29</b>	<b>11/1/29 – 10/31/30</b>
% LCFS Credit to OCTA	_____	_____
% RIN to OCTA	_____	_____

**Second Option Term: October 1, 2030 through September 30, 2032**

	<b>Renewable Natural Gas</b>	
	<b>Year 8</b>	<b>Year 9</b>
	<b>11/1/30 – 10/31/31</b>	<b>11/1/31 – 10/31/32</b>
% Discount Natural Gas	_____	_____
% LCFS Credit to OCTA	_____	_____
% RIN to OCTA	_____	_____
Low CI %	_____	_____

	Electricity	
	Year 8	Year 9
	11/1/30 – 10/31/31	11/1/31 – 10/31/32
% LCFS Credit to OCTA	_____	_____
% REC to OCTA	_____	_____

	Hydrogen	
	Year 8	Year 9
	11/1/30 – 10/31/31	11/1/31 – 10/31/32
% LCFS Credit to OCTA	_____	_____
% RIN to OCTA	_____	_____

## Additional Revenue Share Opportunities

Explain additional revenue share opportunities for negative CI fuels, programs generating additional revenue, thresholds that generate additional revenue, and any other opportunities of revenue sharing:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

- 
1. I acknowledge receipt of RFP 2-2860 and Addenda No.(s) \_\_\_\_\_
2. This offer shall remain firm for \_\_\_\_\_ days from the date of proposal  
(Minimum 120)

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FACSIMILE # \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

SIGNATURE OF PERSON  
AUTHORIZED TO BIND OFFEROR \_\_\_\_\_

NAME AND TITLE OF PERSON  
AUTHORIZED TO BIND OFFEROR \_\_\_\_\_

DATE SIGNED \_\_\_\_\_

**EXHIBIT C: PROPOSED AGREEMENT**



## EXHIBIT C

1 B. AUTHORITY's failure to insist in any one or more instances upon CONSULTANT's  
2 performance of any terms or conditions of this Agreement shall not be construed as a waiver or  
3 relinquishment of AUTHORITY's right to such performance or to future performance of such terms or  
4 conditions and CONSULTANT's obligation in respect thereto shall continue in full force and effect.  
5 Changes to any portion of this Agreement shall not be binding upon AUTHORITY except when  
6 specifically confirmed in writing by an authorized representative of AUTHORITY by way of a written  
7 amendment to this Agreement and issued in accordance with the provisions of this Agreement.

8 **ARTICLE 2. AUTHORITY DESIGNEE**

9 The Chief Executive Officer of AUTHORITY, or designee, shall have the authority to act for and  
10 exercise any of the rights of AUTHORITY as set forth in this Agreement.

11 **ARTICLE 3. SCOPE OF WORK**

12 A. CONSULTANT shall perform the work necessary to complete in a manner satisfactory to  
13 AUTHORITY the services set forth in Exhibit A, entitled "Scope of Work," attached to and, by this  
14 reference, incorporated in and made a part of this Agreement. All services shall be provided at the times  
15 and places designated by AUTHORITY.

16 B. CONSULTANT shall provide the personnel listed below to perform the above-specified  
17 services, which persons are hereby designated as key personnel under this Agreement.

18 **Names**

**Functions**

19  
20  
21  
22  
23 C. No person named in paragraph B of this Article, or his/her successor approved by  
24 AUTHORITY, shall be removed or replaced by CONSULTANT, nor shall his/her agreed-upon function or  
25 level of commitment hereunder be changed, without the prior written consent of AUTHORITY. Should  
26 the services of any key person become no longer available to CONSULTANT, the resume and

1 qualifications of the proposed replacement shall be submitted to AUTHORITY for approval as soon as  
2 possible, but in no event later than seven (7) calendar days prior to the departure of the incumbent key  
3 person, unless CONSULTANT is not provided with such notice by the departing employee. AUTHORITY  
4 shall respond to CONSULTANT within seven (7) calendar days following receipt of these qualifications  
5 concerning acceptance of the candidate for replacement.

6 **ARTICLE 4. TERM OF AGREEMENT**

7 A. This Agreement shall commence upon execution by both parties, and shall continue in full  
8 force and effect through September 30, 2028 (Initial Term), unless earlier terminated or extended as  
9 provided in this Agreement.

10 B. AUTHORITY, at its sole discretion, may elect to extend the term of this Agreement up to an  
11 additional twenty-four (24) months, commencing October 1, 2028, and continuing through  
12 September 30, 2030 (First Option Term), and thereupon require CONSULTANT to continue to provide  
13 services, and otherwise perform, in accordance with Exhibit A, entitled "Scope of Work," and at the rates  
14 set forth in Article 5, "Payment."

15 C. AUTHORITY, at its sole discretion, may elect to extend the term of this Agreement up to an  
16 additional twenty-four (24) months, commencing October 1, 2030, and continuing through  
17 September 30, 2032 (Second Option Term), and thereupon require CONSULTANT to continue to provide  
18 services, and otherwise perform, in accordance with Exhibit A, entitled "Scope of Work," and at the rates  
19 set forth in Article 5, "Payment."

20 D. AUTHORITY's election to extend the Agreement beyond the Initial Term shall not diminish its  
21 right to terminate the Agreement for AUTHORITY's convenience or CONSULTANT's default as provided  
22 elsewhere in this Agreement. The "maximum term" of this Agreement shall be the period extending  
23 through September 30, 2032, which period encompasses the Initial Term, First Option Term, and  
24 Second Option Term.

25 **ARTICLE 5. PAYMENT**

26 A. For CONSULTANT's full and complete performance of its obligations under this Agreement

EXHIBIT C

1 and subject to the maximum cumulative payment obligation provisions set forth in Article 6, AUTHORITY  
2 shall pay CONSULTANT on a fixed percentage based on the Southern California Gas Company's  
3 per-therm index price in accordance with the following provisions.

4 B. AUTHORITY shall pay CONSULTANT on a fixed percentage specified in Exhibit B, entitled  
5 "Price Summary Sheet," which is attached to and by this reference, incorporated in and made a part of  
6 this Agreement. These percentages shall remain fixed for the term of this Agreement and are  
7 acknowledged to include CONSULTANT's overhead costs, general costs, administrative costs and profit.  
8 CONSULTANT shall also furnish such other information as may be requested by AUTHORITY to  
9 substantiate the validity of an invoice.

10 C. Invoices shall be submitted by CONSULTANT on a monthly basis and shall be submitted in  
11 duplicate to AUTHORITY's Accounts Payable office. CONSULTANT may also submit invoices  
12 electronically to AUTHORITY's Accounts Payable Department at [vendorinvoices@octa.net](mailto:vendorinvoices@octa.net).  
13 AUTHORITY shall remit payment within thirty (30) calendar days of the receipt and approval of each  
14 invoice. Each invoice shall include the following information:

- 15 1. Agreement No. C-2-2860;
- 16 2. The time period covered by the invoice;
- 17 3. Total monthly invoice (including project-to-date cumulative invoice amount);
- 18 4. Total quantity delivered, unit price, and extended price;
- 19 5. Certification signed by the CONSULTANT or his/her designated alternate that a)  
20 The invoice is a true, complete and correct statement of reimbursable costs and progress; b) The backup  
21 information included with the invoice is true, complete and correct in all material respects; c) All payments  
22 due and owing to subcontractors and suppliers have been made; d) Timely payments will be made to  
23 subcontractors and suppliers from the proceeds of the payments covered by the certification and; e) The  
24 invoice does not include any amount which CONSULTANT intends to withhold or retain from a  
25 subcontractor or supplier unless so identified on the invoice.

- 26 6. Any other information as agreed or requested by AUTHORITY to substantiate the



1 validity of an invoice.

2 D. By the tenth (10<sup>th</sup>) working day of each month, CONSULTANT shall pay to  
3 AUTHORITY's Accounts Receivable Department the actual revenue from the sales of the LCFS  
4 credits received during the preceding month. The revenue payment to AUTHORITY shall be  
5 separate from the natural gas invoices from CONSULTANT to AUTHORITY's Accounts Payable  
6 Department.

7 E. Accompanying each payment to AUTHORITY should include two (2) copies of a correct  
8 statement of all applicable revenues for that portion of the Accounting Year which ends with and  
9 includes the last day of the preceding calendar month. This statement shall be signed by  
10 CONSULTANT or CONSULTANT's responsible agent under penalty of perjury. Each statement shall  
11 include an overall summary including, but not limited to, the following information for the preceding  
12 calendar month:

- 13 1. Agreement No. C-2-2860
- 14 2. The amount of natural gas usage in therms;
- 15 3. The amount of credits generated;
- 16 4. The total number of credits sold and the selling price of the credits;
- 17 5. The total revenue received from the LCFS credits sold;
- 18 6. The LCFS credit balance;
- 19 7. Certification signed by CONSULTANT or their designated alternate that the state  
20 is true, complete and correct; and
- 21 8. Any other information as agreed or requested by AUTHORITY to substantiate the  
22 validity of the statement.

### 23 **ARTICLE 6. MAXIMUM OBLIGATION**

24 Notwithstanding any provisions of this Agreement to the contrary, AUTHORITY and  
25 CONSULTANT mutually agree that AUTHORITY's maximum cumulative payment obligation (including  
26 obligation for CONSULTANT's profit) shall be \_\_\_\_\_ Dollars (\$\_\_\_\_\_.00)

1 which shall include all amounts payable to CONSULTANT for its subcontracts, leases, materials and  
2 costs arising from, or due to termination of, this Agreement.

3 **ARTICLE 7. NOTICES**

4 All notices hereunder and communications regarding the interpretation of the terms of this  
5 Agreement, or changes thereto, shall be effected by delivery of said notices in person or by depositing  
6 said notices in the U.S. mail, registered or certified mail, returned receipt requested, postage prepaid and  
7 addressed as follows:

8 To CONSULTANT:

To AUTHORITY:

9 Orange County Transportation Authority

10 550 South Main Street

11 P.O. Box 14184

12 Orange, CA 92863-1584

13 ATTENTION:

ATTENTION: Iris Deneau

14 Title:

Title: Senior Contract Administrator

15 Phone:

Phone: (714) 560 - 5786

16 Email:

Email: ideneau@octa.net

17 **ARTICLE 8. INDEPENDENT CONTRACTOR**

18 A. CONSULTANT's relationship to AUTHORITY in the performance of this Agreement is that of  
19 an independent contractor. CONSULTANT's personnel performing services under this Agreement shall  
20 at all times be under CONSULTANT's exclusive direction and control and shall be employees of  
21 CONSULTANT and not employees of AUTHORITY. CONSULTANT shall pay all wages, salaries and  
22 other amounts due its employees in connection with this Agreement and shall be responsible for all  
23 reports and obligations respecting them, such as social security, income tax withholding, unemployment  
24 compensation, workers' compensation and similar matters.

25 B. Should CONSULTANT's personnel or a state or federal agency allege claims against  
26 AUTHORITY involving the status of AUTHORITY as employer, joint or otherwise, of said personnel, or

1 allegations involving any other independent contractor misclassification issues, CONSULTANT shall  
2 defend and indemnify AUTHORITY in relation to any allegations made.

3 **ARTICLE 9. INSURANCE**

4 A. CONSULTANT shall procure and maintain insurance coverage in full force and effect during  
5 the entire term of the Agreement. Coverage shall be full coverage and not subject to self-insurance  
6 provisions. CONSULTANT shall provide the following insurance coverage:

7 1. Commercial General Liability, to include Products/Completed Operations,  
8 Independent Contractors', Contractual Liability, and Personal Injury Liability, and Property Damage with  
9 a minimum limit of \$1,000,000 per occurrence, \$2,000,000 general aggregate and \$2,000,000  
10 Products/Completed Operations aggregate;

11 2. Automobile Liability Insurance to include owned, hired and non-owned autos with  
12 a combined single limit of \$1,000,000 for each accident;

13 3. Workers' Compensation with limits as required by the State of California including  
14 a Waiver of Subrogation in favor of AUTHORITY, its officers, directors and employees; and

15 4. Employers' Liability with minimum limits of \$1,000,000 per accident, \$1,000,000  
16 policy limit-disease, and \$1,000,000 policy limit employee-disease.

17 5. Professional Liability with minimum limits of \$1,000,000 only if the CONSULTANT  
18 is required by contract or law to be licensed or specially certified and AUTHORITY is relying on  
19 performance based on that specialty license or certification.

20 B. Proof of such coverage, in the form of a certificate of insurance and an insurance policy  
21 blanket additional insured endorsement, designating AUTHORITY, its officers, directors and employees  
22 as additional insureds on general liability and automobile liability, as required by Agreement. Proof of  
23 insurance coverage must be received by AUTHORITY within ten (10) calendar days from the effective  
24 date of the Agreement and prior to commencement of any work. Such insurance shall be primary and  
25 non-contributive to any insurance or self-insurance maintained by AUTHORITY. Furthermore,  
26 AUTHORITY reserves the right to request certified copies or review all related insurance policies, in

1 response to a related loss.

2 C. CONSULTANT shall include on the face of the certificate of insurance the  
3 Agreement No. C-2-2860 and, the Senior Contract Administrator's Name, Iris Deneau.

4 D. CONSULTANT shall also include in each subcontract, the stipulation that subconsultants shall  
5 maintain insurance coverage in the amounts required of CONSULTANT as provided in the Agreement.  
6 Subconsultants will be required to include AUTHORITY as additional insureds on the Commercial  
7 General Liability, and Auto Liability insurance policies.

8 E. Insurer must provide AUTHORITY with at least thirty (30) days' prior notice of cancellation or  
9 material modification of coverage, and ten (10) days' prior notice for non-payment of premium.

10 **ARTICLE 10. ORDER OF PRECEDENCE**

11 Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence:  
12 (1) the provisions of this Agreement, including all exhibits; (2) the provisions of RFP 2-2860;  
13 (3) CONSULTANT's proposal dated \_\_\_\_\_; (4) all other documents, if any, cited herein or  
14 incorporated by reference.

15 **ARTICLE 11. CHANGES**

16 By written notice or order, AUTHORITY may, from time to time, order work suspension and/or  
17 make changes in the general scope of this Agreement, including, but not limited to, the services furnished  
18 to AUTHORITY by CONSULTANT as described in the Scope of Work. If any such work suspension or  
19 change causes an increase or decrease in the price of this Agreement, or in the time required for its  
20 performance, CONSULTANT shall promptly notify AUTHORITY thereof and assert its claim for  
21 adjustment within ten (10) calendar days after the change or work suspension is ordered, and an  
22 equitable adjustment shall be negotiated. However, nothing in this clause shall excuse CONSULTANT  
23 from proceeding immediately with the Agreement as changed.

24 **ARTICLE 12. DISPUTES**

25 A. Except as otherwise provided in this Agreement, when a dispute arises between  
26 CONSULTANT and AUTHORITY, the project managers shall meet to resolve the issue. If project

## EXHIBIT C

1 managers do not reach a resolution, the dispute will be decided by AUTHORITY's Director of Contracts  
2 Administration and Materials Management (CAMP), who shall reduce the decision to writing and mail or  
3 otherwise furnish a copy thereof to CONSULTANT. The decision of the Director, CAMP, shall be the  
4 final and conclusive administrative decision.

5 B. Pending final decision of a dispute hereunder, CONSULTANT shall proceed diligently with  
6 the performance of this Agreement and in accordance with the decision of AUTHORITY's Director,  
7 CAMP. Nothing in this Agreement, however, shall be construed as making final the decision of any  
8 AUTHORITY official or representative on a question of law, which questions shall be settled in  
9 accordance with the laws of the State of California.

10 **ARTICLE 13. TERMINATION**

11 A. AUTHORITY may terminate this Agreement for its convenience at any time, in whole or part,  
12 by giving CONSULTANT written notice thereof. Upon said notice, AUTHORITY shall pay CONSULTANT  
13 its allowable costs incurred to date of termination and those allowable costs determined by AUTHORITY  
14 to be reasonably necessary to effect such termination. Thereafter, CONSULTANT shall have no further  
15 claims against AUTHORITY under this Agreement.

16 B. In the event either Party defaults in the performance of any of their obligations under this  
17 Agreement or breaches any of the provisions of this Agreement, the non-defaulting Party shall have the  
18 option to terminate this Agreement upon thirty (30) days' prior written notice to the other Party. Upon  
19 receipt of such notice, CONSULTANT shall immediately cease work, unless the notice from AUTHORITY  
20 provides otherwise. Upon receipt of the notice from AUTHORITY, CONSULTANT shall submit an invoice  
21 for work and/or services performed prior to the date of termination. AUTHORITY shall pay  
22 CONSULTANT for work and/or services satisfactorily provided to the date of termination in compliance  
23 with this Agreement. Thereafter, CONSULTANT shall have no further claims against AUTHORITY under  
24 this Agreement. AUTHORITY shall not be liable for any claim of lost profits or damages for such  
25 termination.

26 /

**ARTICLE 14. INDEMNIFICATION**

CONSULTANT shall indemnify, defend and hold harmless AUTHORITY, its officers, directors, employees and agents (indemnities) from and against any and all claims (including attorneys' fees and reasonable expenses for litigation or settlement) for any loss or damages, bodily injuries, including death, damage to or loss of use of property caused by the negligent acts, omissions or willful misconduct by CONSULTANT, its officers, directors, employees, agents, subconsultants or suppliers in connection with or arising out of the performance of this Agreement.

**ARTICLE 15. ASSIGNMENTS AND SUBCONTRACTS**

A. Neither this Agreement nor any interest herein nor claim hereunder may be assigned by CONSULTANT either voluntarily or by operation of law, nor may all or any part of this Agreement be subcontracted by CONSULTANT, without the prior written consent of AUTHORITY. Consent by AUTHORITY shall not be deemed to relieve CONSULTANT of its obligations to comply fully with all terms and conditions of this Agreement.

B. AUTHORITY hereby consents to CONSULTANT's subcontracting portions of the Scope of Work to the parties identified below for the functions described in CONSULTANT's proposal. CONSULTANT shall include in the subcontract agreement the stipulation that CONSULTANT, not AUTHORITY, is solely responsible for payment to the subcontractor for the amounts owing and that the subcontractor shall have no claim, and shall take no action, against AUTHORITY, its officers, directors, employees or sureties for nonpayment by CONSULTANT.

**Subcontractor Names/Addresses****Subcontractor Functions****ARTICLE 16. AUDIT AND INSPECTION OF RECORDS**

CONSULTANT shall provide AUTHORITY, or other agents of AUTHORITY, such access to CONSULTANT's accounting books, records, payroll documents and facilities, as AUTHORITY deems necessary. CONSULTANT shall maintain such books, records, data and documents in accordance

1 with generally accepted accounting principles and shall clearly identify and make such items readily  
2 accessible to such parties during CONSULTANT's performance hereunder and for a period of four (4)  
3 years from the date of final payment by AUTHORITY. AUTHORITY's right to audit books and records  
4 directly related to this Agreement shall also extend to all first-tier subcontractors identified in Article 15  
5 of this Agreement. CONSULTANT shall permit any of the foregoing parties to reproduce documents  
6 by any means whatsoever or to copy excerpts and transcriptions as reasonably necessary.

7 **ARTICLE 17. CONFLICT OF INTEREST**

8 A. CONSULTANT agrees to avoid organizational conflicts of interest. An organizational  
9 conflict of interest means that due to other activities, relationships or contracts, CONSULTANT is  
10 unable, or potentially unable, to render impartial assistance or advice to AUTHORITY;  
11 CONSULTANT's objectivity in performing the work identified in the Scope of Work is or might be  
12 otherwise impaired; or CONSULTANT has an unfair competitive advantage. CONSULTANT is  
13 obligated to fully disclose to AUTHORITY in writing Conflict of Interest issues as soon as they are  
14 known to CONSULTANT. All disclosures must be submitted in writing to AUTHORITY pursuant to the  
15 Notice provision herein. This disclosure requirement is for the entire term of this Agreement.

16 B. If AUTHORITY determines that CONSULTANT, its employees, or subconsultants are  
17 subject to disclosure requirements under the Political Reform Act (Government Code section 81000  
18 et seq.), CONSULTANT and its required employees and subconsultants shall complete and file  
19 Statements of Economic Interest (Form 700) with AUTHORITY's Clerk of the Board disclosing all  
20 required financial interests.

21 **ARTICLE 18. CODE OF CONDUCT**

22 CONSULTANT agrees to comply with AUTHORITY's Code of Conduct as it relates to Third-  
23 Party contracts which is hereby referenced and by this reference is incorporated herein.  
24 CONSULTANT agrees to include these requirements in all of its subcontracts.

25 **ARTICLE 19. PROHIBITION ON PROVIDING ADVOCACY SERVICES**

26 CONSULTANT and all subconsultants performing work under this Agreement, shall be

1 prohibited from concurrently representing or lobbying for any other party competing for a contract with  
2 AUTHORITY, either as a prime consultant or subconsultant. Failure to refrain from such  
3 representation may result in termination of this Agreement.

4 **ARTICLE 20. FEDERAL, STATE AND LOCAL LAWS**

5 CONSULTANT warrants that in the performance of this Agreement, it shall comply with all  
6 applicable federal, state and local laws, statutes and ordinances and all lawful orders, rules and  
7 regulations promulgated thereunder.

8 **ARTICLE 21. EQUAL EMPLOYMENT OPPORTUNITY**

9 In connection with its performance under this Agreement, CONSULTANT shall not discriminate  
10 against any employee or applicant for employment because of race, religion, color, sex, age or national  
11 origin. CONSULTANT shall take affirmative action to ensure that applicants are employed, and that  
12 employees are treated during their employment, without regard to their race, religion, color, sex, age or  
13 national origin. Such actions shall include, but not be limited to, the following: employment, upgrading,  
14 demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other  
15 forms of compensation; and selection for training, including apprenticeship.

16 **ARTICLE 22. PROHIBITED INTERESTS**

17 CONSULTANT covenants that, for the term of this Agreement, no director, member, officer or  
18 employee of AUTHORITY during his/her tenure in office or for one (1) year thereafter shall have any  
19 interest, direct or indirect, in this Agreement or the proceeds thereof.

20 **ARTICLE 23. OWNERSHIP OF REPORTS AND DOCUMENTS**

21 A. The originals of all letters, documents, reports and other products and data produced under  
22 this Agreement shall be delivered to, and become the property of AUTHORITY. Copies may be made  
23 for CONSULTANT's records but shall not be furnished to others without written authorization from  
24 AUTHORITY. Such deliverables shall be deemed works made for hire and all rights in copyright therein  
25 shall be retained by AUTHORITY.

26 B. All ideas, memoranda, specifications, plans, manufacturing, procedures, drawings,



## EXHIBIT C

1 descriptions, and all other written information submitted to CONSULTANT in connection with the  
2 performance of this Agreement shall not, without prior written approval of AUTHORITY, be used for any  
3 purposes other than the performance under this Agreement, nor be disclosed to an entity not connected  
4 with the performance of the project. CONSULTANT shall comply with AUTHORITY's policies regarding  
5 such material. Nothing furnished to CONSULTANT, which is otherwise known to CONSULTANT or is or  
6 becomes generally known to the related industry shall be deemed confidential. CONSULTANT shall not  
7 use AUTHORITY's name, photographs of the project, or any other publicity pertaining to the project in  
8 any professional publication, magazine, trade paper, newspaper, seminar or other medium without the  
9 express written consent of AUTHORITY.

10 C. No copies, sketches, computer graphics or graphs, including graphic artwork, are to be  
11 released by CONSULTANT to any other person or agency except after prior written approval by  
12 AUTHORITY, except as necessary for the performance of services under this Agreement. All press  
13 releases, including graphic display information to be published in newspapers, magazines, etc., are to be  
14 handled only by AUTHORITY unless otherwise agreed to by CONSULTANT and AUTHORITY.

15 **ARTICLE 24. PATENT AND COPYRIGHT INFRINGEMENT**

16 A. In lieu of any other warranty by AUTHORITY or CONSULTANT against patent or copyright  
17 infringement, statutory or otherwise, it is agreed that CONSULTANT shall defend at its expense any claim  
18 or suit against AUTHORITY on account of any allegation that any item furnished under this Agreement  
19 or the normal use or sale thereof arising out of the performance of this Agreement, infringes upon any  
20 presently existing U.S. letters patent or copyright and CONSULTANT shall pay all costs and damages  
21 finally awarded in any such suit or claim, provided that CONSULTANT is promptly notified in writing of  
22 the suit or claim and given authority, information and assistance at CONSULTANT's expense for the  
23 defense of same. However, CONSULTANT will not indemnify AUTHORITY if the suit or claim results  
24 from: (1) AUTHORITY's alteration of a deliverable, such that said deliverable in its altered form infringes  
25 upon any presently existing U.S. letters patent or copyright; or (2) the use of a deliverable in combination  
26 with other material not provided by CONSULTANT when such use in combination infringes upon an

1 existing U.S. letters patent or copyright.

2 B. CONSULTANT shall have sole control of the defense of any such claim or suit and all  
3 negotiations for settlement thereof. CONSULTANT shall not be obligated to indemnify AUTHORITY  
4 under any settlement made without CONSULTANT's consent or in the event AUTHORITY fails to  
5 cooperate fully in the defense of any suit or claim, provided, however, that said defense shall be at  
6 CONSULTANT's expense. If the use or sale of said item is enjoined as a result of such suit or claim,  
7 CONSULTANT, at no expense to AUTHORITY, shall obtain for AUTHORITY the right to use and sell  
8 said item, or shall substitute an equivalent item acceptable to AUTHORITY and extend this patent and  
9 copyright indemnity thereto.

10 **ARTICLE 25. FINISHED AND PRELIMINARY DATA**

11 A. All of CONSULTANT's finished technical data, including but not limited to illustrations,  
12 photographs, tapes, software, software design documents, including without limitation source code,  
13 binary code, all media, technical documentation and user documentation, photoprints and other graphic  
14 information required to be furnished under this Agreement, shall be AUTHORITY's property upon  
15 payment and shall be furnished with unlimited rights and, as such, shall be free from proprietary restriction  
16 except as elsewhere authorized in this Agreement. CONSULTANT further agrees that it shall have no  
17 interest or claim to such finished, AUTHORITY-owned, technical data; furthermore, said data is subject  
18 to the provisions of the Freedom of Information Act, 5 USC 552.

19 B. It is expressly understood that any title to preliminary technical data is not passed to  
20 AUTHORITY but is retained by CONSULTANT. Preliminary data includes roughs, visualizations,  
21 software design documents, layouts and comprehensives prepared by CONSULTANT solely for the  
22 purpose of demonstrating an idea or message for AUTHORITY's acceptance before approval is given  
23 for preparation of finished artwork. Preliminary data title and right thereto shall be made available to  
24 AUTHORITY if CONSULTANT causes AUTHORITY to exercise Article 11, and a price shall be  
25 negotiated for all preliminary data.

26 /

**ARTICLE 26. HEALTH AND SAFETY REQUIREMENT**

CONSULTANT shall comply with all the requirements set forth in Exhibit \_\_, Level 1 Safety Specifications.

**ARTICLE 27. LIMITATION ON GOVERNMENTAL DECISIONS**

CONSULTANT shall not make, participate in making, or use its position to influence any governmental decisions as defined by the Political Reform Act, Government Code section 81000 et seq., and the implementing regulations in Title 2 of the California Code of Regulations section 18110 et seq. CONSULTANT's personnel performing services under this Agreement shall not authorize or direct any actions, votes, appoint any person, obligate, or commit AUTHORITY to any course of action or enter into any contractual agreement on behalf of AUTHORITY. In addition, CONSULTANT's personnel shall not provide information, an opinion, or a recommendation for the purpose of affecting a decision without significant intervening substantive review by AUTHORITY personnel, counsel, and management.

**ARTICLE 28. FORCE MAJEURE**

Either party shall be excused from performing its obligations under this Agreement during the time and to the extent that it is prevented from performing by an unforeseeable cause beyond its control, including but not limited to: any incidence of fire, flood; acts of God; commandeering of material, products, plants or facilities by the federal, state or local government; national fuel shortage; or a material act or omission by the other party; when satisfactory evidence of such cause is presented to the other party, and provided further that such nonperformance is unforeseeable, beyond the control and is not due to the fault or negligence of the party not performing.

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**ORANGE COUNTY TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_

**APPROVED AS TO FORM:**

James M. Donich  
General Counsel

By: \_\_\_\_\_

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**EXHIBIT D: STATUS OF PAST AND PRESENT CONTRACTS FORM**

**STATUS OF PAST AND PRESENT CONTRACTS FORM**

On the form provided below, Offeror/Bidder shall list the status of past and present contracts where the firm has either provided services as a prime vendor or a subcontractor during the past five (5) years in which the contract has been the subject of or may be involved in litigation with the contracting authority. This includes, but is not limited to, claims, settlement agreements, arbitrations, administrative proceedings, and investigations arising out of the contract.

A separate form must be completed for each contract. Offeror/Bidder shall provide an accurate contact name and telephone number for each contract and indicate the term of the contract and the original contract value. Offeror/Bidder shall also provide a brief summary and the current status of the litigation, claims, settlement agreements, arbitrations, administrative proceedings, or investigations. If the contract was terminated, list the reason for termination.

Offeror/Bidder shall have an ongoing obligation to update the Authority with any changes to the identified contracts and any new litigation, claims, settlement agreements, arbitrations, administrative proceedings, or investigations that arise subsequent to the submission of the bid. Each form must be signed by an officer of the Offeror/Bidder confirming that the information provided is true and accurate.

<b>Project city/agency/other:</b>	
<b>Contact Name:</b>	<b>Phone:</b>
<b>Project Award Date:</b>	<b>Original Contract Value:</b>
<b>Term of Contract:</b>	
<b>(1) Litigation, claims, settlements, arbitrations, or investigations associated with contract:</b>	
<b>(2) Summary and Status of contract:</b>	
<b>(3) Summary and Status of action identified in (1):</b>	
<b>(4) Reason for termination, if applicable:</b>	

By signing this Form entitled "Status of Past and Present Contracts," I am affirming that all of the information provided is true and accurate.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**EXHIBIT E: CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

**CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

**Information Sheet**

**ORANGE COUNTY TRANSPORTATION AUTHORITY**

The attached Campaign Contribution Disclosure Form must be completed by applicants for, or persons who are the subject of, any proceeding involving a license, permit, or other entitlement for use pending before the Board of Directors of the OCTA or any of its affiliated agencies. (Please see next page for definitions of these terms.)

**IMPORTANT NOTICE**

**Basic Provisions of Government Code Section 84308**

- A. If you are an applicant for, or the subject of, any proceeding involving a license, permit, or other entitlement for use, you are prohibited from making a campaign contribution of more than \$250 to any board member or his or her alternate. This prohibition begins on the date your application is filed or the proceeding is otherwise initiated, and the prohibition ends three months after a final decision is rendered by the Board of Directors. In addition, no board member or alternate may solicit or accept a campaign contribution of more than \$250 from you during this period.
- B. These prohibitions also apply to your agents, and, if you are a closely held corporation, to your majority shareholder as well. These prohibitions also apply to your subcontractor(s), joint venturer(s), and partner(s) in this proceeding. Also included are parent companies and subsidiary companies directed and controlled by you, and political action committees directed and controlled by you.
- C. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed more than \$250 to any board member or his or her alternate during the 12-month period preceding the filing of the application or the initiation of the proceeding.
- D. If you or your agent have in the aggregate contributed more than \$250 to any individual board member or his/or her alternate during the 12 months preceding the decision on the application or proceeding, that board member or alternate must disqualify himself or herself from the decision. However, disqualification is not required if the board member or alternate returns the campaign contribution within 30 days from the time the director knows, or should have known, about both the contribution and the fact that you are a party in the proceeding. The Campaign Contribution Disclosure Form should be completed and filed with your proposal, or with the first written document you file or submit after the proceeding commences.



1. A proceeding involving "a license, permit, or other entitlement for use" includes all business, professional, trade and land use licenses and permits, and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor or personal employment contracts), and all franchises.
2. Your "agent" is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an individual acting as an agent is also acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity, both the business entity and the individual are "agents."
3. To determine whether a campaign contribution of more than \$250 has been made by you, campaign contributions made by you within the preceding 12 months must be aggregated with those made by your agent within the preceding 12 months or the period of the agency, whichever is shorter. Contributions made by your majority shareholder (if a closely held corporation), your subcontractor(s), your joint venturer(s), and your partner(s) in this proceeding must also be included as part of the aggregation. Campaign contributions made to different directors or their alternates are not aggregated.
4. A list of the members and alternates of the Board of Directors is attached.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act and California Code of Regulations, Title 2 Sections 18438-18438.8.

ORANGE COUNTY TRANSPORTATION AUTHORITY  
CAMPAIGN CONTRIBUTION DISCLOSURE FORM

RFP Number: \_\_\_\_\_ RFP Title: \_\_\_\_\_

Was a campaign contribution made to any OCTA Board Member within the preceding 12 months, regardless of dollar amount of the contribution by either the proposing firm, proposed subconsultants and/or agent/lobbyist? Yes \_\_\_\_\_ No \_\_\_\_\_

**If no**, please sign and date below.

**If yes**, please provide the following information:

Prime Contractor Firm Name: \_\_\_\_\_

Contributor or Contributor Firm's Name: \_\_\_\_\_

Contributor or Contributor Firm's Address: \_\_\_\_\_

Is Contributor:

- |   |           |          |
|---|-----------|----------|
| <input type="radio"/> The Prime Contractor  | Yes _____ | No _____ |
| <input type="radio"/> Subconsultant   | Yes _____ | No _____ |
| <input type="radio"/> Agent/Lobbyist hired by Prime<br>to represent the Prime in this RFP | Yes _____ | No _____ |

Note: Under the State of California Government Code section 84308 and California Code of Regulations, Title 2, Section 18438, campaign contributions made by the Prime Contractor and the Prime Contractor's agent/lobbyist who is representing the Prime Contractor in this RFP must be aggregated together to determine the total campaign contribution made by the Prime Contractor.

Identify the Board Member(s) to whom you, your subconsultants, and/or agent/lobbyist made campaign contributions, the name of the contributor, the dates of contribution(s) in the preceding 12 months and dollar amount of the contribution. Each date must include the exact month, day, and year of the contribution.

Name of Board Member: \_\_\_\_\_

Name of Contributor: \_\_\_\_\_

Date(s) of Contribution(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_

Name of Board Member: \_\_\_\_\_

Name of Contributor: \_\_\_\_\_

Date(s) of Contribution(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Contributor

\_\_\_\_\_  
Print Firm Name

\_\_\_\_\_  
Print Name of Contributor

**ORANGE COUNTY TRANSPORTATION AUTHORITY  
AND AFFILIATED AGENCIES**

**Board of Directors**

**Gene Hernandez, Chairman**  
**Tam Nguyen, Vice Chairman**  
**Doug Chaffee, Director**  
**Jose Diaz, Director**  
**Andrew Do, Director**  
**Jon Dumitru, Director**  
**Jamey Federico, Director**  
**Katrina Foley, Director**  
**Brian Goodell, Director**  
**Patrick Harper, Director**  
**Michael Hennessey, Director**  
**Steve Jones, Director**  
**Fred Jung, Director**  
**Farrah N. Khan, Director**  
**Jessie Lopez, Director**  
**Vicente Sarmiento, Director**  
**Donald P. Wagner, Director**

**EXHIBIT F: SAFETY SPECIFICATIONS**

## **LEVEL 1 HEALTH, SAFETY AND ENVIRONMENTAL SPECIFICATIONS**

### **PART I – GENERAL**

#### **1.1 GENERAL HEALTH, SAFETY & ENVIRONMENTAL REQUIREMENTS**

- A. The Contractor, its subcontractors, suppliers, and employees have the obligation to comply with all Authority health, safety and environmental compliance department (HSEC) requirements of this safety specification, project site requirements, bus yard safety rules, as well as all federal, state, and local regulations pertaining to scope of work, contracts or agreements with the Authority. Additionally, manufacturer requirements are considered incorporated by reference as applicable to this scope of work.
- B. Observance of repeated unsafe acts or conditions, serious violation of safety standards, non-conformance of Authority health, safety and environmental compliance department (HSEC) requirements, or disregard for the intent of these safety specifications to protect people and property, by Contractor or its subcontractors may be cause for termination of scope or agreements with the Authority, at the sole discretion of the Authority.
- C. The health, safety, and environmental requirements, and references contained within this scope of work shall not be considered all-inclusive as to the hazards that might be encountered. Safe work practices shall be planned and performed, and safe conditions shall be maintained during this work scope.
- D. The Authority Project Manager shall be responsible to ensure a safety orientation is conducted of known potential hazards and emergency procedures for all Contractor personnel, subcontractors, suppliers, vendors, and new employees assigned to the project prior to commencement of the project.
- E. The Contractor shall ensure that all Contractor vehicles, including those of its subcontractors, suppliers, vendors and employees are parked in designated parking areas, and comply with traffic routes, and posted traffic signs in areas other than the employee parking lots.
- F. California Code of Regulations (CCR) Title 8 Standards are minimum requirements; each Contractor is encouraged to exceed minimum requirements. When the Contractor's safety requirements exceed statutory standards, the more stringent requirements shall be applied for the safeguard of public and employees.

#### **1.2 REGULATORY**

- A. Injury/Illness Prevention Program  
The Contractor shall comply with CCR Title 8, Section with California Code of Regulations (CCR) Title 8, Section 3203. The intent and elements of the IIPP shall be implemented and enforced by the Contractor and its sub-tier contractors, suppliers, and vendors. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.

- B. Substance Abuse Prevention Program  
Contractor shall comply with the Policy or Program of the Company's Substance Abuse Prevention Policy that complies with the most recent Drug Free Workplace Act. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.
- C. Heat Illness Prevention Program  
Contractor shall comply with CCR Title 8, Section, Section 3395, Heat Illness Prevention. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.
- D. Hazard Communication Program  
Contractor shall comply with CCR Title 8, Section 5194 Hazard Communication Standard. Prior to use on Authority property and/or project work areas Contractor shall provide the Authority Project Manager copies of SDS for all applicable chemical products used, if any. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.
  - a. All chemicals including paint, solvents, detergents and similar substances shall comply with South Coast Air Quality Management District (SCAQMD) rules 103, 1113, and 1171.
- E. Storm Water Pollution Prevention Plan  
The Contractor shall protect property and water resources from fuels and similar products throughout the duration of the contract. Contractor shall comply with Storm Water Pollution Prevention Plan (SWPPP) requirements. The program or plan if required by scope shall be provided to the Authority's Project Manager, upon request, within 72 hours.

### **1.3 INCIDENT NOTIFICATION AND INVESTIGATION**

- A. The Authority shall be promptly notified of any of the following types of incidents including but not limited to:
  - 1. Damage incidents of property (incidents involving third party, contractor or Authority property damage);
  - 2. Reportable and/or Recordable injuries (as defined by the U. S. Occupational Safety and Health Administration), a minor injury, and near miss incidents;
  - 3. Incidents impacting the environment, i.e. spills or releases on Authority projects or property.
  - 4. Outside Agency Inspections; agencies such as Cal/OSHA, DTSC, SCAQMD, State Water Resources Control Board, FTA, CPUC, EPA, USACE and similar agencies.
- B. Notifications shall be made to Authority representatives, employees and/or agents. This includes incidents occurring to contractors, vendors, visitors, or members of the public that arise from the performance of Authority contract work. An immediate verbal notice followed by an initial written incident investigation report shall be submitted to the Authority's Project Manager within 24 hours of the incident.

- C. A final written incident investigative report shall be submitted within seven (7) calendar days and include the following information. The Current Status of anyone injured, photos of the incident area, detailed description of what happened, Photos of the existing conditions and area of the injury/incident, the contributing factors that lead to the incident occurrence, a copy of the company policy or procedure associated with the incident and evaluation of effectiveness, copy of task planning documentation, copy of the Physician's first report of injury, copy of Cal/OSHA 300 log of work related injuries and illnesses, the Cal/OSHA 301 Injury Illness Incident Report, and corrective actions initiated to prevent recurrence. This information shall be considered the minimum elements required for a comprehensive incident report provided to OCTA.
- D. A Serious Injury, Serious Incident, OSHA Recordable Injury/Illness, or a Significant Near Miss shall require a formal incident review at the discretion of the Authority's Project Manager. The incident review shall be conducted within seven (7) calendar days of the incident. This review shall require a company senior executive, company program or project manager from the Contractors' organization to participate and present the incident review as determined by the OCTA Project Manager. The serious incident presentation shall include action taken for the welfare of the injured, a status report of the injured, causation factors that lead to the incident, a root cause analysis (using 5 whys and fishbone methods), and a detailed recovery plan that identifies corrective actions to prevent a similar incident, and actions to enhance safety awareness.
1. Serious Injury: includes an injury or illness to one or more employees, occurring in a place of employment or in connection with any employment, which requires inpatient hospitalization for a period in excess of twenty-four hours for other than medical observation, or in which an employee suffers the loss of any member of the body, or suffers any serious degree of physical disfigurement. A serious injury also includes a lost workday or reassignment or restricted injury case as determined by the Physician's first report of injury or Cal/OSHA definitions.
  2. Serious Incident: includes but not limited to property damage of \$500.00 or more, an incident requiring emergency services (local fire, paramedics and ambulance response), news media or OCTA media relations response, and/or incidents involving other agencies (Cal/OSHA, EPA, AQMD, DTSC, Metrolink, FTA, FRA etc.) notification or representation.
  3. OSHA Recordable Injury / Illness: includes and injury / illness resulting in medical treatment beyond First Aid, an injury / illness which requires restricted duty, or an injury / illness resulting in days away from work.
  4. Significant Near Miss Incident: includes incidents where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.

**1.4 DESIGNATED HEALTH AND SAFETY REPRESENTATIVE**

- A. Upon contract award, the contractor within 10 business days shall designate a health and safety representative and provide a resume and qualifications to the Authority project manager, upon request, within 72 hours.
- B. This person shall be a competent or qualified individual as defined by the Occupational, Safety, and Health Administration (OSHA), familiar with applicable CCR Title 8 Standards (Cal/OSHA) and has the authority to affect changes in work procedures that may have associated cost, schedule and budget impacts.

**1.5 PERSONAL PROTECTIVE EQUIPMENT**

- A. The Contractor, its subcontractors, suppliers, and employees are required to comply with applicable personal protective equipment (PPE) requirements while performing work at any Authority project or property. Generally minimum PPE requirements include eye protection; hearing protection, head protection, class 2 or 3 safety reflective vests, and appropriate footwear.
- B. The Contractor, its subcontractors, suppliers, and employees are required to provide their own PPE, including eye, head, foot, and hand protection, safety vests, or other PPE required to perform their work safely on Authority projects or property. The Authority requires eye protection on construction projects and work areas that meet ANSI Z-87.1 Standards.

**1.6 REFERENCES**

- A. CCR Title 8 Standards (Cal/OSHA)
- B. FCR Including 1910 and 1926 Standards
- C. NFPA, NEC, ANSI, NIOSH Standards
- D. Construction Industry Institute (CII)
- E. OCTA Yard Safety Rules

**END OF SECTION**



**EXHIBIT G: PROPOSAL EXCEPTIONS AND/OR DEVIATIONS**

**PROPOSAL EXCEPTIONS AND/OR DEVIATIONS**

The following form shall be completed for each technical and/or contractual exception or deviation that is submitted by Offeror for review and consideration by Authority. The exception and/or deviation must be clearly stated along with the rationale for requesting the exception and/or deviation. If no technical or contractual exceptions or deviations are submitted as part of the original proposal, Offerors are deemed to have accepted Authority’s technical requirements and contractual terms and conditions set forth in the Scope of Work (Exhibit A) and Proposed Agreement (Exhibit C). Offerors will not be allowed to submit this form or any contractual exceptions and/or deviation after the proposal submittal date identified in the RFP. Exceptions and/or deviations submitted after the proposal submittal date will not be reviewed by Authority.

Offeror:\_\_\_\_\_

RFP No.:\_\_\_\_\_ RFP Title: \_\_\_\_\_

Deviation or Exception No. : \_\_\_\_\_

Check one:

- Scope of Work (Technical) \_\_\_\_\_
- Proposed Agreement (Contractual) \_\_\_\_\_

Reference Section/Exhibit: \_\_\_\_\_ Page/Article No. \_\_\_\_\_

Complete Description of Deviation or Exception:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Rationale for Requesting Deviation or Exception:

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Area Below Reserved for Authority Use Only:

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