

REQUEST FOR PROPOSALS (RFP) 3-2763

ONBOARD BUS PASSENGER SURVEY DATA COLLECTION AND ENTRY



**ORANGE COUNTY TRANSPORTATION AUTHORITY
550 South Main Street
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Key RFP Dates

Issue Date:	July 31, 2023
Question Submittal Date:	August 7, 2023
Proposal Submittal Date:	August 21, 2023
Interview Date:	September 6, 2023

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July 31, 2023

NOTICE OF REQUEST FOR PROPOSALS (RFP)

RFP 3-2763: "ONBOARD BUS PASSENGER SURVEY DATA COLLECTION AND ENTRY"

TO: ALL OFFERORS

FROM: ORANGE COUNTY TRANSPORTATION AUTHORITY

The Orange County Transportation Authority (Authority) invites proposals from qualified consultants to provide on-board bus passenger survey data collection and entry.

The budget for this project is \$200,000 for a twelve (12)-month 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 August 21, 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 3-2763**" 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>. From the site menu, click on CAMM NET to register.

To receive all further information regarding this RFP 3-2763, 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	Consultant Services - Transit Planning
	Consultant Services - Transportation Planning

The Authority has established September 6, 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.

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. 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.

B. 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.

C. AUTHORITY CONTACT

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

Luis Martinez, Senior Contract Administrator
Contracts Administration and Materials Management Department
Phone: 714.560.5767
Email: lmartinez1@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 (e-mail) 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.

D. 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 D.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 must be put in writing and received via e-mail at lmartinez1@octa.net no later than 5:00 p.m., on August 7, 2023.
- b. Requests for clarifications, questions and comments must be clearly labeled, "Written Questions RFP 3-2763" in the subject line of the e-mail. 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 August 9, 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

Commodity:

Consultant Services - Transit
Planning
Consultant Services -
Transportation Planning

Inquiries received after 5:00 p.m. on August 7, 2023 will not be responded to.

E. 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 August 21, 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 3-2763**” 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.

F. 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.

G. 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.

H. 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.

I. 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.

J. CONTRACT TYPE

It is anticipated that the Agreement resulting from this solicitation, if awarded, will be a firm-fixed price contract specifying firm-fixed prices for individual tasks specified in the Scope of Work, included in this RFP as Exhibit A.

K. 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.

L. 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.

M. 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 a 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.

N. 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 30 days after the execution of the Agreement, annually thereafter for the duration of the Agreement, and within 30 days of termination of the Agreement.

SECTION II: PROPOSAL CONTENT

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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 Luis Martinez, 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, phone number 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) Identify subcontractors by company name, address, contact person, telephone number, email, and project function. Describe Offeror's experience working with each subcontractor.
- (5) 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.
- (6) 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 in the specified tasks 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) Indicate adequacy of labor resources utilizing a table projecting the labor-hour allocation to the project by individual task.
- (4) Include a project organization chart, which clearly delineates communication/reporting relationships among the project staff.
- (5) 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 tasks 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.
- (3) Furnish a project schedule for completing the tasks in terms of elapsed weeks.
- (4) Identify methods that Offeror will use to ensure quality control as well as budget and schedule control for the project.

- (5) Identify any special issues or problems that are likely to be encountered in this project and how the Offeror would propose to address them.
- (6) 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 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 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 for each work task 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. It is anticipated that the Authority will issue a firm-fixed-price contract specifying firm-fixed-prices for individual tasks.

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. 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. Offeror is required to submit one copy of the completed form(s) as part of its proposals and it should be included in only the original proposal.

2. 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.

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 25%**

 Technical experience in performing work of a closely similar nature; strength and stability of the firm; strength, stability, experience and technical competence of subcontractors; assessment by client references.
- 2. Staffing and Project Organization 25%**

 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 among the tasks; reasonableness of proposed schedule; utility of suggested technical or procedural innovations.
- 4. Cost and Price 20%**

 Reasonableness of the total price as well as the individual tasks; competitiveness with other offers received; adequacy of data in support of figures 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 September 6, 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.

C. AWARD

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.

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

Onboard Bus Passenger Survey Data Collection and Entry

1.0 INTENT

The Orange County Transportation Authority (OCTA) requires the services of a Consultant to collect and deliver origin, destination, and various related data about bus riders and their travel on weekday bus trips starting during the morning (AM Peak from 6:00 a.m. through 8:59 a.m.) and the midday (mid-day from 9:00 a.m. through 2:59 p.m.) time periods. Trips for surveying shall be designated by OCTA. Consultant shall enter the raw survey response data into OCTA's electronic database format.

2.0 REQUIREMENTS

OCTA plans and operates bus services throughout Orange County including local, express, community circulator, and rail feeder fixed routes. The map on the as shown in Figure A, on the following page reveals the OCTA's bus system service area. The OCTA, directly and by contract, operates approximately 445 buses on approximately 56 fixed bus routes. Average weekday ridership in January through March of 2023 was 87,700 boardings. Bus service is provided from a total of four (4) bases – two (2) operated by OCTA and two (2) operated by a contractor. The locations of these bus bases are shown in Table 1 below.

Table 1

Base	Address Location	Operator
Anaheim	1717 E. Via Burton, Anaheim, CA 92806	Contracted
Garden Grove	11800 Woodbury Road, Garden Grove, CA 92843	OCTA
Santa Ana	4301 MacArthur Blvd, Santa Ana, CA 92704	OCTA
Irvine	14736 Sand Canyon Road, Irvine, CA 92618	Contracted







Consultant shall be required to travel throughout OCTA's service area, to and from bus trip starting and ending locations to board and ride the bus trips to be surveyed during the AM Peak and mid-day time periods. Consultant shall provide its own transportation to and from these locations and may be required to transfer from one bus to another, depending on each assignment, as determined by the OCTA.

Consultant shall be required to collect origin, destination, and related supplemental data about each passenger and their trip characteristics via survey questionnaires printed and supplied by OCTA. An example of the survey questionnaire is provided below as Figure B. While the content will be similar, the format of the questionnaire for this 2023 survey may be substantially different than this example. The questionnaire will be provided in English, Spanish, and Vietnamese languages, so OCTA prefers that a high proportion of Consultant's survey data collection staff are bilingual or multi-lingual in these languages to facilitate interaction with OCTA bus passengers.

Consultant may need to provide more than one (1) survey data collection staff member on trips with relatively high ridership.



Figure B – Example of Survey Questionnaire

Survey ID		
<h2 style="color: #E67E22; margin: 0;">OCTA Bus Passenger Survey 2018</h2>		
<p style="color: #E67E22; font-weight: bold;">Please tell us about the ONE-WAY TRIP you are making now:</p> <p style="color: #E67E22; font-weight: bold;">(For example, from home to work, <u>or</u> from school to home.)</p>		
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p style="color: #E67E22; font-weight: bold;">ORIGIN</p>  </div> <div style="text-align: center;">    </div> <div style="text-align: center;"> <p style="color: #E67E22; font-weight: bold;">DESTINATION</p>  </div> </div>		
<p>1. Where are you coming from (your origin)?</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="radio"/> 1) Home <input type="radio"/> 2) Work <input type="radio"/> 3) Shopping <input type="radio"/> 4) School K-12 </div> <div> <input type="radio"/> 5) College/university <input type="radio"/> 6) Medical <input type="radio"/> 7) Recreation/entertainment, visiting friends/family <input type="radio"/> 8) Other: _____ </div> </div> <p>2. Where is that (your origin)?</p> <p>_____ <i>Name of Place or Building (if known)</i></p> <p>_____ <i>Street Address</i></p> <p>_____ & _____ <i>Or Nearest Cross Streets, if address not known</i></p> <p>_____ <i>City</i></p> <p>_____ <i>Zipcode</i></p> <p>3. How did you get from your origin to the bus?</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="radio"/> 1) Walked <input type="radio"/> 2) Drove alone <input type="radio"/> 3) Drove with others/carpooled <input type="radio"/> 4) Biked </div> <div> <input type="radio"/> 5) Transferred from bus/train <input type="radio"/> 6) Lyft/Uber <input type="radio"/> 7) Taxi <input type="radio"/> 8) Other: _____ </div> </div> <p>4. How many minutes did it take to get from your origin to the bus? _____</p>	<p>5. Where are you going (your destination)?</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="radio"/> 1) Home <input type="radio"/> 2) Work <input type="radio"/> 3) Shopping <input type="radio"/> 4) School K-12 </div> <div> <input type="radio"/> 5) College/university <input type="radio"/> 6) Medical <input type="radio"/> 7) Recreation/entertainment, visiting friends/family <input type="radio"/> 8) Other: _____ </div> </div> <p>6. Where is that (your destination)?</p> <p>_____ <i>Name of Place or Building (if known)</i></p> <p>_____ <i>Street Address</i></p> <p>_____ & _____ <i>Or Nearest Cross Streets, if address not known</i></p> <p>_____ <i>City</i></p> <p>_____ <i>Zipcode</i></p> <p>7. How will you get from the bus to your destination?</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="radio"/> 1) Walking <input type="radio"/> 2) Driving alone <input type="radio"/> 3) Driving with others/carpooling <input type="radio"/> 4) Biking </div> <div> <input type="radio"/> 5) Transferring to a bus/train <input type="radio"/> 6) Lyft/Uber <input type="radio"/> 7) Taxi <input type="radio"/> 8) Other: _____ </div> </div> <p>8. How many minutes will it take to get from the bus to your destination? _____</p>	
<p>9. How would you best describe your race?</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="radio"/> 1) Hispanic or Latino <input type="radio"/> 2) Asian <input type="radio"/> 3) Native Hawaiian/Pacific Islander </div> <div> <input type="radio"/> 4) American Indian/Alaskan Native <input type="radio"/> 5) Black/African American <input type="radio"/> 6) White </div> </div> <p>10. Please indicate total household income for everyone combined in your household per year:</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="radio"/> 1) Under \$30,000 <input type="radio"/> 2) \$30,000 to \$49,999 <input type="radio"/> 3) \$50,000 to \$64,999 </div> <div> <input type="radio"/> 4) \$65,000 to \$84,999 <input type="radio"/> 5) \$85,000 to \$99,999 <input type="radio"/> 6) Above \$100,000 </div> </div> <p>11. Do you have a California driver's license?</p> <div style="display: flex; justify-content: space-between;"> <div><input type="radio"/> 1) Yes</div> <div><input type="radio"/> 2) No</div> </div> <p>12. Was an automobile available for this trip?</p> <div style="display: flex; justify-content: space-between;"> <div><input type="radio"/> 1) Yes</div> <div><input type="radio"/> 2) No</div> </div> <p>13. What is your age group?</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="radio"/> 1) Under 13 <input type="radio"/> 2) 13 to 17 <input type="radio"/> 3) 18 to 24 <input type="radio"/> 4) 25 to 34 </div> <div> <input type="radio"/> 5) 35 to 44 <input type="radio"/> 6) 45 to 59 <input type="radio"/> 7) 60 to 64 <input type="radio"/> 8) 65 or over </div> </div>	<p>14. How did you pay for this trip?</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="radio"/> 1) Regular (Adult) One-Day Pass <input type="radio"/> 2) Cash to buy Regular Day Pass <input type="radio"/> 3) Cash, Regular Fare <input type="radio"/> 4) Senior/Disabled One-Day Pass <input type="radio"/> 5) Cash to buy Senior/Disabled Day Pass <input type="radio"/> 6) Cash, Senior/Disabled Regular Fare <input type="radio"/> 7) Senior/Disabled 30-Day Pass <input type="radio"/> 8) Youth 30-Day Pass <input type="radio"/> 9) Regular (Adult) 30-Day Pass <input type="radio"/> 10) Employer Pass (E-Pass) <input type="radio"/> 11) Metrolink/Amtrak Pass <input type="radio"/> 12) LA Metro or other transit agency pass <input type="radio"/> 13) College/University Pass <input type="radio"/> 14) Mobile Phone App </div> <div> <input type="radio"/> 15) Other </div> </div> <p>15. How many different buses will you ride to make this ONE-WAY trip, including the bus you are on now?</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 or more </div> </div> <p>16. What is your 5-digit home zip code?</p> <div style="display: flex; justify-content: center; gap: 5px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	

Based on February 2023 bus service levels, OCTA estimates that approximately 1,757 trips occur each weekday during the AM and mid-day periods. Consultant shall distribute and collect surveys throughout the duration of at least seventy (70%) of these trips, at least once during the project. The average trip duration is approximately 77 minutes. OCTA estimates that approximately 2,000 Consultant-trip hours will be required to collect the survey data. This time estimate does not include travel to or from the trip start or end locations, or training time.

To support the anticipated project schedule, that equates to a need for a minimum of six (6) full-time data collectors, four (4) days a week for twelve (12) weeks. Consultant shall state a commitment to provide at least that many survey data collectors or describe an alternate staffing plan that will support OCTA's required schedule.

For Consultant's logistical planning and scheduling, OCTA shall provide daily assignment sheets of the trips to be surveyed organized into work shifts and shall provide an estimate of boardings for each assigned trip. Work shifts in the assignment sheets will generally be from four (4) to eight (8) hours, but some may be less than four (4) or more than eight (8). Historical boarding estimates per trip will assist Consultant in planning the amount of materials (blank surveys and pencils at a minimum) required for each daily work schedule. The daily assignment (work) schedule will contain the following information and shall be completed by Consultant's survey data collector during each work assignment:

- ✓ Blank spaces for the employee to fill in his or her badge number and date.
- ✓ Unique assignment ID number.
- ✓ Information about each trip including the trip start time, end time, unique trip ID, start place, end place, route number, and direction.
- ✓ Each trip description will be accompanied by a blank for recording the range of unique survey IDs the Survey Data Collector distributed for that trip, for each stop.
- ✓ The number of persons below the apparent age of thirteen boarding each stop.
- ✓ The total number of persons boarding at each stop.
- ✓ The data collector must print his or her full name on the daily assignment schedule and sign it.
- ✓ The schedule will also be signed by the appropriate supervisor for approval.
- ✓ Total surveyor work hours for each assignment

It is the responsibility of Consultant to train its employees to hand out surveys sequentially and to ensure that each employee uses only his or her assigned survey tablets. Figure C below is an example of the daily assignment schedule.

Consultant is responsible for allocating OCTA-provided work schedule assignment sheets to its employees and/or agents in order to meet all project objectives. OCTA's assignment sheets shall be adhered to and performed by Consultant for all survey data collection. Consultant's failure to comply with the assignments shall constitute a material breach of the contract and may result in its termination. Also, any survey data collection activity or trip missed by Consultant shall be made-up by Consultant within two (2) weeks. This may mean collecting the survey data on the same trip on the same day of the week as the missed activities or trip(s). If any survey data collection activities are missed, for any reason, Consultant shall notify the OCTA's Project Manager within thirty-two (32) hours of the missed activity. OCTA shall provide an identification badge for each survey data collector that can be used to board buses. Survey data collection shall occur only on weekdays Monday through Thursdays. No survey data collection shall be performed on Fridays, weekends, rainy days, or holidays.

OCTA shall provide Consultant with data collection survey forms (printed questionnaires) for executing its responsibilities under this Agreement. Consultant shall provide all staff, training, materials (excluding survey forms, but including pencils for passengers to fill in survey forms), and the supervision needed to successfully complete each assigned task on time and within budget. Consultant must have field supervisors to monitor survey data collectors onboard some buses to ensure successful completion of all data collection activities.

While traveling to and from work locations and performing the survey data collection activities, Consultant's staff shall adhere to all of the following standards:

- Data collectors are to conduct themselves professionally at all times in dealing with bus operators, transit officials and public, and are to be polite and courteous at all times.
- Data collectors are to wear business casual attire. No jeans, shorts, T-shirts or sandal type foot wear.
- Data collectors are required to wear their ID badge at all times when boarding a bus and while on-board a bus.
- When boarding the bus, data collectors are required to introduce themselves to the operator and swipe their ID badge.
- Data collectors are not required to obtain the operators name as long as their badge number is noted. Operators' badge numbers are located on the right shoulder of their shirts and jackets.
- If asked by the operator to exit the bus during recovery periods, data collectors are to do so immediately and without incident.
- While performing survey assignments, a "low key attitude" is advised.
- If a data collector encounters an incident, they are required to report it to their immediate supervisor at the earliest opportunity (as not to interfere with their assignment), followed by a written report. Consultant will provide a complete report to the OCTA Project Manager within 24 hours of any incident.

Average weekday ridership during the AM and mid-day periods was 52,000 boardings in January through March of 2023. Consultant shall be responsible for collecting, entering, and delivering a minimum of 13,000 valid survey responses during the project. Valid survey responses shall include geocodable origin and destination locations, or they shall not be counted as valid. To help ensure the productivity of data collection and yield a relatively high amount of valid survey responses per labor hour, Consultant may incentivize survey respondents or survey data collectors, but all costs to do so shall be included in the proposed firm-fixed price and Consultants strategy must be detailed in its proposal.

In advance of the start of data collection, OCTA shall provide a list of the minimum required number of valid survey responses to be collected by Consultant by route, direction, and time period. The minimums in the provided list shall be met by Consultant, so that survey responses are in proportion to average weekday ridership by route, direction, and time period.

As survey data is collected, Consultant will enter all the collected data into OCTA's electronic database. The survey data will be entered sequentially on a route-by-route basis –completing data entry on one route before data entry for another route begins. OCTA will provide access to the data entry form and a desktop computer(s) for use by Consultant for data entry during the project at its administration office located at 600 South Main Street, Orange, California 92868 (OCTA Administrative Office). OCTA estimates that approximately 2,400 hours of Consultant staff time shall be required for data entry, quality control, and delivery.

To support the anticipated project schedule, Consultant shall allocate at least three (3) full-time data entry operators and complete all data entry within a period of six (6)-months. Consultant shall state a commitment to provide at least that many data entry operators to support the project schedule. All data shall be entered into OCTA hosted database servers using an OCTA provided data entry application. If needed, OCTA can provide access to a computer, and work area for up to three (3) of Consultant's data entry staff members. Otherwise, staff members shall access OCTA's database remotely from Consultant's facility, using a Consultant's computer.

Figure C – Example Daily Assignment Schedule

Daily Work Schedule

Date: _____
M - T - W - TH - F

Badge # _____

Assignment ID: 599061		Block ID: 4641		Total Assignment Time: 7.22	
-----------------------	--	----------------	--	-----------------------------	--

Trip ID	3878341	Rt.	46	Dir.	W	Block ID/Bus Run:	4641	
Start Time	0743	Start Cross Sts.	VILLAGE AT ORANGE		Start City	OR	Start Stop ID	5639
End Time	0841	End Cross Sts.	KNOTT & ORANGE		End City	ANA	End Stop ID	302

SEQUENCE	TIMEPOINT	LOCATION		ID Range:	<13:	Total:
1	VILORG	TUSTIN	& EAST VILLAGE WAY			
2		TUSTIN	& EAST VILLAGE WAY			
3		TUSTIN	& MEATS			
4		TUSTIN	& GROVE			
5		TUSTIN	& BRIARDALE			
6		TAFT	& TUSTIN			
7		TAFT	& LINDENHOLZ			
8		TAFT	& CAMBRIDGE			
9		TAFT	& SHAFFER			
10		TAFT	& GLASSELL			
11		TAFT	& SAINT THOMAS			
12		TAFT	& CASE			
13		TAFT	& BATAVIA			
14		TAFT	& MAIN			

3.0 WORK PLAN

Consultant shall cooperate and work with OCTA and its Project Management Consultant who shall coordinate survey assignments with Consultant; monitor, track, and report data collection and data entry progress; perform additional quality control checks on all entered data, geocode the origin and destination locations collected by Consultant; process the raw data into a package that is ready for use by OCTA, and produce a report describing the results of the survey project and summarizing aspects of the finalized data. The entire work plan and all of its activities and tasks shall be performed by the Consultant, unless noted otherwise.

Task 1 – Project Startup

Consultant shall prepare for, attend, and participate in meetings with OCTA staff and other project participants to clarify the scope of work. The first meeting shall occur at the OCTA's Administrative Offices approximately within two (2) weeks of execution of the Agreement. At the first meeting, Consultant shall introduce its Project Manager and project supervisory staff, including field supervisors. OCTA staff shall provide an overview of expectations for survey data collection, input, and delivery. OCTA shall discuss the survey questionnaire, tracking mechanisms to be used by Consultant, survey assignment sheets, and data entry and the database.

At the initial meeting, or a second follow-up meeting, OCTA will provide an overview of survey data collection procedures to Consultant's Project Manager and up to two (2) field supervisors. Consultant shall then train all survey data collection staff members who will be working on the project.

Deliverables:

- Attendance at project startup meeting
- Training for field supervisors and survey data collectors

Task 2 – Survey Data Collection

Upon approval to proceed and on the agreed start date, Consultant shall begin an approximate twelve (12) week data collection effort. It is anticipated that survey data collection shall begin by February 1, 2024. OCTA will provide daily shift assignments specifying the bus trips to be boarded and surveyed by the Consultant each weekday (Monday – Thursday). These assignments will be provided at least one week before each shift begins, but will normally be provided farther in advance.

Consultant shall have survey data collection staff ride the specified bus trips to distribute and collect survey questionnaires from all boarding passengers aged thirteen or over. Consultant staff must report to their assigned work location with enough materials and supplies for their entire shift, which are typically up to eight (8) or nine (9) hours, and in some cases longer. Consultant shall hand out a survey form to each passenger that boards the bus during the targeted time periods. Consultant shall first fill-in the following data elements on each form: Collector's ID number, Date, Day of the Week, and Boarding time representing the time when each passenger boards the bus. Consultant shall assist passengers to complete the forms and answer any questions they might have.

Consultant shall then collect the completed survey questionnaires before each passenger exits the bus and fill in the Alighting time field representing when the passenger exits the bus. Consultant shall also document the range of survey IDs handed out on each bus trip.

Consultant shall observe and supervise survey data collectors in the field, as needed, at random times and locations. OCTA may observe the survey data collectors at any time without prior notice and shall have total access to the collected survey sheets at any time.

Deliverables:

- All completed survey assignment sheets (all information shall be filled in by survey data collectors)
- Survey responses for all OCTA fixed bus routes that meets all route-by-route minimum sample sizes
- A minimum of 13,000 valid survey responses
- Documentation of survey ID ranges for each bus stop for each bus trip surveyed, as well as the number of children and adults boarding at each stop
- Ongoing field supervision of data collectors

Task 3 – Survey Data Entry

Consultant shall enter all survey responses (data) that are collected into the OCTA's electronic database, starting no later than two (2) weeks following the week of the first data collection. The survey data will be entered sequentially on a route-by-route basis – completing data entry on one route before data entry for another route begins. Consultant is also responsible for verifying the accuracy and completeness of the data entry. The data entry form for inputting the survey data into OCTA's database shall be provided by OCTA and will be formatted substantially the same as the survey questionnaire. In addition to the survey responses, Consultant shall input to the database the survey questionnaire ID ranges handed out at each bus stop, as well as the number of children under the apparent age of thirteen, and the number of other persons boarding at each bus stop.

Consultant shall keep the hardcopy survey returns on file throughout the period of performance, and will provide them to the OCTA within five (5) days upon request. If OCTA, at its sole discretion, determines that any data is not reasonably accurate, it may require that Consultant repeat the data collection for any effected trip(s), as if it was missed. Consultant will collect and re-enter the data at no additional cost to the OCTA or Consultant will not be paid for the inaccurate data.

Deliverables:

- All survey responses accurately and completely entered into OCTA's database on a route-by-route basis
- Survey ID ranges and number of boardings entered in an electronic file for use by OCTA
- Hardcopy survey responses upon request.

4.0 SCHEDULE

OCTA anticipates executing an Agreement and starting the project approximately the first week in November 2023 with survey data collection beginning the first week in February 2024. OCTA intends that Consultant shall have completed all survey data collection before the second week of May 2024. Data entry shall begin within two (2) weeks of data collection and shall be completed within three (3) months of the last survey data collection in the field, or sooner. OCTA anticipates an overall project duration of approximately eight (8)-months. Consultant shall state its readiness and commitment to support this schedule in its proposal.

5.0 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.

EXHIBIT B: COST AND PRICE FORMS

PRICE SUMMARY SHEET

REQUEST FOR PROPOSALS (RFP) 3-2763

Enter below the proposed price for each of the task 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 firm-fixed price contract.

Twelve (12)-month term effective through August 31, 2024

Task	Description	Firm-Fixed Price
1	Project Startup	\$ _____
2	Survey Data Collection	\$ _____
3	Survey Data Entry	\$ _____
Total Firm-Fixed Price		\$ _____

1. I acknowledge receipt of RFP 3-2763 and Addenda No.(s) _____.

2. This offer shall remain firm for _____ days from the date of proposal
(Minimum 120)

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

EMAIL ADDRESS _____

SIGNATURE OF PERSON
AUTHORIZED TO BIND OFFEROR _____

NAME AND TITLE OF PERSON
AUTHORIZED TO BIND OFFEROR _____

DATE SIGNED _____

EXHIBIT C: PROPOSED AGREEMENT

1 **PROPOSED AGREEMENT NO. C-3-2763**

2 **BETWEEN**

3 **ORANGE COUNTY TRANSPORTATION AUTHORITY**

4 **AND**

5 _____
6 **THIS AGREEMENT** is effective this _____ day of _____, 2023
7 ("Effective Date"), by and between the Orange County Transportation Authority, 550 South Main Street,
8 P.O. Box 14184, Orange, California 92863-1584, a public corporation of the State of California
9 (hereinafter referred to as "AUTHORITY"), and , , , (hereinafter referred to as "CONSULTANT").

10 **WITNESSETH:**

11 **WHEREAS**, AUTHORITY requires assistance from CONSULTANT to provide onboard bus
12 passenger survey data collection and entry services; and

13 **WHEREAS**, said work cannot be performed by the regular employees of AUTHORITY; and

14 **WHEREAS**, CONSULTANT has represented that it has the requisite personnel and experience,
15 and is capable of performing such services; and

16 **WHEREAS**, CONSULTANT wishes to perform these services;

17 **NOW, THEREFORE**, it is mutually understood and agreed by AUTHORITY and CONSULTANT
18 as follows:

19 **ARTICLE 1. COMPLETE AGREEMENT**

20 A. This Agreement, including all exhibits and documents incorporated herein and made
21 applicable by reference, constitutes the complete and exclusive statement of the terms and conditions of
22 this Agreement between AUTHORITY and CONSULTANT and it supersedes all prior representations,
23 understandings and communications. The invalidity in whole or in part of any term or condition of this
24 Agreement shall not affect the validity of other terms or conditions.

25 B. AUTHORITY's failure to insist in any one or more instances upon CONSULTANT's
26 performance of any terms or conditions of this Agreement shall not be construed as a waiver or

EXHIBIT C

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

6 **ARTICLE 2. AUTHORITY DESIGNEE**

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

9 **ARTICLE 3. SCOPE OF WORK**

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

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

16 **Names**

Functions

17
18
19
20
21 C. No person named in paragraph B of this Article, or his/her successor approved by
22 AUTHORITY, shall be removed or replaced by CONSULTANT, nor shall his/her agreed-upon function or
23 level of commitment hereunder be changed, without the prior written consent of AUTHORITY. Should
24 the services of any key person become no longer available to CONSULTANT, the resume and
25 qualifications of the proposed replacement shall be submitted to AUTHORITY for approval as soon as
26 possible, but in no event later than seven (7) calendar days prior to the departure of the incumbent key

EXHIBIT C

person, unless CONSULTANT is not provided with such notice by the departing employee. AUTHORITY shall respond to CONSULTANT within seven (7) calendar days following receipt of these qualifications concerning acceptance of the candidate for replacement.

ARTICLE 4. TERM OF AGREEMENT

This Agreement shall commence upon execution by both parties, and shall continue in full force and effect through August 31, 2024, unless earlier terminated or extended as provided in this Agreement.

ARTICLE 5. PAYMENT

A. For CONSULTANT's full and complete performance of its obligations under this Agreement and subject to the maximum cumulative payment obligation provisions set forth in Article 6, AUTHORITY shall pay CONSULTANT on a firm-fixed price basis in accordance with the following provisions.

B. The following schedule shall establish the firm-fixed payment to CONSULTANT by AUTHORITY for each work task set forth in the Scope of Work. The schedule shall not include any CONSULTANT expenses not approved by AUTHORITY, including, but not limited to reimbursement for local meals.

<u>Tasks</u>	<u>Description</u>	<u>Firm Fixed Price</u>
1	Project Startup	\$.00
2	Survey Data Collection	\$.00
3	Survey Data Entry	\$.00
TOTAL FIRM-FIXED PRICE PAYMENT		<u>.00</u>

C. CONSULTANT shall invoice AUTHORITY on a monthly basis for payments corresponding to the work actually completed by CONSULTANT. Percentage of work completed shall be documented in a monthly progress report prepared by CONSULTANT, which shall accompany each invoice submitted by CONSULTANT. CONSULTANT shall also furnish such other information as may be requested by AUTHORITY to substantiate the validity of an invoice. At its sole discretion, AUTHORITY may decline to make full payment for any task listed in paragraph B of this Article until such time as CONSULTANT has documented to AUTHORITY's satisfaction, that CONSULTANT has fully completed all work required

EXHIBIT C

1 under the task. AUTHORITY's payment in full for any task completed shall not constitute AUTHORITY's
2 final acceptance of CONSULTANT's work under such task.

3 D. Invoices shall be submitted by CONSULTANT on a monthly basis and shall be submitted in
4 duplicate to AUTHORITY's Accounts Payable office. CONSULTANT may also submit invoices
5 electronically to AUTHORITY's Accounts Payable Department at vendorinvoices@octa.net. Each invoice
6 shall be accompanied by the monthly progress report specified in paragraph C of this Article.
7 AUTHORITY shall remit payment within thirty (30) calendar days of the receipt and approval of each
8 invoice. Each invoice shall include the following information:

- 9 1. Agreement No. C-3-2763;
- 10 2. Specify the task number for which payment is being requested;
- 11 3. The time period covered by the invoice;
- 12 4. Total monthly invoice (including project-to-date cumulative invoice amount);
- 13 5. Monthly Progress Report;
- 14 6. Certification signed by the CONSULTANT or his/her designated alternate that a)
15 The invoice is a true, complete and correct statement of reimbursable costs and progress; b) The backup
16 information included with the invoice is true, complete and correct in all material respects; c) All payments
17 due and owing to subcontractors and suppliers have been made; d) Timely payments will be made to
18 subcontractors and suppliers from the proceeds of the payments covered by the certification and; e) The
19 invoice does not include any amount which CONSULTANT intends to withhold or retain from a
20 subcontractor or supplier unless so identified on the invoice.
- 21 7. Any other information as agreed or requested by AUTHORITY to substantiate the
22 validity of an invoice.

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) which shall include

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

ARTICLE 7. NOTICES

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

To CONSULTANT:

To AUTHORITY:

Orange County Transportation Authority

550 South Main Street

P.O. Box 14184

Orange, CA 92863-1584

ATTENTION:

ATTENTION: Luis Martinez

Title:

Title: Senior Contract Administrator

Phone:

Phone: (714) 560 - 5767

Email:

Email: lmartinez1@octa.net

ARTICLE 8. INDEPENDENT CONTRACTOR

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

B. Should CONSULTANT's personnel or a state or federal agency allege claims against 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, Personal Injury Liability, and Property Damage with a
9 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 B. Proof of such coverage, in the form of a certificate of insurance and an insurance policy
18 blanket additional insured endorsement, designating the AUTHORITY, its officers, directors and
19 employees as additional insureds on general liability and automobile liability, as required by Agreement.
20 Proof of insurance coverage must be received by AUTHORITY within ten (10) calendar days from the
21 effective date of the Agreement and prior to commencement of any work. Such insurance shall be
22 primary and non-contributive to any insurance or self-insurance maintained by the AUTHORITY.
23 Furthermore, AUTHORITY reserves the right to request certified copies or review all related insurance
24 policies, in response to a related loss.

25 C. CONSULTANT shall include on the face of the certificate of insurance the Agreement Number
26 C-3-2763 and, the Senior Contract Administrator's Name, Luis Martinez.

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

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

7 **ARTICLE 10. ORDER OF PRECEDENCE**

8 Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence:
9 (1) the provisions of this Agreement, including all exhibits; (2) the provisions of RFP 3-2763;
10 (3) CONSULTANT's proposal dated _____; (4) all other documents, if any, cited herein or
11 incorporated by reference.

12 **ARTICLE 11. CHANGES**

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

21 **ARTICLE 12. DISPUTES**

22 A. Except as otherwise provided in this Agreement, when a dispute arises between
23 CONSULTANT and AUTHORITY, the project managers shall meet to resolve the issue. If project
24 managers do not reach a resolution, the dispute will be decided by AUTHORITY's Director of Contracts
25 Administration and Materials Management (CAMM), who shall reduce the decision to writing and mail or
26 otherwise furnish a copy thereof to CONSULTANT. The decision of the Director, CAMM, shall be the

1 final and conclusive administrative decision.

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

7 **ARTICLE 13. TERMINATION**

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

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

23 **ARTICLE 14. INDEMNIFICATION**

24 A. CONSULTANT shall indemnify, defend and hold harmless AUTHORITY, its
25 officers, directors, employees and agents (indemnities) from and against any and all claims (including
26 attorneys' fees and reasonable expenses for litigation or settlement) for any loss or damages, bodily

EXHIBIT C

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 Name/Addresses

Subcontractor Amounts

.00

.00

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 with generally accepted accounting principles and shall clearly identify and make such items readily accessible to such parties during CONSULTANT's performance hereunder and for a period of four (4) years from the date of final payment by AUTHORITY. AUTHORITY's right to audit books and records directly related to this Agreement shall also extend to all first-tier subcontractors identified in Article 15

1 of this Agreement. CONSULTANT shall permit any of the foregoing parties to reproduce documents
2 by any means whatsoever or to copy excerpts and transcriptions as reasonably necessary.

3 **ARTICLE 17. CONFLICT OF INTEREST**

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

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

17 **ARTICLE 18. CODE OF CONDUCT**

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

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

22 CONSULTANT and all subconsultants performing work under this Agreement, shall be
23 prohibited from concurrently representing or lobbying for any other party competing for a contract with
24 AUTHORITY, either as a prime consultant or subconsultant. Failure to refrain from such
25 representation may result in termination of this Agreement.

26 /

ARTICLE 20. FEDERAL, STATE AND LOCAL LAWS

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

ARTICLE 21. EQUAL EMPLOYMENT OPPORTUNITY

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

ARTICLE 22. PROHIBITED INTERESTS

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

ARTICLE 23. OWNERSHIP OF REPORTS AND DOCUMENTS

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

B. All ideas, memoranda, specifications, plans, manufacturing, procedures, drawings, descriptions, and all other written information submitted to CONSULTANT in connection with the performance of this Agreement shall not, without prior written approval of AUTHORITY, be used for any purposes other than the performance under this Agreement, nor be disclosed to an entity not connected

1 with the performance of the project. CONSULTANT shall comply with AUTHORITY's policies regarding
2 such material. Nothing furnished to CONSULTANT, which is otherwise known to CONSULTANT or is or
3 becomes generally known to the related industry shall be deemed confidential. CONSULTANT shall not
4 use AUTHORITY's name, photographs of the project, or any other publicity pertaining to the project in
5 any professional publication, magazine, trade paper, newspaper, seminar or other medium without the
6 express written consent of AUTHORITY.

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

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

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

25 B. CONSULTANT shall have sole control of the defense of any such claim or suit and all
26 negotiations for settlement thereof. CONSULTANT shall not be obligated to indemnify AUTHORITY

EXHIBIT C

1 under any settlement made without CONSULTANT's consent or in the event AUTHORITY fails to
2 cooperate fully in the defense of any suit or claim, provided, however, that said defense shall be at
3 CONSULTANT's expense. If the use or sale of said item is enjoined as a result of such suit or claim,
4 CONSULTANT, at no expense to AUTHORITY, shall obtain for AUTHORITY the right to use and sell
5 said item, or shall substitute an equivalent item acceptable to AUTHORITY and extend this patent and
6 copyright indemnity thereto.

ARTICLE 25. FINISHED AND PRELIMINARY DATA

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

16 B. It is expressly understood that any title to preliminary technical data is not passed to
17 AUTHORITY but is retained by CONSULTANT. Preliminary data includes roughs, visualizations,
18 software design documents, layouts and comprehensives prepared by CONSULTANT solely for the
19 purpose of demonstrating an idea or message for AUTHORITY's acceptance before approval is given
20 for preparation of finished artwork. Preliminary data title and right thereto shall be made available to
21 AUTHORITY if CONSULTANT causes AUTHORITY to exercise Article 13, and a price shall be
22 negotiated for all preliminary data.

ARTICLE 26. HEALTH AND SAFETY REQUIREMENT

24 CONSULTANT shall comply with all the requirements set forth in Exhibit __, Level 1 Safety
25 Specifications.

26 /

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 8100 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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1 **IN WITNESS WHEREOF**, the parties hereto have caused this Agreement No. C-3-2763 to be
2 executed as of the date of the last signature below.

3 **CONSULTANT**

4 By: _____

5 **ORANGE COUNTY TRANSPORTATION AUTHORITY**

6 By: _____

7 Georgia Martinez
8 Department Manager, Contracts and Procurement

9 **APPROVED AS TO FORM:**

10 By: _____

11 James M. Donich
12 General Counsel

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.

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

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: 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 F: 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:

Rationale for Requesting Deviation or Exception:

Area Below Reserved for Authority Use Only:
