



August 27, 2013

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Gentlemen/Ladies:

**SUBJECT: Request for Proposals (RFP) 3-1864 "Video Surveillance System Upgrades at Bus Bases"**

This letter and its Attachment(s) comprise **Addendum No. 2** to the above captioned Request for Proposals issued by the Orange County Transportation Authority ("Authority").

1. Offerors are advised that questions were received by the date and time specified in the RFP and they are presented as Attachment A to this Addendum No. 2.
2. Offerors are advised that the Scope of Work has been revised and is presented as Attachment B to this Addendum 2. Changes to the Scope of Work are shown by change bars in the margins and strikethroughs and underlines in the text.
3. Offerors are advised that the following procurement dates have been changed:

**Question Submittal Date:**

**September 5, 2013**

**Bid Submittal Date:**

**September 16, 2013**

**Interview Date:**

**October 8, 2013**

4. Offerors are advised that the following is added to **Section III. Evaluation and Award, A. Evaluation Criteria**, "For purposes of the evaluation criteria, work of a similar nature and related work are defined as successful completion of the design and implementation of a security system that effectively integrates a Lenel OnGuard Electronic Access Control System (EACS) with a Video Surveillance System of at least 50 cameras within the past five years. Please ensure that you provide current contact information (email addresses and telephone numbers) for references that can verify your successful completion of comparable work. Please ensure that you provide a **minimum** of three references."

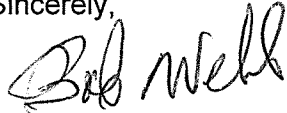
Offerors are reminded to acknowledge receipt of this **Addendum No. 2** in their Letter of Transmittal, which is to accompany the proposal. Offerors are advised that all changes addressed in this **Addendum No. 2** shall be incorporated into the final Agreement.

CHIEF EXECUTIVE OFFICE

Darrell Johnson  
Chief Executive Officer

Questions regarding this Addendum No.2 should be directed to the undersigned at (714) 560-5743.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Webb". The signature is fluid and cursive, with the first name "Bob" and last name "Webb" clearly distinguishable.

Bob Webb  
Senior Contracts Administrator  
Contracts Administration and Materials Management

Attachments

- Attachment A: Questions Received and Authority Answers
- Attachment B: Revised Scope of Work

**WRITTEN QUESTIONS (Q) RECEIVED AND AUTHORITY ANSWERS (A)**

Q1. Will it be possible to obtain CAD files to update/work with or will all current drawings need to be re-created manually?

A1. CAD files are available.

Q2. The insurance requirements are clear. Will there be any Bond requirements? If so, please advise.

A2. There are no bond requirements.

Q3. Just to clarify, the Consultant will over see daily construction activities of awarded contractor(s) during the entire course of the project through final testing and acceptance of the OCTA representative(s)?

A3. OCTA will oversee daily construction activities. Consultant to provide construction support services, i.e. review shop drawings, submittals, RFIs etc.

Q4. In the scope it mentions and encourages the Consultant to work with/sub-contract small businesses if/when possible. Is that referring to a sub consulting firm if desired and/or is that referring to the Consultants role in assisting in the selection of the winning bidder for the physical construction/installation contract?

A4. Offerors are encouraged to use small businesses as subcontractors for the current scope of work to design the VSS.

Q5. This email is with regards to the question submittal for RFP 3-1864 "Video Surveillance System Upgrades at Bus Bases." In the Statement of Work Section in Exhibit A there are two paragraphs (paragraph 4 & 5, page 1 of 16) which seem to imply that the Consultant may also be responsible for equipment/software installation:

"OCTA is requesting proposals from engineering security **consultants to replace the existing VSS system** at the Santa Ana Bus Base and review the VSS equipment and performance at the other four bus Bases and make recommendations for system improvements to the recently upgraded VSS system and Lenel Skypoint 2.0 software."

"OCTA is requesting a cost proposal from the Consultant (CONSULTANT) to: (1) review the existing VSS security system at all bus Bases; **(2) to upgrade the VSS system at the Santa Ana Base;** and (3) as a minimum, **to modify or replace the existing VSS software** per recommendations of security consultant and to address the deficiencies identified by OCTA (See Section 2.2 for additional information). The project is anticipated to be completed in the following four (4) phases:"

We require more clarification on whether or not the Consultant will need to be hands-on with installing any equipment at any or all of the "Bus Bases" stated in the RFP.

**IFB 3-1864**  
**Addendum No. 1, Attachment A**

A5. The scope has been revised to clarify the requirements. The selected consultant will not be responsible for installing any equipment.

STATEMENT OF WORK (REVISED)

FOR

SECURITY UPGRADES AT VARIOUS BUS BASES

1.0 PROJECT BACKGROUND

The Orange County Transportation Authority ("OCTA") owns and operates a total of five maintenance and operations bases in Orange County to support its countywide bus transit system, one each in the cities of Anaheim, Garden Grove, and Santa Ana, and two in the City of Irvine. ~~The Orange County Transportation~~ OCTA ~~("OCTA")~~, acting on behalf of the Orange County Transit District, completed the construction of the Santa Ana Bus Base in 2005.

Recently, OCTA upgraded the Video Surveillance Systems (VSS) and Electronic Access Card System (EACS) at OCTA's Anaheim, Garden Grove, Irvine Construction Circle, and Irvine Sand Canyon Bus Bases. OCTA utilizes Lenel On-Guard software for electronic card access system for door access control and alarm monitoring of the buildings. The VSS upgrades included installation of megapixel cameras, standard cameras, pan-tilt-zoom (PTZ) cameras and installation of Lenel Skypoint 2.0 VSS software at Anaheim, Garden Grove, Irvine Construction Circle, and Irvine Sand Canyon Bases. The current Lenel Skypoint 2.0 software works in conjunction with the Lenel On-Guard software to send all alarms to the appropriate Bus Operations Dispatch office where the event occurred and to OCTA's Central Communications Center located at 11800 Woodbury Road, Garden Grove, CA.

The Santa Ana Bus Base currently has 48 security cameras at the site consisting of 39 fixed position cameras and nine (9) PTZ cameras mounted to monitor site activities. ~~Seventeen~~Eighteen (18) of the fixed position cameras are dedicated to the former revenue counting facility, five (5) fixed cameras are utilized to monitor activities within the ~~Parts~~parts room, eight (8) fixed cameras are utilized to monitor the revenue collection equipment, and eight (8) fixed cameras are utilized to monitor general security around the site.

OCTA is requesting proposals from engineering security consultants to ~~replace~~: (1) design a replacement system for the existing VSS system at the Santa Ana Bus Base ~~and~~; (2) review the VSS equipment and performance at the other four bus Bases and make recommendations for system improvements to the recently upgraded VSS system at those bases and the Lenel Skypoint 2.0 software.

~~OCTA is requesting a cost proposal from the Consultant (CONSULTANT) to: (1) review the existing VSS security system at all bus Bases; (2) to upgrade the VSS system at the Santa Ana Base; and (3) as a minimum, to modify or replace the existing VSS software~~

~~per recommendations of security consultant and to address the deficiencies identified by OCTA (See Section 2.2 for additional information).~~ The project is anticipated to be completed in the following four (4) phases:

1. Evaluation of existing Security System Performance and Design Phase (including four (4) subphases)
2. Design Phase
- ~~3.~~ Bidding and Award of Contract Phase
4. Construction Monitoring Phase

## 2.0 PROJECT DEFINITIONS

As used throughout this Statement of Work, the following terms shall have the meanings set forth below:

- 2.1 'PROJECT MANAGER' shall mean the authorized representative of the Orange County Transportation Authority ~~("OCTA"), being the administrator of this Agreement.~~

- 2.2 'PROJECT' shall mean ~~modification~~ the review of the current system and design of a replacement system to the ~~Video Surveillance System VSS~~ at:
- Santa Ana Base located at 4301 W. MacArthur Blvd., Santa Ana, CA, 92704.

and:

the review of the current VSS and recommendations for system improvements, including the minimum requirements set forth below, to the VSS at:

- Anaheim Base located at 1717 E. Via Burton, Anaheim, CA, 92806;
- Garden Grove Base located at 11790 Cardinal Circle / 11800 Woodbury Rd, Garden Grove, CA, 92843;
- Irvine Construction Circle Base located at 16218 Construction Circle West, Irvine, CA, 92606;
- Irvine Sand Canyon Base located at 14736 Sand Canyon Ave. / 6671 Marine Way, Irvine, CA, 92618;
- ~~Santa Ana Base located at 4301 W. MacArthur Blvd., Santa Ana, CA, 92704.~~

CONSULTANT shall be responsible for the project design and construction support services, including review of current systems, preparing plans, specifications, and cost ~~estimate at the various stages~~ estimates for VSS upgrades at all Bases. The the PROJECT. The design for the PROJECT

shall include the minimum requirements are for each base as follows set forth below:

2.2.1 Anaheim Base:

- a. Replace two (2) existing PTZ cameras with megapixel PTZ cameras. (Cameras AN-5 and AN-11)
- b. Provide new camera in Bus Operations 1<sup>st</sup> floor lobby to monitor north lobby doors and Window Dispatch Office.
- c. Increase video storage to accommodate additional storage required by cameras to provide minimum 365 day storage capacity at a video quality that would allow for forensic use.
- d. Install new cameras to monitor the sliding glass doors at the east and west side of the Bus Operations building.

2.2.2 Garden Grove Base:

- a. Replace four (4) existing analog cameras with IP cameras. (Cameras GG-13 (PTZ), GG-15 (PTZ), GG-19 (PTZ), and GG-M.3). PTZ cameras shall be replaced with megapixel cameras.
- b. Relocate Camera GG-M.8 to monitor door M120 ingress and egress.
- c. Relocate camera GG-08 from Operations Building southwest building roof corner to Operations northwest building roof corner.
- d. Install new camera to monitor south side of Bus Operations Building.
- e. Replace four (4) existing PTZ cameras with megapixel PTZ cameras. (Cameras GG-1, GG-3, GG-5, and GG-17)
- f. Increase video storage to accommodate additional storage required by cameras to provide minimum 365 day storage capacity at a video quality that would allow for forensic use.

2.2.3 Irvine Construction Circle CC) Base:

- a. Replace three (3) existing PTZ cameras with megapixel PTZ cameras. (Cameras CC-2, CC-3, and CC-10)

2.2.4 Irvine Sand Canyon (SC) Base:

- a. Replace existing site camera SC-15 with new IP camera.
- b. Replace two (2) existing PTZ site camera (Cameras SC-06, and SC-13) with new megapixel PTZ cameras.

2.2.5 Santa Ana Base:

- a. The Santa Ana Base currently has 48 security cameras located on the property, as follows:
  - Site cameras:
    - Nine (9) PTZ cameras; and
    - Four (4) fixed position cameras.

- Fuel/Brake/Tire building: Eight (8) fixed position cameras monitoring revenue vaults.
- Maintenance building:
  - Two (2) exterior fixed position cameras: one (1) camera outside Parts and one (1) camera outside revenue truck door.
  - Four (4) fixed position cameras in Parts.
  - Four (4) fixed position cameras monitoring hallway outside former counting facility.
  - 17 fixed position cameras in old counting facility.
- b. All existing cameras terminate in an unoccupied Security Office. ~~All~~All existing cameras retained, if any, and all new cameras shall connect to OCTA's network for monitoring at: (1) unoccupied Security Office, (2) the Santa Ana Base Maintenance Manager's office, (3) Santa Ana Base Operations Windows Dispatch Office, and (4) the Garden Grove Base Central Communications Center. ~~CONSULTANT shall recommend upgrades to existing computer workstations or provide a separate workstation(s)-~~ if required to accommodate the new VSS.
- c. Consultant shall review the existing ~~security cameras~~VSS installed at the Base and make recommendations and design a ~~high quality, state-of-the-art camera system~~replacement VSS.
- d. Replace existing storage to accommodate a minimum one year storage requirement and install new equipment to provide a complete and operable system at a video quality that would allow for forensic use.
- e. Connect existing Security Office monitoring station to the new VSS equipment. The existing monitoring station consists of two (2) 20-inch monitors; one (1) 14-inch spot monitor with one (1) spot VHS recorder; two (2) 9-inch sequential / alarm monitors; and six (6) 9-inch sequential monitors. Replace existing equipment, as necessary, to provide a workable system.
- f. Provide new computer workstation in Security Office, if required.

2.2.6 Minimum Requirements:

- a. All workstations shall be equipped with joysticks to provide smooth movement for tracking objects or people.
- b. All video recordings shall be stored for a minimum of 365 calendar days at a video quality that would allow for forensic use.
- c. All PTZ cameras shall return to HOME position after:
  - Alarm is cleared;
  - Specified interval after initial alarm event occurred and no further alarm is received; or
  - After user moved camera and camera is idle for specific time interval.



- d. Existing Lenel Skypoint 2.0 software does not detect loss of image or loss of usable image which could consist of snowy picture, painted lens, or any other technical problem. OCTA is requiring any video loss to be reported to the operator workstations; and pinpointing the specific camera and displaying an alarm icon on the graphical alarm map. May require integration by a third party software company.
- e. Existing Lenel Skypoint 2.0 software does not allow user to manipulate and enhance a selected frame of video, using image enhancement tools provided by the VMS. OCTA requires the ability to enhance, sharpen, smooth, lighten or change the contrast on the image. May require integration by a third party software company.
- f. CONSULTANT shall review existing Graphical User Interface maps and specify recommendations: to improve the maps if necessary.

2.3 'WORK' shall mean the work performed or to be performed and services rendered or to be rendered by CONSULTANT, in accordance with the provisions hereof.

2.4 'PROJECT CONSTRUCTION COST' (PCC) as used in this Statement of Work shall mean the total construction cost of the PROJECT as designed or specified by the CONSULTANT, and as defined in Paragraph 2.2. PCC shall not exceed \$475,000 ~~for SECURITY UPGRADES.~~ CONSULTANT shall design a VSS that meets the required minimum requirement within the above budget amount. Any increase in this amount will require OCTA's written approval or ~~project~~Project shall be designed to be upgraded in future budget.

2.5 'GENERAL CONTRACTOR' means the lowest responsive and responsible bidder awarded an agreement to construct the ~~'PROJECT'~~the public works portion of the PROJECT.

2.6 'SECURITY CONTRACTOR' means the contractor selected to construct and install the security upgrades designed by CONSULTANT.

The size of the PROJECT and the type and quality of construction are dependent upon the funds available for the PROJECT. CONSULTANT shall exercise his best professional judgement in determining the balance between the size of PROJECT, the type of construction, and the quality of construction to achieve a satisfactory solution within the limitation of ~~PROJECT CONSTRUCTION COST~~PCC.

### 3.0 SCOPE OF WORK

#### 3.1 CONSULTANT RESPONSIBILITIES

3.1.1 CONSULTANT's services shall include, at a minimum, preparation of construction documents based on findings and recommendations of REPORT for incorporation into the project of the CONSULTANT after its review of the current site conditions and VSS systems at the OCTA's bases, which will be reduced to a written report and submitted to OCTA, preliminary and final plans, technical specifications, estimate of costs, and construction related services in three phases as herein described and may include, but not be limited to, mechanical, and electrical engineering services for the VSS Security Upgrades. The work includes the review of current site conditions for construction of PROJECT.

The CONSULTANT shall consider the following criteria for the design of the VSS Security Upgrades system:

- 1) CONSULTANT shall review the scope of work, review existing site conditions, and review existing Record Drawings record drawings.
- 2) Conduct a facility audit at all bases to assess the existing video surveillance system VSS, and outline in a report document all required changes, additions, deletions, and modifications, which will be required to upgrade the security systems VSS to adequately secure and view all sections of the OCTA Bases. (hereinafter, the "Report"). Based on the facility audit, CONSULTANT shall provide recommendations for the initial PROJECT within the limit of the project construction cost PCC and recommendations including budget cost to implement all recommendations in the following year's budget.
- 3) The Report shall identify all permits and approvals needed for the construction of the project. CONSULTANT shall submit in the report Report all applicable permits, agency addresses, contacts, phone numbers, application forms, instructions, and estimates of time to secure each permit or approval.
- 4) The PROJECT shall comply with all CAL-OSHA, ANSI, and requirements of all other agencies having jurisdiction over the work.
- 5) CONSULTANT shall specify design criteria, general and technical performance standards for the security upgrades PROJECT, which includes a high quality video surveillance system (VSS).

- 3.1.2 CONSULTANT will be responsible for the PROJECT design and construction monitoring services including preparing plans, specifications, and cost estimate for ~~Security Upgrades~~Work during the various stages of the PROJECT. CONSULTANT shall be responsible for the quality control, quality assurance, and completeness of a sub-CONSULTANT's design work.
- 3.1.3 CONSULTANT shall obtain all required approvals required by the various cities and all other agencies that have jurisdiction over the work. The Santa Ana Base is not subject to plan check by the City of Santa Ana, however, any fire protection system modification proposed is required to be reviewed by the Orange County Fire Authority (former Santa Ana Fire Department).
- 3.1.4 CONSULTANT shall provide OCTA plans, specifications, and a cost estimate at the completion of the various design ~~phases~~subphases of the ~~project~~Project, beginning with the Schematic Design ~~Phase~~Subphase (25%), the Design Development ~~Phase~~Subphase (60%), and the Construction Document Development ~~Phase~~Subphase (95%), and finally 100% Construction Document submittals. See Section 3.5 for deliverables.
- 3.1.5 CONSULTANT shall submit a design schedule to OCTA for approval within ten (10) working days after the execution of this ~~Contract—Task~~  
~~Order~~agreement.
- 3.1.6 CONSULTANT shall prepare specifications using Arial, 11 point font. The header shall include project title, IFB number, and Contract Exhibit designation and shall be in capital letters, Arial, 12 point font, and bolded. Coordinate with OCTA for exact requirements.
- 3.1.7 All products proposed for use in construction shall comply with Buy America requirements.

## **3.2 DESIGN PHASE**

- 3.2.1 AUDIT AND SCHEMATIC DESIGN ~~PHASE~~SUBPHASE (25%)
- 3.2.1.1 CONSULTANT shall review the OCTA's scope of work and conduct a facility audit of the existing VSS at all five Bases and make recommendations to OCTA in a ~~REPORT~~Report. CONSULTANT shall review existing site conditions to prepare accurate set of drawings to reflect existing conditions. CONSULTANT shall review with the OCTA's PROJECT MANAGER the proposed requirements for the PROJECT. CONSULTANT shall prepare the ~~REPORT~~Report along with schematic drawings and associated cost estimate, and make

recommendations to OCTA, as considered necessary for ~~Security Upgrades~~PROJECT installation. Report shall include cut sheets of new cameras, software, and equipment proposed for the PROJECT.

- 3.2.1.2 CONSULTANT shall review the existing conditions and make recommendations in the Report for construction of the security enhancements that include a check of adequacy of existing systems (electrical and control systems) to facilitate the security upgrades. Report shall include investigation of existing conditions, including, but not limited to adequacy or capacity, size, and location of utilities.
- 3.2.1.3 CONSULTANT shall identify all permits and approvals needed for the PROJECT. CONSULTANT shall provide technical support to help prepare exhibits, submittals, or other information needed to ensure the ability of GENERAL CONTRACTOR and SECURITY CONTRACTOR to secure all required agency permits and approvals. OCTA is not required to obtain plan check in the City of Santa Ana. The designer will be ultimately responsible for providing final project inspection on the PROJECT.
- 3.2.1.4 CONSULTANT shall comply with all Federal, State, and local laws, ordinances, and regulations applicable to the work. CONSULTANT shall procure all insurance, licenses, permits, etc., necessary for the fulfillment of its obligation under this Contract.
- 3.2.1.5 Inspection and permit fees for construction of PROJECT shall be the responsibility of the GENERAL CONTRACTOR- and the SECURITY CONTRACTOR.
- 3.2.1.6 CONSULTANT's recommendation shall review compliance of codes of various agencies having jurisdiction over the PROJECT. CONSULTANT shall comply with all local jurisdiction(s) plan check review and approval requirements for the project. If required by the applicable city or any other agency having jurisdiction over the PROJECT, CONSULTANT shall provide and submit additional drawings, civil, structural, electrical, mechanical, or any other discipline required for the approval of the PROJECT by the jurisdiction.

- 3.2.1.7 CONSULTANT shall also review all data, criteria or other information furnished by OCTA and make recommendations for revisions, as they consider appropriate.
- 3.2.1.8 CONSULTANT shall submit to OCTA for approval a statement of ~~PROJECT CONSTRUCTION COST~~PCC for this Phase, based on current unit costs related to area, volume, and other cost parameters.
- 3.2.1.9 CONSULTANT shall meet with and discuss ~~REPORT~~the Report and recommendations with OCTA regarding the ~~Security Upgrades~~security upgrades before proceeding with the Design Development ~~Phase~~Subphase.

3.2.2 DESIGN DEVELOPMENT ~~PHASE~~SUBPHASE (60%)

- 3.2.2.1 OCTA intends to award a minimum of two ~~construction contracts to implement the PROJECT.~~ The first ~~while be a public works~~ construction contract ~~will be~~ to build the infrastructure required to support the new camera system ~~which.~~ The first contract will be procured on a design-bid-build construction basis using OCTA's IFB process and will be awarded to the lowest responsive responsible bidder. The second ~~construction~~ contract will be a design-build performance basis contract where the contract provides the final design of the equipment ~~to will~~ meet the specification requirements provided by the CONSULTANT. This contract will be procured using OCTA's RFP process.
- 3.2.2.2 CONSULTANT shall prepare from the approved Schematic Design, the Design Development Documents consisting of drawings and other documents that fix and describe the size and character of the entire PROJECT, inclusive of mechanical, electrical systems, and such other essentials as may be appropriate. The plans for this phase shall be to a level of detail sufficient to identify all project elements.
- 3.2.2.3 At 60 percent submittal, a rough draft of the specifications shall be included. Technical specifications shall be developed in CSI format. The technical specifications shall be complete and ready for construction, including all specifications to support the plans, identify material, indicate inspection and testing requirements, and ensure a quality project. The specifications shall be developed in the Word 2007 software program.

3.2.2.4 CONSULTANT shall submit to OCTA for approval, a refined statement of ~~PROJECT CONSTRUCTION COST PCC~~. If the PCC at this phase is in excess of the PCC approved during the Schematic Phase, CONSULTANT may be required to provide alternatives to reduce the PCC. Revisions shall not be considered extra work, and therefore not subject to additional payment. CONSULTANT shall advise PROJECT MANAGER of any adjustments in the PCC due to changes in PROJECT requirements or in general market conditions.

3.2.2.5 CONSULTANT shall meet with and review 60% submittal with OCTA regarding the ~~Security Upgrades~~security upgrades before proceeding with the Construction Document Development ~~Phases~~subphase.

3.2.3 CONSTRUCTION DOCUMENT DEVELOPMENT ~~PHASE~~SUBPHASE  
(95%)

3.2.3.1 CONSULTANT shall obtain and pay for all plan check fees incidental to the work to the appropriate regulatory agency(s). Plan check fees for the original plan check submission and one re-submittal will be reimbursed to the CONSULTANT at actual cost, excluding any mark-up and labor costs, by an amendment to the agreement. All other plan check fees shall be the responsibility of the CONSULTANT. Permit fees will be the responsibility of the GENERAL CONTRACTOR ~~and~~ SECURITY CONTRACTOR.

3.2.3.2 CONSULTANT shall prepare construction documents for approval by the PROJECT MANAGER and regulatory agency(s), final and complete drawings, technical specifications, and a cost estimate setting forth in detail the requirements for the construction of the PROJECT. The final working drawings shall be prepared using AutoCAD, version 2012 or earlier.

3.2.3.3 CONSULTANT shall be responsible for the working drawings, technical specifications, and cost estimate for the construction of the PROJECT consistent with contemporary professional standards as is necessary to enable the construction of PROJECT. OCTA shall provide all bid documents, including the ~~Agreement~~agreement between OCTA and GENERAL CONTRACTOR and the agreement between OCTA and the SECURITY CONTRACTOR.



- 3.2.3.4 CONSULTANT shall provide complete drawings and details for all aspects of the PROJECT. In addition, CONSULTANT shall provide a technical specifications and appropriate drawings for a performance based, design-build PROJECT.
- 3.2.3.5 Upon completion of the final plans, specifications, and cost estimate for PROJECT, CONSULTANT shall prepare, for PROJECT MANAGER's approval, a final estimate of the PCC for both construction phases of the PROJECT.
- 3.2.3.6 CONSULTANT shall provide a tentative schedule for construction of both phases of construction.

### **3.3 BIDDING AND AWARD OF CONTRACT PHASE**

- 3.3.1 The CONSULTANT shall assist the OCTA in obtaining and reviewing bids submitted by the date and time specified in the IFB documents for the procurement of the GENERAL CONTRACTOR. The CONSULTANT shall assist the OCTA in obtaining and reviewing proposals submitted by the date and time specified in the RFP documents for the procurement of the SECURITY CONTRACTOR.
- 3.3.2 OCTA shall provide all procurement documents and handle the procurement for the GENERAL CONTRACTOR, and SECURITY CONTRACTOR. OCTA shall provide bidding and proposal forms, the general provisions of the contract, and the AgreementAgreements between OCTA and GENERAL CONTRACTOR and OCTA and the SECURITY CONTRACTOR.
- 3.3.3 CONSULTANT shall assist OCTA in answering questions regarding the plans and specifications during both Bidding Phasesprocurement phases, and reviewing and evaluating requests for approved equals to the bid and proposal documents.
- 3.3.5 CONSULTANT shall assist OCTA in evaluating the design-build proposal in answering any questions OCTA about various elements of each proposal submitted.
- 3.3.4 State law requires award to the lowest responsive and responsible bidder. In the event the bid from the lowest responsive, responsible bidder for the GENERAL CONTRACTOR exceeds one hundred and ten percent (110%) of the mutually agreed upon final PCC estimate for the public works portion of the PROJECT, OCTA reserves the right to reject any/or all bids. CONSULTANT shall, at no additional cost to OCTA, redesign and/or

make revisions to all contract documents for re-procurement until such time that the lowest responsive, responsible bidder does not exceed one hundred and ten percent (110%) of the mutually agreed upon final PCC estimate for the public works portion of the PROJECT. The redesign or revisions shall retain the basic concept of the PROJECT and shall be subject to approval by the OCTA.

- 3.3.5 CONSULTANT shall revise the originals of all construction drawings, to include changes incorporated in all addenda issued during the Bidding Phase bidding phase prior to the award of the public works construction contract.

- 3.3.6 In the event the proposal considered to be the most competitive to OCTA for the SECURITY CONTRACTOR exceeds the mutually agreed upon final PCC estimate by more than 110% for the installation of security upgrades portion of the PROJECT, OCTA reserves the right to reject any/or all proposals. CONSULTANT shall, at no additional cost to OCTA, redesign and/or make revisions to all contract documents for re-procurement until such time that the proposal considered to be the most competitive to OCTA does not exceed the mutually agreed upon final PCC estimate by more than 110% for the installation of security upgrades portion of the PROJECT. The redesign or revisions shall retain the basic concept of the PROJECT and shall be subject to approval by the OCTA.

### 3.4 CONSTRUCTION MONITORING PHASE

- 3.4.1 Each Construction Monitoring Phase shall commence with the award of the Construction Contract and shall terminate when the Notice of Completion is filed with the County Recorder and "As-Built" drawings are completed.

- 3.4.2 GENERAL CONTRACTOR and SECURITY CONTRACTOR shall be responsible for obtaining all construction permits from governmental authorities having jurisdiction over the project. CONSULTANT shall immediately, at his expense, complete all necessary changes in the plans or specifications, as required by any regulatory agency, in order for GENERAL CONTRACTOR and/or SECURITY CONTRACTOR to obtain the necessary permits.

- 3.4.3 CONSULTANT shall make periodic site visits, at a minimum of once a month, to familiarize their self with the progress and quality of the work and to determine if the work is proceeding in accordance with the contract documents. CONSULTANT shall inform PROJECT MANAGER of any potential defects and deficiencies in the work of the GENERAL CONTRACTOR and/or the SECURITY CONTRACTOR.



- 3.4.4 CONSULTANT shall recommend to PROJECT MANAGER, the rejection of any work, performed by GENERAL CONTRACTOR or SECURITY CONTRACTOR, which does not conform to the contract documents. CONSULTANT shall recommend to the PROJECT MANAGER, special inspection or testing of any work in accordance with the provisions of the construction documents whether or not such work be fabricated, installed, or completed.
- 3.4.5 CONSULTANT shall review and approve, in a timely manner, all shop drawings, samples and other submissions of GENERAL CONTRACTOR and SECURITY CONTRACTOR as required by the construction documents, for conformance with the design concept of PROJECT.
- 3.4.6 CONSULTANT shall respond to the GENERAL CONTRACTOR's and/or SECURITY CONTRACTOR's Request for Information (RFI) within three (3) working days.
- 3.4.7 CONSULTANT shall assist PROJECT MANAGER in preparing Change Orders and shall prepare sketches and cost estimates related thereto.
- 3.4.8 CONSULTANT shall conduct inspections of the project site to determine dates of substantial completion and final completion. CONSULTANT shall review written guarantees and related documents assembled by GENERAL CONTRACTOR and SECURITY CONTRACTOR and shall recommend to the PROJECT MANAGER the issuance of the final certificate for payment.
- 3.4.9 CONSULTANT shall be responsible for the preparation of the "As-Built" drawings based on the information supplied by GENERAL CONTRACTOR- and SECURITY CONTRACTOR. The "As-Built" information shall be assembled and placed on the original drawings by CONSULTANT as the final revision to the drawings. Upon completion of the "As-Built" drawings, CONSULTANT shall furnish sealed and signed mylar originals of the complete drawings to OCTA along with one (1) set of the completed as-built drawing files on CD ROM in AutoCAD, version 2012 or earlier, DWG format, including all applicable plot files, along with one set of electronic drawing files in PDF format prior to release of final payment.
- 3.4.10 Upon completion of work, two (2) sets of all design calculations, if any, for PROJECT shall be submitted to OCTA. Design calculations shall be submitted in a spiral bound notebook(s), in a neat condition and logical sequence.

### 3.5 DELIVERABLES

- 3.5.1 All submittals shall be consistent with the schedule in Section 5.3, SCHEDULE. Submittals shall be reviewed and approved by OCTA. A minimum of one (1) set shall be returned to CONSULTANT, with comments, required changes, and corrections. CONSULTANT shall allow a minimum of ten (10) working days for OCTA's review and comments.

Deliverables shall be submitted in accordance with the specific requirements listed below:

#### 3.5.1.1 AUDIT AND SCHEMATIC DESIGN ~~PHASE~~SUBPHASE (25%)

CONSULTANT shall submit for OCTA review:

- Four (4) copies of Report.
- Four (4) half size sets of schematic drawings
- One (1) cost estimate
- One (1) electronic copy of Report and drawings in PDF format

#### 3.5.1.2 DESIGN DEVELOPMENT ~~PHASE~~SUBPHASE (60%)

CONSULTANT shall submit to OCTA for review:

- Two (2) full size set of drawings
- Four (4) half size sets of drawings
- One (1) set of technical specifications
- One (1) cost estimate
- One (1) electronic copy of drawings in PDF format

#### 3.5.1.3 CONSTRUCTION DOCUMENT DEVELOPMENT ~~PHASE~~SUBPHASE (95%)

CONSULTANT shall submit to OCTA for review:

- Two (2) full size set of drawings
- Four (4) half size sets of drawings
- One (1) set of technical specifications
- One (1) cost estimate
- One (1) electronic copy of drawings in PDF format

#### 3.5.1.4 CONSTRUCTION DOCUMENT SUBMITTALS (100%)

CONSULTANT shall submit to OCTA for review:

- One (1) full size set of drawings
- Two (2) half size sets of drawings

- One (1) hard copy set of technical specifications
- One (1) set of technical specifications in Word format on CD
- One (1) cost estimate
- One (1) electronic set of drawings in PDF format
- One (1) electronic set of drawings in AutoCAD 2012, DWG format
- Two (2) sets of design calculations, if applicable.

If changes are required to 100 percent design submittal package, CONSULTANT shall submit one (1) full size and two (2) half size sets of plans and specifications for final submittal. If no changes are required, the 100 percent submittal package shall be considered the final submittal package. Upon approval of final submittal package, CONSULTANT shall submit all original design stamped and wet signed drawings, a hard copy of the final specifications, two (2) CD ROMs of design drawings in both PDF and DWG formats (including plot files) in accordance with Design Criteria.

### **3.6 CERTIFICATION**

Upon approval of the final design submittal package and prior to final payment for the Design Phase, CONSULTANT shall provide OCTA with a statement of certification that the design is in compliance with the requirements of this Agreement, and CONSULTANT has used reasonable care and diligence, and the design is complete and ready for construction. Further, CONSULTANT shall be obligated to perform all required redesign work to correct any design errors or omissions discovered during bidding or construction at no additional cost to OCTA.

### **3.7 QUALITY ASSURANCE (QA)**

3.7.1 CONSULTANT shall implement and maintain a quality assurance plan in effect during the performance of the services under this Agreement to ensure that the reports, plans, specifications, estimates, and other documents submitted under the Agreement shall be complete, constructable, accurate, checked and proofread to meet professional engineering practices in effect at the time of execution of this Agreement. CONSULTANT's quality assurance plan shall be submitted to the OCTA for review and approval. The quality assurance plan shall be of a quality acceptable to the OCTA, and in such detail to ensure that change orders issued to the GENERAL CONTRACTOR and/or SECURITY CONTRACTOR will be less than five (5) percent of the construction contract bid amount.

3.7.2 CONSULTANT's quality assurance plan shall include, at a minimum, the following quality control measures:

- 3.7.2.1 Plans and design calculations shall be independently cross checked, and corrected.
- 3.7.2.2 Drawings Titles shall match on Title Sheet and each individual drawings sheet.
- 3.7.2.3 The Title Sheet for specifications and reports, and each sheet of plans shall bear the professional seal, certificate number, registration classification, expiration date of certificate, and signature of the professional engineer responsible for their preparation.
- 3.7.2.4 CONSULTANT shall perform a quality assurance review of plans, specifications, estimates, reports and other documents prior to final submittal to the OCTA.

#### **4.0 OCTA RESPONSIBILITIES**

- 4.1 The OCTA shall provide information regarding its requirements for the PROJECT, including the OCTA's special requirements for the General Provisions of the Construction Contract Documents, and will from time to time furnish such additional information as may be necessary for the orderly prosecution of the WORK.
- 4.2 PROJECT MANAGER shall examine all documents submitted by the CONSULTANT, and shall render decisions pertaining to the PROJECT. The PROJECT MANAGER shall review all documents, and applications as required prior to submission to appropriate agencies.
- 4.3 OCTA shall furnish laboratory tests, inspections, and reports for the construction phase, as required by law or the contract documents. The OCTA shall contract with an independent testing and inspection laboratory that will be responsible for the construction inspection and testing during the construction phase.
- 4.4 OCTA shall provide construction management services during construction of the PROJECT. The OCTA will be responsible for construction management, inspection, testing and reports required during the construction support phase. The services, information, testing and reports required shall be furnished at OCTA's expense, and CONSULTANT shall be entitled to rely upon the accuracy and completeness of the information provided.
- 4.5 If requested, the OCTA will furnish an electronic copy of the OCTA's drawing sheet title block information.

- 4.6 OCTA shall provide all bidprocurement forms including the general provisions of the contract, and Agreementagreements between OCTA and GENERAL CONTRACTOR and OCTA and SECURITY CONTRACTOR.

## **5.0 PROJECT COORDINATION**

- 5.1 CONSULTANT shall coordinate design with PROJECT MANAGER. An initial pre-design conference shall be scheduled after award of contract. Thereafter, meetings may be held for Schematic Design, Design Development drawings, and Construction Development Document Submittal. CONSULTANT shall set the agenda and notify affected parties of meeting dates and locations. CONSULTANT shall produce minutes of all meetings and distribute the minutes within three (3) working days to the affected parties. Meeting minutes shall include completed items, items in progress, upcoming items, changes, and budget impacts. CONSULTANT is also expected to make action item checklists and other pertinent documentation to successfully manage the PROJECT's design. CONSULTANT shall notify the PROJECT MANAGER immediately of any problem(s), which may impact either the project's schedule or budget.

- 5.2 CONSULTANT shall coordinate with OCTA, regulatory agencies, and general contractor in the design and/or construction of PROJECT.

## **5.3 SCHEDULE**

- 5.3.1 PROJECT's final design shall be completed, including plan check, within four (4) months from Notice to Proceed and be ready to solicit bids and proposals. CONSULTANT shall prepare a schedule for the project's design, to include all design activities including appropriate subactivities, start dates, submittal dates, completion date relationships, and duration's. The schedule shall account for interface with OCTA and other agencies, and plan check review.

- 5.3.2 A preliminary schedule shall be submitted to OCTA for approval within ten (10) working days after Notice to Proceed. The schedule shall indicate a logical sequence for completing the work within the allotted time. Within twenty (20) working days, a final schedule shall be submitted for approval. Upon approval, this schedule shall be designated the Project Design Schedule, from which contract progress shall be tracked.

- 5.3.3 The Facility Audit and Schematic Design shall be completed within thirty (30) calendar days after the OCTA's written Notice to Proceed (NTP).

- 5.3.4 The Design Development Phase (60%) shall be completed in sixty (60) calendar days of the NTP, and the complete Construction Documents, Plans, Specifications, and Estimate, and all other work including plan

check approval from the City shall be completed within one hundred twenty (120) calendar days after OCTA's issuance of Notice to Proceed.

- 5.3.5 CONSULTANT shall also provide an estimate of working days for each construction PROJECT.

## **6.0 WORK PERFORMANCE**

- 6.1.1 CONSULTANT shall commence work immediately upon issuance of Notice to Proceed. CONSULTANT shall use diligence in completing the work in accordance with the schedule.
- 6.1.2 In case of conflict, ambiguities, discrepancies, errors or omissions among any of the items of work, the CONSULTANT shall submit the matter to OCTA for clarification. Any work affected by such conflicts, ambiguities, discrepancies, errors or omissions which is performed by CONSULTANT prior to clarification by OCTA shall be at CONSULTANT's risk. Such conflicts, ambiguities, discrepancies, errors, or omissions among the references shall not give rise to a claim by CONSULTANT for extra work unless CONSULTANT can demonstrate that it has incurred additional expenses as a result thereof.

## **7.0 PROFESSIONAL REGISTRATION**

CONSULTANT's personnel who are placed in responsible charge of, but not limited to, civil and electrical engineering design work shall be registered in the State of California to practice in the particular professional field involved, and shall sign and seal all plans for which each has responsibility.