

**REQUEST FOR PROPOSALS (RFP) 3-2997**

# **BIKEWAYS CONNECTIVITY STUDY**



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

## **Key RFP Dates**

<b>Issue Date:</b>	<b>January 11, 2024</b>
<b>Pre-Proposal Conference Date:</b>	<b>January 16, 2024</b>
<b>Question Submittal Date:</b>	<b>January 23, 2024</b>
<b>Proposal Submittal Date:</b>	<b>February 7, 2024</b>
<b>Interview Date:</b>	<b>February 22, 2024</b>

**FUNDED BY THE REGIONAL EARLY ACTION  
PLANNING GRANTS OF 2021 (REAP 2.0)**

## **TABLE OF CONTENTS**

<b>SECTION I: INSTRUCTIONS TO OFFERORS .....</b>	<b>1</b>
<b>SECTION II: PROPOSAL CONTENT .....</b>	<b>8</b>
<b>SECTION III: EVALUATION AND AWARD .....</b>	<b>15</b>
<b>EXHIBIT A: SCOPE OF WORK.....</b>	<b>188</b>
<b>EXHIBIT B: PRICE SUMMARY SHEET .....</b>	<b>19</b>
<b>EXHIBIT C: PROPOSED AGREEMENT .....</b>	<b>21</b>
<b>EXHIBIT D: STATUS OF PAST AND PRESENT CONTRACTS FORM .....</b>	<b>22</b>
<b>EXHIBIT E: HEALTH, SAFETY AND ENVIRONMENTAL SPECIFICATIONS ....</b>	<b>24</b>
<b>EXHIBIT F: PROPOSAL EXCEPTIONS AND/OR DEVIATIONS.....</b>	<b>25</b>



January 11, 2024

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

**RFP 3-2997: “BIKEWAYS CONNECTIVITY STUDY”**

**TO: ALL OFFERORS**

**FROM: ORANGE COUNTY TRANSPORTATION AUTHORITY**

The Orange County Transportation Authority (Authority) invites proposals from qualified consultants to deliver a bikeways connectivity study.

The budget for this effort is \$500,000. The contract term twenty (20) months.

**Please note that by submitting a Proposal, Offerors 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 February 7, 2024. 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 3-2997**” 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 3-2997, firms and subcontractor must be registered on CAMM NET with the following commodity code 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
	Feasibility Studies (Consulting)
	Traffic Planning Consulting
Professional Services	Transit Management Services

A pre-proposal conference will be held both on-site/in-person and via teleconference on January 16, 2024, at 1:30 p.m.

For prospective Offerors who wish to join on-site/in-person, the pre-proposal conference will be held at the Authority's Administrative Office, 550 South Main Street, Orange, California, in Conference Room 09.

Prospective Offerors not attending in-person may join or call-in using the following credentials:

- [Click here to join the meeting](#)
- Or call in (audio only): +1 916-550-9867
- Phone Conference ID: 514093878#

All prospective Offerors are encouraged to attend the pre-proposal conference.

The Authority has established February 22, 2024, 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.

Offerors are advised that this Project is funded by the Regional Early Action Planning Grants of 2021 (REAP 2.0) administered by the Southern California Association of Governments (SCAG) REAP 2.0. Consultant proposals and supporting documents for the project contract may be subject to audit or review by SCAG.

**SECTION I: INSTRUCTIONS TO OFFERORS**

**SECTION I. INSTRUCTIONS TO OFFERORS**

**A. PRE-PROPOSAL CONFERENCE**

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Prospective Offerors not attending in-person may join or call-in using the following credentials:

- [Click here to join the meeting](#)
- Or call in (audio only): +1 916-550-9867
- Phone Conference ID: 514093878#

All prospective Offerors are encouraged to attend the pre-proposal conference.

**B. EXAMINATION OF PROPOSAL DOCUMENTS**

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

**C. ADDENDA**

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

**D. AUTHORITY CONTACT**

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

Sue Ding  
Contracts Administration and Materials Management Department  
Phone: 714.560.5631  
Email: [sding@octa.net](mailto:sding@octa.net)

Commencing on the date of the issuance of this RFP and continuing until award of the contract or cancellation of this RFP, no offeror, subcontractor, lobbyist, or agent hired by the offeror shall have any contact or communications regarding this RFP with any Authority's staff; member of the evaluation committee for this RFP; or any contractor or consultant involved with the procurement, other than the Contract Administrator named above or unless expressly permitted by this RFP. Contact includes face-to-face, telephone, electronic mail (email), or formal written communication. Any offeror, subcontractor, lobbyist or agent hired by the offeror that engages in such prohibited communications may result in disqualification of the offeror at the sole discretion of the Authority.

**E. CLARIFICATIONS**

**1. Examination of Documents**

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

**2. Submitting Requests**

- a. All questions, including questions that could not be specifically answered at the pre-proposal conference must be put in writing and received via e-mail at [sding@octa.net](mailto:sding@octa.net) no later than 5:00 p.m., on January 23, 2024.
- b. Requests for clarifications, questions and comments must be clearly labeled, "Written Questions RFP 3-2997" 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 January 30, 2024. 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 subcontractors must be registered on CAMM NET with the following commodity code 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
	Feasibility Studies (Consulting)
	Traffic Planning Consulting
Professional Services	Transit Management Services

Inquiries received after 5:00 p.m. on January 23, 2024 will not be responded to.

## F. SUBMISSION OF PROPOSALS

### 1. Date and Time

**Proposals must be submitted, electronically**, through the following URL link: <http://www.octa.net/Proposal Upload Link>, at or before the deadline of **2:00 p.m. on February 7, 2024. 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 3-2997**” from the drop-down menu, and follow the instructions as prompted to upload the proposal. The upload link will expire at the submittal deadline and will not allow proposals to be uploaded.

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

### 2. Acceptance of Proposals

- a. The Authority reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities

or irregularities in proposals.

- b. The Authority reserves the right to withdraw or cancel this RFP at any time without prior notice and the Authority makes no representations that any contract will be awarded to any Offeror responding to this RFP.
- c. The Authority reserves the right to issue a new RFP for the project.
- d. The Authority reserves the right to postpone proposal openings for its own convenience.
- e. Each proposal will be received with the understanding that acceptance by the Authority of the proposal to provide the services described herein shall constitute a contract between the Offeror and Authority which shall bind the Offeror on its part to furnish and deliver at the prices given and in accordance with conditions of said accepted proposal and specifications.
- f. The Authority reserves the right to investigate the qualifications of any Offeror, and/or require additional evidence of qualifications to perform the work.
- g. Submitted proposals are not to be copyrighted.

**G. PRE-CONTRACTUAL EXPENSES**

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

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

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

**H. JOINT OFFERS**

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

**I. TAXES**

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

**J. PROTEST PROCEDURES**

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

**K. CONTRACT TYPE**

It is anticipated that the Agreement resulting from this solicitation, if awarded, will be a firm-fixed price contract specifying the firm-fixed price for individual tasks specified in the Scope of Work, included in this RFP as Exhibit A. The Agreement will have a twenty (20)-month term.

**L. CONFLICT OF INTEREST**

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

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

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

**M. CODE OF CONDUCT**

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

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

All proposals and documents submitted in response to this RFP shall become the property of the Authority and a matter of public record pursuant to the California Public Records Act, Government Code sections 7922.000 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.

**O. STATEMENT OF ECONOMIC INTERESTS**

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

## **SECTION II. PROPOSAL CONTENT**

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

#### **1. Format**

Proposals should be typed with a standard 12-point font and 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 Sue Ding, 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, 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; method by which the Offeror will manage the project; key personnel; 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 that, at a minimum, identifies the following information: a) the individual project tasks; b) specify who would perform them; and c) the number of hours anticipated for each member of the project staff.
- (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 consultant or a subconsultant 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 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 20%**

Technical experience in performing work of a closely similar nature; experience working with public agencies; strength and stability of the firm; strength, stability, experience and technical competence of subconsultants; 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 25%**

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 February 22, 2024, as the date to conduct interviews. All prospective Offerors are asked to keep this date available.

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

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

At the conclusion of the evaluation process, the evaluation committee will recommend to the Authority's management the Offeror whose proposal is most advantageous to the Authority.

**C. AWARD**

The Authority may 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 Bikeways Connectivity Study**

### **INTRODUCTION:**

The study will evaluate the Master Plan of Arterial Highways (MPAH) segments identified as having excess roadway capacity in the *MPAH Guidance Assessment* for potential lane conversion to class IV bikeways. The study will evaluate these MPAH segments and their potential for connecting potential origins or destination and regional bikeway network using class IV bikeways.

The Bikeways Connectivity Study shall augment work already done in the MPAH Guidance Assessment, Regional Bikeways Strategies, and OC Active by focusing on identifying low level-of-stress bikeways connections.

### **OVERALL PROJECT OBJECTIVES:**

- Identifying roadways on MPAH facilities that have excess roadway width to accommodate bikeways.
- Identifying origin or destination with a high propensity for bicycle trips.
- Identifying first or last mile connections on MPAH roadways from regional bikeways to potential origins or destinations.
- Plan, develop, advertise, and execute three (3) demonstration events in collaboration with local jurisdictions using segments identified using the project methodology.

### **TASK 1: Project Administration and Management**

#### **Task 1.1: Consultant Kick-off Meeting**

- OCTA will hold a kick-off meeting with the Consultant staff to discuss the project background, goals, schedule, potential Stakeholder Committee members, and community outreach goals.
- Administrative items will be discussed during this meeting such as communication protocol, meeting frequency, progress reporting, scheduling and invoicing, and other relevant project information. A summary of the meeting shall be provided by the Consultant staff with key action items identified.

#### **Task 1.2: Project Management and Meetings**

- Monthly Project Management (PM) status meetings shall occur virtually to ensure regular and consistent communication on upcoming tasks, identifying potential risks and challenges to success. Participation in the monthly meetings is anticipated to include the OCTA Project Manager and the Consultant Project Manager.
- Status meetings shall ensure the project remains on time and within budget, and expectations are defined. Consultant shall develop the agenda and prepare a summary of monthly meeting notes. The meeting notes should not exceed two (2) pages, and be limited to a list of decisions, actions, and responsible party. The duration of this project is assumed to be eighteen to twenty (18-20) months, but



Consultant may propose a different schedule up to the December 2025 grant expiration date.

<b>Task</b>	<b>Deliverable</b>
<i>1.1</i>	<i>Consultant Kick-off Meeting Notes and Action Items</i>
<i>1.2</i>	<i>Project Manager Meeting Notes and Action Items</i>

## **TASK 2: Stakeholder Engagement**

### **Task 2.1: Stakeholder Committee Development**

- The Project Team shall assess organizations and representatives for an invitation to the Stakeholder Committee. The initial stakeholder list shall include representatives from cities, Caltrans, Orange County Public Works, local non-governmental organizations, representatives from public agencies within Orange County that have a direct interest in the project, as well as potential program implementers and related entities. The Project team shall reach out to proposed Stakeholder Committee members to determine their interest in participating in the Stakeholder Committee.

### **Task 2.2: Stakeholder Committee Meetings**

- After Task 2.1, the Project Team shall establish a Stakeholder Committee. The Stakeholder Committee shall meet as necessary during the project up to four (4) times. The meetings shall take place virtually. Consultant shall prepare content and lead discussions with the Stakeholder Committee covering project initiation, project analysis, public outreach, and project recommendations. Consultant shall develop a summary of meeting notes that shall be shared with OCTA and the Stakeholder Community.
- The Stakeholder Committee shall also advise the Project Team on the potential project and programmatic recommendations that align with their goals.

### **Task 2.3: Stakeholder Survey**

- The survey shall ask stakeholders to provide information about existing bikeways infrastructure, and perceived barriers to implement bikeways for residents to bike to their destinations. The survey shall identify any previous grants, community support and/or other funding, potential partners and other local resources that could be part of enacting recommendations.

<b>Task</b>	<b>Deliverable</b>
<i>2.1</i>	<i>Stakeholder Assessment</i>
<i>2.2</i>	<i>Stakeholder Committee Meetings (Agenda, 4 Meetings, and Meeting Notes)</i>
<i>2.3</i>	<i>Stakeholder Survey, Results Summary Memo (1 survey and technical memorandum)</i>

### TASK 3: Community Engagement

Promotion of the Bikeway Connectivity Study is proposed through pop-up tables, webinars, and demonstrations events. The audience ranges between elected and appointed officials, members of the public, and volunteers. Project-specific events shall demonstrate and educate the importance of bikeways for a safer bicycle-user experience. The demonstrations shall illustrate how to enhance and expand bikeways to create connectivity to areas near regional bikeways.

#### **Task 3.1: Community Webinars**

- The Project Team shall prepare materials and facilitate up to three (3) webinar events to solicit input from the public and to increase awareness of the Bikeways Connectivity Study. Slides shall inform attendees about the goals of the Bikeways Connectivity activities which are to develop an interconnected bikeway network, promote safety, and facilitate bicycling as a transportation mode. Desired outcomes shall be highlighted, and public input shall be sought from the community on the project.
- Invitations to the open houses shall be sent in advance directly to cities in Orange County, elected officials, and other groups interested in the bicycle ridership topic. Consultant shall provide additional communication methods to promote the open houses to ensure strong participation by stakeholders.
- Attendees shall be offered an opportunity to provide feedback through digital means. The Project Team shall prepare a public outreach flyer and help develop a contact list. Materials shall be prepared in English and a second language based on the location; translation shall be available on-site.

#### **Task 3.2: Demonstration Events**

- The Consultant Team shall prepare promotional materials, identify champions, organize, and execute three (3) demonstration bicycle rodeo events.
- Potential locations shall be identified based on discussion with the Stakeholder Committee and through the methodology developed and used in the Study. Event champions who shall serve as a local liaison and promoter for the events could include elected and appointed officials, city staff, local law enforcement, residents, or community advocates. The Champions would help promote the event and build leadership and interest in hosting future events.
- Flyers shall be developed in English and a second language based on the community. The Consultant Team should expect that City Staff participation is minimal and tasks to prepare and facilitate the events be led by the Consultant Team.
- Events shall include four primary components: a start or primary parking location, a segment of regional class I or class IV bikeway, a representative MPAH roadway segment, and a bicycle rodeo location. The start location shall be close to the regional bikeway such that participants could choose to park at the location and ride the route to the event. Signage shall be present at all parking locations and decision points along the route to guide participants to the event. In coordination with local government stakeholders the roadway segment between the bikeway and the bicycle rodeo location shall be temporarily converted into a roadway with

a Class IV bikeway using temporary vertical separators and any signing and marking that may be necessary. This demonstration facility shall tie into the bicycle rodeo location in a way that illustrates how the facilities being studied by the project might be converted to class IV bikeways.

- Bicycle rodeo shall take place in a parking lot of suitable size within approximately ½ mile of the regional bikeway, ideally with minimal intersections to navigate. Parking shall also be made available at the rodeo location for those who need it.
- The bicycle rodeo shall include stations focusing on personal safety equipment (i.e., helmet, gloves, lights, etc.), bicycle maintenance, a skills course, and room for local stakeholders to set up booths. A booth for the project soliciting feedback shall be included.
- Project Team shall solicit participation from local bike shops, schools, businesses, cities, law enforcement, and other stakeholders to help staff the event and participate in tabling. For planning, it shall be assumed that Consultant or OCTA shall be able to fill all key staffing roles.
- At least one (1) demonstration event shall take place within a Disadvantaged Community with translation services for one language other than English being provided by Consultant.

### **Task 3.3: Pop-up Tables**

- Consultant shall identify community events to attend, promote the project and upcoming demonstration events, and solicit input. Participation through a booth at community events has proven useful to engage a broad spectrum of the stakeholders to gain project input from the public. While in-person participation is preferable, Consultant shall also explore opportunities to achieve the outcomes of this task virtually if community events are not being held due to the COVID-19 pandemic. Consultant shall staff and attend no less than nine (9) community events, preferably three (3) prior to each demonstration event, to engage community members about the project and the upcoming demonstration events.

### **Task 3.4: OCTA TAC Presentations**

- OCTA convenes a monthly meeting of the Technical Advisory Committee (TAC), composed of public works representatives from the 34 cities and the County of Orange. Additionally, the TAC includes non-voting members from Caltrans and the Transportation Corridor Agencies (TCA).
- Consultant shall prepare and present at up to three (3) meetings at the OCTA TAC to promote potential participation in the Stakeholder Committee, to introduce the project and desired outcomes, and to ensure the project deliverables shall benefit local agency staff.
- The presentations should be short and concise and shall require only one staff person from Consultant team to attend and present with OCTA staff. OCTA shall coordinate the date of the presentations and placement on the agenda.

### **Task 3.5: OCTA Bicycle Pedestrian Active Transportation Subcommittee Presentations**

- OCTA convenes a quarterly Bicycle and Pedestrian Active Transportation Subcommittee (BPS). Consultant shall prepare and present at up to two (2) meetings at the OCTA BPS to promote potential participation in the Stakeholder Committee, to introduce the project and desired outcomes, and to ensure the project deliverables address needs identified by non-agency staff with knowledge of transportation decision-making and investment within Orange County.
- The presentations should be short and concise and shall require only one staff person from Consultant team to attend and present with OCTA staff. OCTA shall coordinate the date of the presentations and placement on the agenda.

<b>Task</b>	<b>Deliverable</b>
3.1	<i>Community Open Houses (3 events, materials, and summary)</i>
3.2	<i>Demonstration Events (3 events)</i>
3.3	<i>Community Pop-up Tables (9 events)</i>
3.4	<i>OCTA TAC Presentations (3 presentations)</i>
3.5	<i>OCTA BPS Presentations (2 presentation)</i>

## **TASK 4: MPAH Bikeway Analysis**

### **Task 4.1: MPAH Complete Streets Assessment**

- Consultant shall evaluate OCTA's existing *MPAH Complete Streets Assessment* report and ensure the analysis to be consistent with current MPAH conditions.
- Through this exercise Consultant shall identify MPAH roadway segments that have excess vehicle capacity, to the point that a reduction in a travel lane to add a class IV bikeway is practical and feasible.
- A technical memo shall be prepared with any updates made to the *MPAH Complete Streets Assessment*.

### **Task 4.2: Bicycle Model**

- Consultant, in coordination with OCTA, shall develop a methodology to determine areas within Orange County that have the highest propensity to generate or attract bicycle trips.

### **Task 4.3: Segment Evaluation**

- Consultant shall develop and use a new methodology to identify segments from the *MPAH Complete Streets Assessment* that maximize the trip potential from areas identified in the Bicycle Model.
- Segment evaluation shall also illustrate the impacts to overall roadway performance.

### **Task 4.4: Recommendations**

- Develop a three-tiered categorization for segments identified in task 4.3. Tiers shall be based on ease and likelihood of implementation.

- Evaluate OCTA's *Guidance for Administration of the Orange County MPAH* recommendations for complete streets implementation.
- Based on findings from Tasks 4.1, 4.2, and 4.3, Consultant shall recommend a strategy to streamline MPAH processes, such that OCTA's administration of the MPAH and complete streets implementation efforts can proceed more efficiently.
- Consultant shall prepare a technical memo outlining proposed updates and recommendations to the existing OCTA policy based on the analysis done throughout Task 4.

<b>Task</b>	<b>Deliverable</b>
4.1	<i>MPAH Complete Street Assessment Technical Memorandum</i>
4.2	<i>Bicycle Model Methodology &amp; Results Technical Memorandum</i>
4.3	<i>Segment Methodology &amp; Results Technical Memorandum</i>
4.4	<i>Develop tiered categorization of segments as well as proposed updated and recommendations to existing OCTA policy Technical Memorandum</i>

## **TASK 5: Final Report**

### **Task 5.1: Cost Estimates**

- Consultant shall develop planning-level, order of magnitude cost estimate matrix for implementation of either buffered class II or class IV bikeways on MPAH road segments. Cost estimates shall break down based on MPAH roadway typology, on-road improvements, intersection, and regional bikeway tie in.

### **Task 5.2: Identify Potential Funding Opportunities**

- Consultant shall review and revise as needed the OCTA master list of funding sources included in documents such as OC Active. Funding recommendations shall be provided that highlight the most applicable funding programs such as the Highway Safety Improvement Program, Active Transportation Program, OCTA Complete Streets Program, and other funding programs. The Funding Opportunities memorandum shall highlight ways local jurisdictions can strengthen their funding efforts through collaboration or linkage with other efforts.
- Consultant shall identify the key next steps for advancing the recommendations to implementation. The list of actions shall outline the priority next steps, funding opportunities, lead implementer, partner agencies, and approximate timeline.

### **Task 5.3: Draft & Final Report**

- Consultant shall prepare a draft report for OCTA to review and comment on. The draft report shall summarize results from previous tasks, recommendations, action items, and community feedback. The Bikeways Connectivity Study shall provide guidance to OCTA and the Stakeholder Committee members when allocation

resources or considering funding opportunities for programming and capital projects.

- Consultant shall revise the draft report based on comments compiled and provided by OCTA. The final report shall be distributed to the Stakeholder Committee and posted for public review on the OCTA website.

**Task 5.4: Final Slide Deck**

- Consultant shall provide a summary presentation detailing the Bikeways Connectivity study process, analysis, recommendations, funding, and next steps for presentations within OCTA and to stakeholders and other special interest groups.

<b>Task</b>	<b>Deliverable</b>
<i>5.1</i>	<i>Conceptual Cost Estimates</i>
<i>5.2</i>	<i>Funding Opportunities Memorandum</i>
<i>5.3</i>	<i>Draft and Final Report</i>
<i>5.4</i>	<i>Final Summary Presentation</i>

**EXHIBIT B: COST AND PRICE FORMS**

**PRICE SUMMARY SHEET****REQUEST FOR PROPOSALS (RFP) 3-2997**

Enter below the proposed price for each of the work phases 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.

<b><u>Description</u></b>	<b><u>Firm-Fixed Price</u></b>
Task 1: Project Administration and Management	\$ _____
Task 2: Stakeholder Engagement	\$ _____
Task 3: Community Engagement	\$ _____
Task 4: MPAH Bikeway Analysis	\$ _____
Task 5: Final Report	\$ _____
<b>Total Firm-Fixed Price</b>	<b>\$ _____</b>

1. I acknowledge receipt of RFP 3-2997 and Addenda No.(s) \_\_\_\_\_

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

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

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

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

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

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

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

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



**EXHIBIT C: PROPOSED AGREEMENT**

1 **PROPOSED AGREEMENT NO. C-3-2997**

2 **BETWEEN**

3 **ORANGE COUNTY TRANSPORTATION AUTHORITY**

4 **AND**

5 \_\_\_\_\_  
6 **THIS AGREEMENT** is effective this \_\_\_\_\_ day of \_\_\_\_\_, 2024  
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 deliver Master Plan of  
12 Arterial Highways (MPAH) bikeways connectivity study; 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 C. This Article shall survive termination or expiration of the Agreement.

7 **ARTICLE 2. AUTHORITY DESIGNEE**

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

10 **ARTICLE 3. SCOPE OF WORK**

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

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

17 **Names**

**Functions**

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

## EXHIBIT C

possible, but in no event later than seven (7) calendar days prior to the departure of the incumbent key 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 \_\_\_\_\_, 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 Administration and Management	.00
2	Stakeholder Engagement	.00
3	Community Engagement	.00
4	MPAH Bikeway Analysis	.00
5	Final Report	.00
<b>TOTAL FIRM-FIXED PRICE PAYMENT</b>		<b><u>\$0.00</u></b>

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

## EXHIBIT C

1 AUTHORITY to substantiate the validity of an invoice. At its sole discretion, AUTHORITY may decline to  
2 make full payment for any task listed in paragraph B of this Article until such time as CONSULTANT has  
3 documented to AUTHORITY's satisfaction, that CONSULTANT has fully completed all work required  
4 under the task. AUTHORITY's payment in full for any task completed shall not constitute AUTHORITY's  
5 final acceptance of CONSULTANT's work under such task; final acceptance shall occur only when  
6 AUTHORITY's release of the retention described in paragraph D.

7 D.  As partial security against CONSULTANT's failure to satisfactorily fulfill all of its obligations  
8 under this Agreement, AUTHORITY shall retain ten percent (10%) of the amount of each invoice  
9 submitted for payment by CONSULTANT. All retained funds shall be released by AUTHORITY and shall  
10 be paid to CONSULTANT within sixty (60) calendar days of payment of final invoice, unless AUTHORITY  
11 elects to audit CONSULTANT's records in accordance with Article 16 of this Agreement. If AUTHORITY  
12 elects to audit, retained funds shall be paid to CONSULTANT within thirty (30) calendar days of  
13 completion of such audit in an amount reflecting any adjustment required by such audit. During the term  
14 of the Agreement, at its sole discretion, AUTHORITY reserves the right to release all or a portion of the  
15 retained amount based on CONSULTANT's satisfactory completion of certain milestones.  
16 CONSULTANT shall invoice AUTHORITY for the release of the retention in accordance with Article 5.

17 E. Invoices shall be submitted by CONSULTANT on a monthly basis and shall be submitted in  
18 duplicate to AUTHORITY's Accounts Payable office. CONSULTANT may also submit invoices  
19 electronically to AUTHORITY's Accounts Payable Department at [vendorinvoices@octa.net](mailto:vendorinvoices@octa.net). Each invoice  
20 shall be accompanied by the monthly progress report specified in paragraph C of this Article.  
21 AUTHORITY shall remit payment within thirty (30) calendar days of the receipt and approval of each  
22 invoice. Each invoice shall include the following information:

- 23 1. Agreement No. C-3-2997;
- 24 2. Specify the task number for which payment is being requested;
- 25 3. The time period covered by the invoice;
- 26 4. Total monthly invoice (including project-to-date cumulative invoice amount); and

1 retention;

2 5. Monthly Progress Report;

3 6. Certification signed by the CONSULTANT or his/her designated alternate that a)  
4 The invoice is a true, complete and correct statement of reimbursable costs and progress; b) The backup  
5 information included with the invoice is true, complete and correct in all material respects; c) All payments  
6 due and owing to subconsultants and suppliers have been made; d) Timely payments will be made to  
7 subconsultants and suppliers from the proceeds of the payments covered by the certification and; e) The  
8 invoice does not include any amount which CONSULTANT intends to withhold or retain from a  
9 subconsultants or supplier unless so identified on the invoice.

10 7. Any other information as agreed or requested by AUTHORITY to substantiate the  
11 validity of an invoice.

12 8. CONSULTANT shall pay any subconsultants performing work under this  
13 Agreement for satisfactorily completed work no later than ten (10) days of receipt of each payment from  
14 AUTHORITY. The ten (10) calendar days period is applicable unless a shorter period is required by  
15 applicable law.

16 9. Any costs for which CONSULTANT receives reimbursement or credit that is  
17 determined by a subsequent audit or other review by either AUTHORITY, the Southern California  
18 Association of Governments, the California Department of Housing and Community Development,  
19 other State authorities or federal cognizant agency to be ineligible or otherwise unallowable, are to  
20 be repaid by CONSULTANT within thirty (30) calendar days of CONSULTANT receiving notice or a  
21 written demand for reimbursement from AUTHORITY. Such repayment may include interest,  
22 penalties, or related fees, as determined by the California Department of Housing and Community  
23 Development or other State authorities. Should CONSULTANT fail to reimburse unallowable costs  
24 due to AUTHORITY within fifteen (15) calendar days of demand, or within such other period as may  
25 be agreed between both parties hereto, AUTHORITY is authorized to withhold and/or off-set future  
26 payments to CONSULTANT. CONSULTANT agrees to include these requirements in all of its

subcontracts.

10. Any travel expenses and per diem rates are not to exceed the rates specified by the State of California Department of Human Resources for similar employees (i.e., non-represented employees) unless written verification is supplied that government hotel rates were not then commercially available to CONSULTANT at the time and location required as specified in the California Department of Transportation's Travel Guide Exception Process, which can be found at the following link: [http://www.dot.ca.gov/hq/asc/travel/ap\\_b/bu1.htm](http://www.dot.ca.gov/hq/asc/travel/ap_b/bu1.htm). Also see the link for a summary of travel reimbursement rules. CONSULTANT agrees to include these requirements in all of its subcontracts.

11. CONSULTANT agrees to submit all invoices to AUTHORITY for services rendered through June 30<sup>th</sup> no later than \_\_\_\_\_ during the term of this Agreement. AUTHORITY shall not be obligated to pay CONSULTANT for any invoice received after such date.

**ARTICLE 6. MAXIMUM OBLIGATION**

Notwithstanding any provisions of this Agreement to the contrary, AUTHORITY and CONSULTANT mutually agree that AUTHORITY's maximum cumulative payment obligation (including 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: Sue Ding  
Title: Title: Sr. Contract Administrator  
Phone: Phone: (714) 560 - 5631  
Email: Email: sdining@octa.net

**ARTICLE 8. INDEPENDENT CONSULTANT**

A. CONSULTANT's relationship to AUTHORITY and the Southern California Association of Governments in the performance of this Agreement is that of an independent CONSULTANT. 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 allegations involving any other independent CONSULTANT misclassification issues, CONSULTANT shall defend and indemnify AUTHORITY in relation to any allegations made.

C. CONSULTANT agrees to include these requirements in all of its subcontracts.

**ARTICLE 9. INSURANCE**

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

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



EXHIBIT C

1 Products/Completed Operations aggregate;

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

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

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

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

11 B. Proof of such coverage, in the form of a certificate of insurance and an insurance policy  
12 blanket additional insured endorsement, designating AUTHORITY, the Southern California Association  
13 of Governments, and their respective officers, directors, employees, and volunteers as additional insureds  
14 on general liability and automobile liability, as required by Agreement. Proof of insurance coverage must  
15 be received by AUTHORITY within ten (10) calendar days from the effective date of the Agreement and  
16 prior to commencement of any work. Such insurance shall be primary and non-contributive to any  
17 insurance or self-insurance maintained by AUTHORITY. Furthermore, AUTHORITY reserves the right to  
18 request certified copies or review all related insurance policies, in response to a related loss.

19 C. CONSULTANT shall include on the face of the certificate of insurance the  
20 Agreement No. C-3-2997 and, the Senior Contract Administrator's Name, Sue Ding.

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

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

F. This Article shall survive termination or expiration of the Agreement.

G. CONSULTANT agrees to include these requirements in all of its subcontracts.

**ARTICLE 10. ORDER OF PRECEDENCE**

Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence:

(1) the provisions of this Agreement, including all exhibits; (2) the provisions of RFP 3-2997 ;  
(3) CONSULTANT's proposal dated \_\_\_\_\_; (4) all other documents, if any, cited herein or  
incorporated by reference.

**ARTICLE 11. CHANGES**

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

**ARTICLE 12. DISPUTES**

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

B. Pending final decision of a dispute hereunder, CONSULTANT shall proceed diligently with  
the performance of this Agreement and in accordance with the decision of AUTHORITY's Director,  
CAMM. Nothing in this Agreement, however, shall be construed as making final the decision of any

1 AUTHORITY official or representative on a question of law, which questions shall be settled in  
2 accordance with the laws of the State of California.

3 C. If AUTHORITY is required to arbitrate a dispute with the Southern California Association of  
4 Governments related to this Agreement in any way, CONSULTANT may be subject to and shall  
5 participate in said arbitration as directed by AUTHORITY. A judgment upon the award rendered by  
6 arbitration may be entered into any court having jurisdiction thereof. The arbitration panel shall have  
7 the authority to grant any remedy or relief that would have been available to the parties had the  
8 matter been heard in a court of law. Following arbitration, the arbitration panel shall prepare a written  
9 decision containing the essential findings and conclusions on which the award is based so as to  
10 ensure meaningful judicial review of the decision. All expenses and fees for the arbitrator and  
11 expenses for hearing facilities and other expenses of arbitration shall be borne equally by the parties  
12 unless they agree otherwise or unless the arbitrator in the award assesses such expenses against  
13 one of the parties or allocates such expenses other than equally between the parties. Either party  
14 may bring an action in court to enforce an arbitration award. CONSULTANT agrees to include this  
15 provision in all of its subcontracts.

16 D. This Article shall survive termination or expiration of the Agreement.

17 **ARTICLE 13. TERMINATION**

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

23 B. In the event either Party defaults in the performance of any of their obligations under this  
24 Agreement or breaches any of the provisions of this Agreement, the non-defaulting Party shall have the  
25 option to terminate this Agreement upon thirty (30) days' prior written notice to the other Party. Upon  
26 receipt of such notice, CONSULTANT shall immediately cease work, unless the notice from AUTHORITY

## EXHIBIT C

1 provides otherwise. Upon receipt of the notice from AUTHORITY, CONSULTANT shall submit an invoice  
2 for work and/or services performed prior to the date of termination. AUTHORITY shall pay  
3 CONSULTANT for work and/or services satisfactorily provided to the date of termination in compliance  
4 with this Agreement. Thereafter, CONSULTANT shall have no further claims against AUTHORITY under  
5 this Agreement. AUTHORITY shall not be liable for any claim of lost profits or damages for such  
6 termination.

**ARTICLE 14. INDEMNIFICATION**

8 CONSULTANT shall indemnify, defend and hold harmless AUTHORITY, the Southern California  
9 Association of Governments, and their respective officers, directors, employees and agents (indemnities)  
10 from and against any and all claims (including attorneys' fees and reasonable expenses for litigation or  
11 settlement) for any loss or damages, bodily injuries, including death, damage to or loss of use of property  
12 caused by the negligent acts, omissions or willful misconduct by CONSULTANT, its officers, directors,  
13 employees, agents, subconsultants or suppliers in connection with or arising out of the performance of  
14 this Agreement. This Article shall survive termination or expiration of the Agreement. CONSULTANT shall  
15 include these requirements in all of its subcontracts.

**ARTICLE 15. ASSIGNMENTS AND SUBCONTRACTS**

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

22 B. AUTHORITY hereby consents to CONSULTANT's subcontracting portions of the Scope of  
23 Work to the parties identified below for the functions described in CONSULTANT's proposal.  
24 CONSULTANT shall include in the subcontract agreement the stipulation that CONSULTANT, not  
25 AUTHORITY, is solely responsible for payment to the subconsultant for the amounts owing and that the  
26 subconsultant shall have no claim, and shall take no action, against AUTHORITY, its officers, directors,

employees or sureties for nonpayment by CONSULTANT.

**Subconsultant Name/Addresses**

**Subcontractor Amounts**

**ARTICLE 16. AUDIT AND INSPECTION OF RECORDS**

CONSULTANT shall provide AUTHORITY, the Southern California Association of Governments, the California Department of Housing and Community Development, the California Department of General Services, the California Bureau of State Audits, or their designated representatives, 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 five (5) years after December 31, 2026. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, all records shall be retained by CONSULTANT and any subcontractors for five (5) years after: (a) the conclusion or resolution of the matter; (b) the date an audit resolution is achieved for each annual Southern California Association of Governments Overall Work Plan; or (c) December 31, 2026, whichever is later. 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 of this Agreement. CONSULTANT shall permit any of the foregoing parties to reproduce documents by any means whatsoever or to copy excerpts and transcriptions as reasonably necessary. This Article shall survive termination or expiration of the Agreement. CONSULTANT agrees to include these requirements in all of its subcontracts.

**ARTICLE 17. CONFLICT OF INTEREST**

A. CONSULTANT agrees to avoid organizational conflicts of interest. An organizational conflict

EXHIBIT C

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

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

13 C. This Article shall survive termination or expiration of the Agreement.

14 D. CONSULTANT agrees to include these requirements in all of its subcontracts.

15 **ARTICLE 18. CODE OF CONDUCT**

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

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

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

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

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

1 regulations promulgated thereunder. This Article shall survive termination or expiration of the Agreement.  
2 CONSULTANT agrees to include these requirements in all of its subcontracts.

3 **ARTICLE 21. EQUAL EMPLOYMENT OPPORTUNITY**

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

11 B. CONSULTANT shall adopt and implement affirmative processes and procedures that provide  
12 information, outreach and promotion of opportunities in this Agreement to encourage participation of all  
13 persons regardless of race, color, national origin, sex, religion, familial status, or disability. This includes,  
14 but is not limited to, a minority outreach program to ensure the inclusion, to the maximum extent possible,  
15 of minorities and women, and entities owned by minorities and women, as required by 24 CFR § 92.351.

16 C. This Article shall survive termination or expiration of the Agreement.

17 D. CONSULTANT agrees to include these requirements in all of its subcontracts.

18 **ARTICLE 22. PROHIBITED INTERESTS**

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

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

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

1 shall be retained by AUTHORITY.

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

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

17 D. This Article shall survive termination or expiration of the Agreement.

18 E. CONSULTANT agrees to include these requirements in all of its subcontracts.

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

20 A. In lieu of any other warranty by AUTHORITY or CONSULTANT against patent or copyright  
21 infringement, statutory or otherwise, it is agreed that CONSULTANT shall defend at its expense any claim  
22 or suit against AUTHORITY on account of any allegation that any item furnished under this Agreement  
23 or the normal use or sale thereof arising out of the performance of this Agreement, infringes upon any  
24 presently existing U.S. letters patent or copyright and CONSULTANT shall pay all costs and damages  
25 finally awarded in any such suit or claim, provided that CONSULTANT is promptly notified in writing of  
26 the suit or claim and given authority, information and assistance at CONSULTANT's expense for the



1 defense of same. However, CONSULTANT will not indemnify AUTHORITY if the suit or claim results  
2 from: (1) AUTHORITY's alteration of a deliverable, such that said deliverable in its altered form infringes  
3 upon any presently existing U.S. letters patent or copyright; or (2) the use of a deliverable in combination  
4 with other material not provided by CONSULTANT when such use in combination infringes upon an  
5 existing U.S. letters patent or copyright.

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

#### 14 **ARTICLE 25. FINISHED AND PRELIMINARY DATA**

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

23 B. It is expressly understood that any title to preliminary technical data is not passed to  
24 AUTHORITY but is retained by CONSULTANT. Preliminary data includes roughs, visualizations,  
25 software design documents, layouts and comprehensives prepared by CONSULTANT solely for the  
26 purpose of demonstrating an idea or message for AUTHORITY's acceptance before approval is given

1 for preparation of finished artwork. Preliminary data title and right thereto shall be made available to  
2 AUTHORITY if CONSULTANT causes AUTHORITY to exercise Article 13, and a price shall be  
3 negotiated for all preliminary data.

4 C. This Article shall survive termination or expiration of the Agreement.

5 D. CONSULTANT agrees to include these requirements in all of its subcontracts.

6 **ARTICLE 26. HEALTH AND SAFETY REQUIREMENT**

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

9 **ARTICLE 27. LIMITATION ON GOVERNMENTAL DECISIONS**

10 CONSULTANT shall not make, participate in making, or use its position to influence any  
11 governmental decisions as defined by the Political Reform Act, Government Code section 8100 et seq.,  
12 and the implementing regulations in Title 2 of the California Code of Regulations section 18110 et seq.  
13 CONSULTANT's personnel performing services under this Agreement shall not authorize or direct any  
14 actions, votes, appoint any person, obligate, or commit AUTHORITY to any course of action or enter into  
15 any contractual agreement on behalf of AUTHORITY. In addition, CONSULTANT's personnel shall not  
16 provide information, an opinion, or a recommendation for the purpose of affecting a decision without  
17 significant intervening substantive review by AUTHORITY personnel, counsel, and management.

18 **ARTICLE 28. FORCE MAJEURE**

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

26 /

**ARTICLE 29. RECYCLING CERTIFICATION**

A. CONSULTANT shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to AUTHORITY or the Southern California Council of Governments regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code § 12205).

B. This Article shall survive termination or expiration of the Agreement.

C. CONSULTANT agrees to include these requirements in all of its subcontracts.

**ARTICLE 30. ANTITRUST CLAIMS**

A. CONSULTANT agrees to comply with Government Code Sections 4550-4554.

B. This Article shall survive termination or expiration of the Agreement.

C. CONSULTANT agrees to include these requirements in all of its subcontracts.

**ARTICLE 31. CHILD SUPPORT COMPLIANCE ACT**

A. If the Maximum Payment Obligation exceeds \$100,000, CONSULTANT acknowledges in accordance with Public Contract Code 7110, that:

1. CONSULTANT recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and

2. CONSULTANT, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

B. This Article shall survive termination or expiration of the Agreement.

C. CONSULTANT agrees to include these requirements in all of its subcontracts.

**ARTICLE 32. PRIORITY HIRING CONSIDERATIONS**

A. If Maximum Payment Obligation includes services in excess of \$200,000, CONSULTANT shall give priority consideration in filling vacancies in positions funded by the Agreement to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Public Contract Code Section 10353.

B. This Article shall survive termination or expiration of the Agreement.

C. CONSULTANT agrees to include these requirements in all of its subcontracts.

**ARTICLE 33. LOSS LEADER**

A. If this Agreement involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (Public Contract Code § 10344(e).)

B. This Article shall survive termination or expiration of the Agreement.

C. CONSULTANT agrees to include these requirements in all of its subcontracts.

**ARTICLE 34. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of the State of California. Unless otherwise required by the funding source, venue for any action arising from this Agreement shall be Orange County, California. This Article shall survive termination or expiration of the Agreement.

**ARTICLE 35. NON-DISCRIMINATION CLAUSE AND STATEMENT OF COMPLIANCE**

During the performance of this Agreement, CONSULTANT, for itself, its assignees and successors in interest agree as follows:

A. CONSULTANT's signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that CONSULTANT has, unless exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title

1 2, California Code of Regulations, Section 8103.

2 B. During the performance of this Agreement, CONSULTANT and its subconsultants shall  
3 not deny the Agreement's benefits to any person on the basis of race, religious creed, color, national  
4 origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital  
5 status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran  
6 status, nor shall they unlawfully discriminate, harass, or allow harassment against any employee or  
7 applicant for employment because of race, religious creed, color, national origin, ancestry, physical  
8 disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender  
9 identity, gender expression, age, sexual orientation, or military and veteran status. CONSULTANT and  
10 subconsultants shall ensure that the evaluation and treatment of their employees and applicants for  
11 employment are free from such discrimination and harassment.

12 C. CONSULTANT and subconsultants shall comply with the provisions of the Fair  
13 Employment and Housing Act (Government Code Section 12990 et seq.), the applicable regulations  
14 promulgated there under (Title 2 of the California Code of Regulations (CCR) Section 11000 et seq.), the  
15 provisions of Government Code Sections 11135-11139.5, and the regulations or standards adopted by  
16 AUTHORITY to implement such article. The applicable regulations of the Fair Employment and Housing  
17 Commission implementing Government Code Section 12990 (a-f), set forth in 2 CCR Section 8100-8504,  
18 are incorporated into this Agreement by reference and made a part hereof as if set forth in full.

19 D. CONSULTANT shall permit access by representatives of the Department of Fair  
20 Employment and Housing (Department) and the AUTHORITY upon reasonable notice at any time during  
21 the normal business hours, but in no case less than twenty-four (24) hours' notice, to such of its books,  
22 records, accounts, and all other sources of information and its facilities as said Department or  
23 AUTHORITY shall require to ascertain compliance with this clause.

24 E. CONSULTANT and its subconsultants shall give written notice of their obligations under  
25 this clause to labor organizations with which they have a collective bargaining or other Agreement.

26 F. CONSULTANT shall include the nondiscrimination and compliance provisions of this

clause in all subcontracts to perform work under this Agreement.

G. CONSULTANT, with regard to the work performed under this Agreement, shall act in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d et seq.). Title VI provides that the recipients of federal assistance will implement and maintain a policy of nondiscrimination in which no person in the United States shall, on the basis of race, color, national origin, religion, sex, age, disability, be excluded from participation in, denied benefits of or subject to discrimination under any program or activity by the recipients of federal assistance or their assignees and successors in interest.

H. CONSULTANT shall comply with regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (49 CFR Part 21 – Effectuation of Title VI of the 1964 Civil Rights Act). Specifically, CONSULTANT shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR Section 21.5, including employment practices and the selection and retention of subconsultants.

I. This Article shall survive termination or expiration of the Agreement.

J. CONSULTANT agrees to include these requirements in all of its subcontracts.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement No. C-3-2997 to be executed as of the date of the last signature below.

**CONSULTANT**

**ORANGE COUNTY TRANSPORTATION AUTHORITY**

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

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

Georgia Matinez  
Department Manager, Contracts and  
Procurement

**APPROVED AS TO FORM:**

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

James M. Donich  
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.

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

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Revised. 03/16/2018



**EXHIBIT E: HEALTH, SAFETY AND ENVIRONMENTAL 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.

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

- 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

## LEVEL 1 HEALTH, SAFETY AND ENVIRONMENTAL SPECIFICATIONS

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.

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

### **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:

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Rationale for Requesting Deviation or Exception:

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Area Below Reserved for Authority Use Only:

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