



AFFILIATED AGENCIES

*Orange County
Transit District*

*Local Transportation
Authority*

*Service Authority for
Freeway Emergencies*

*Consolidated Transportation
Service Agency*

*Congestion Management
Agency*

February 14, 2024

**SUBJECT: Request for Proposals (RFP) 4-2079
RFP 4-2079 Bus Wash Equipment Replacement at Garden
Grove Bus Base
Addendum No. 1**

Gentlemen/Ladies:

This letter and its attachments comprise **Addendum No. 1** to the above captioned RFP issued by the Orange County Transportation Authority (Authority).

1. Offerors are advised that an on-site pre-proposal conference will be held on February 15, 2024, at 9:00 a.m. at the Authority's Administrative Office, 600 South Main Street, Orange, California 92868, in Conference Room 101. All prospective Offerors are encouraged to attend the pre-proposal conference.

Participation via teleconference will also be available. Prospective Offerors may join or call-in using the following credentials:

- [Microsoft Teams Meeting link](#)
 - OR Call-in Number: (916) 550-9867
 - Conference ID: 470 014 739#
2. Offerors are advised that a copy of the pre-proposal conference presentation is presented as **Attachment A** to this **Addendum No. 1**.
 3. Offerors who plan to attend the pre-proposal conference remotely are requested to submit via e-mail to sgettel@octa.net, no later than February 15, 2024, at 9:00 a.m., the Pre-Proposal Conference Registration Sheet which is presented as **Attachment B** to this **Addendum No. 1**.
 4. Offerors are advised that the Authority has modified the Project Scope of Work/Requirements presented in the RFP as Exhibit A to add the following information which is presented as **Attachment C** to this **Addendum No. 1**:

February 14, 2024

Page 2

“Limitation On Governmental Decisions

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

Exhibit A Project Scope of Work/Requirements is deleted in its entirety and replaced with Project Scope of Work/Requirements, Addendum No. 1 which is presented as Attachment C to this **Addendum No. 1**.

Offerors are reminded to acknowledge receipt of this **Addendum No. 1** in their Letter of Transmittal, which is to accompany the proposal.

Offerors are advised that all changes addressed in this **Addendum No. 1** shall be incorporated into the final Agreement.

Questions regarding this **Addendum No. 1** should be directed to the undersigned at (714) 560-5562 or sgettel@octa.net.

Sincerely,




Sonja Gettel
Senior Contract Administrator
Contracts Administration and Materials Management


Attachments

- Attachment A: Pre-Proposal Conference Presentation
- Attachment B: Pre-Proposal Conference Registration Sheet
- Attachment C: Project Scope of Work/Requirements


Pre-Proposal Conference
RFP 4-2079
Bus Wash Equipment Replacement
at Garden Grove Bus Base



Orange County Transportation Authority




Orange County
Transportation Authority



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Agenda

- Introductions
- Safety/Emergency Evacuation
- Online Business and Networking Tools
- Key Procurement Information & Dates
- Review of RFP Documents
- Scope of Work
- Questions and Answer



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CAMM NET Registration

Why register on CAMM NET?

<https://cammnet.octa.net/>

- To receive e-mail notifications of Solicitations, Addenda and Awards
- View and update your vendor profile
- Required for Award

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Online Business & Networking Tools

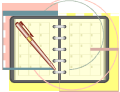
- CAMM NET Connect
 - <https://www.facebook.com/CammnetConnect>
- Working with OCTA
 - <https://cammnet.octa.net/about-us/working/>
- Planholder's List
 - <https://cammnet.octa.net/procurements/planholders-list-selection/>

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Key Procurement Dates

Written Questions Due:	February 19, 2024
OCTA Responds:	February 23, 2024
Proposals Due:	March 6, 2024, 2:00 PM
Interviews:	April 3, 2024
Board of Directors (BOD):	May 24, 2024



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Key Procurement Dates (continued)

Site visit:
February 15, 2024
10:45 a.m.

Garden Grove Bus Base
11790 Cardinal Circle
Garden Grove, California

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Key Procurement Information

- All questions/contact with Authority staff should be directed to the assigned Contract Administrator, Sonja Gettel
- Next Addendum will contain a copy of the Pre-Proposal sign-in sheet and today's presentation
- Award based on prime-sub relationship, not joint ventures
- Contract term is for eight months

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Guidelines for Written Questions

- Questions must be submitted directly to Sonja Gettel, Contract Administrator, in writing, by: **February 19, 2024, 5:00 p.m.**
- E-mail recommended: sgettel@octa.net
- Any changes Authority makes to procurement documents will be by written Addenda only
- Addenda will be issued via CAMM NET
- Today's Verbal discussions today are non-binding

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Next...
Proposal Instructions

Followed by...
Review of Project Scope of Work/Requirements

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Proposal Submittal Instructions

- Proposals are due by **2:00 p.m., March 6, 2024**
- Proposals are to be submitted, electronically, through the following URL link: <http://www.octa.net/Proposal Upload Link>
- The link has an upload file size limit of 80MB.
- Authority will not accept hard copy proposals for this RFP.

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Proposal Submittal Instructions (continued)

- Authority has the right to:
 - accept or reject any and all proposals;
 - withdraw or cancel the RFP;
 - postpone proposal opening for its own convenience.
- Proposals received are considered public information
- Proposals are not to be copyrighted

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Proposal Content

- Letter of Transmittal
- Technical Proposal
 - Qualifications, related experience and references of Offeror
 - Proposed staffing and project organization
 - Work plan
 - Exceptions / Deviations (Technical vs. Contractual)

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Proposal Content (continued)	
<ul style="list-style-type: none">• Cost and Price Proposal – Exhibit B<ul style="list-style-type: none">• Offeror shall submit proposed pricing to provide services described in Exhibit A, Project Scope of Work/Requirements• The Offeror shall complete and sign the “Price Summary Sheet” form included with this RFP (Exhibit B)	
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Proposal Content (continued)	
<p>Forms:</p> <ul style="list-style-type: none">• Exhibit D<ul style="list-style-type: none">• Status of Past and Present Contracts• Campaign Contribution Disclosure• Proposal Exceptions and/or Deviations• Exhibit E – Level 3 Safety Specifications (not submitted with proposal)• Exhibit F – Performance Bond (required within 10 calendar days of notification of award)• Exhibit G – Payment Bond (required within 10 calendar days of notification of award)• Exhibit H – Guaranty (required within 10 calendar days of notification of award) <p><i>Note: Forms excluded from 50-page proposal limit.</i></p>	
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Evaluation and Award									
<ul style="list-style-type: none">• All proposals, timely received, will be evaluated using the following <u>evaluation criteria</u>: <table><tr><td>Qualifications of the firm</td><td>20%</td></tr><tr><td>Staffing and project organization</td><td>30%</td></tr><tr><td>Work plan</td><td>30%</td></tr><tr><td>Cost & Price</td><td>20%</td></tr></table> <ul style="list-style-type: none">• Evaluation Committee comprised of internal OCTA staff and may include external members.		Qualifications of the firm	20%	Staffing and project organization	30%	Work plan	30%	Cost & Price	20%
Qualifications of the firm	20%								
Staffing and project organization	30%								
Work plan	30%								
Cost & Price	20%								
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Evaluation and Award (continued)

- “Short-Listed” firms will be invited to interview
- Interviews are scheduled for **April 3, 2024**
- Offerors are requested to keep this date available

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Award


- Award Process
 - Evaluation Committee recommends highest ranking Offeror to the Transit Committee
 - Transit Committee makes recommendation to Board of Directors (BOD)
 - BOD may accept/reject staff's recommendation
 - All firms submitting a proposal will be notified of Award via CAMM NET

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Proposed Agreement

- Proposed Agreement
 - Please review the Proposed Agreement (Exhibit C) so you are aware of the contractual requirements of the solicitation
- Exceptions
 - Any exceptions/deviations must be identified in Exhibit D – Proposal Exceptions and/or Deviations Form and submitted with the proposal



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Proposed Agreement (continued)

- Offerors are encouraged to review:
 - Article 3 - Scope of Work
 - Article 4 - Term of Agreement (a term of eight months)
 - Article 6 - Time and Schedule/Completion Dates
 - Article 7 - Payment (Firm Fixed Price based on seven Tasks)
 - Article 8 - Maximum Obligation
 - Article 11 - Insurance
 - Article 12 - Bonds (required within 10 calendar days of notification of award)
 - Performance Bond (Exhibit F)
 - Payment Bond (Exhibit G)

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Proposed Agreement (continued)

- Article 14 - Changes/Extra Work
- Article 16 - Liquidated Damages (\$300 per calendar day)
- Article 17 - Warranty
- Article 20 - General Wage Rates
- Article 31 - Inspection of Site
- Article 38 - Conflict of Interest
- Article 39 - Code of Conduct
- Article 40 - Prohibition on Providing Advocacy Services
- Article 48 - Health and Safety Requirement – Level 3 Safety Specifications
- Article 49 - Limitation on Governmental Decisions

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Health, Safety and Environment (HSE)



Orange County Transportation Authority

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Regulatory and Safety

- Please review OCTA's Level 3 Health, Safety and Specifications for required submittal documentation. Plan to prepare and submit in a timely manner in advance of the work the required safety submittal documentation.
- OCTA compliance review of Contractor safety submittal documentation is required prior to Contractor mobilizing and performing work on OCTA property.
- An on-site Health, Safety, and Environmental (HSE) Representative compliant with requirements of OCTA's Level 3 HSE Specifications is required to be at the job site at all time during scope site activities. Multiple active scope locations shall require a qualified HSE Representative for each separate worksite location.
- The Contractor's designated HSE Representative is a key position and is expected to participate in the initial pre-mobilization kick-off meeting.

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Regulatory and Safety (Cont.)

- Submittals
- Company's Injury Illness Prevention Program, CCR Title 8, 3203
 - Company HSE Policy/Procedure Manual
 - Substance Abuse Prevention Program
 - Hazard Communication Program, CCR Title 8, 5194
 - Company Heat Illness Prevention Program, CCR Title 8, 3395
 - NFPA 70-E training certificate(s)
 - Health, Safety Environmental (HSE) Representative Resume
 - A Detailed Site Specific HSE Work Implementation Plan
 - Public Hazard Control Plan (ANSI/ASSE A10.34) (as Necessary)
 - Storm Water Pollution Prevention Plan (SWPPP), Qualified QSP

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Regulatory and Safety (Cont.)

- Established programs and plans shall comply with California Code of Regulations (CCR) Title 8 regulatory standards, and applicable regulatory requirements.
- The Contractor's designated HSE representative shall review and acknowledge by signature the Contractor's submitted HSE documents prior to formal transmitting to the Authority for review, submittals should be in a complete submittal package.
- Contractor employees shall comply with scope training requirements (i.e., SCRRRA, BNSF, HAZWOPER, etc.) as determined by scope hazards.
- At the determination of the Authority Project Manager, development of project specific HSE plans may require a Certified Safety Professional (CSP) in current standing with the Board of Certified Safety Professionals (BCSP), or a Certified Industrial Hygienist (CIH) in current standing with American Board of Industrial Hygiene (ABIH) that has experience developing compliant written HSE scope policies, programs and procedures in the State of California (i.e., Site Specific HSE Work Plans, Rail Compliance, JHA's, Environmental Plans, Crane & Hoisting Plans, etc.).

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Regulatory and Safety – Capital Program BCSP Certifications

Certified Safety Professional (CSP®)
(Certifications/Certified-Safety-Professional)

A Certified Safety Professional or CSP is a safety professional who has met education and experience standards, has demonstrated competence in the management of safety in a professional safety practice, continues to meet recertification requirements established by the Board of Certified Safety Professionals, and is authorized by BCSP to hold the Certified Safety Professional certification.

Associate Safety Professional (ASP®)
(Certifications/Associate-Safety-Professional)

An Associate Safety Professional or ASP is a certification awarded by BCSP. It denotes that an individual has met academic requirements and has passed the ASP examination—an examination that leads to the CSP.

Construction Health and Safety Technician (CHST®)
(Certifications/Construction-Health-and-Safety-Technician)

Construction Health and Safety Technician or CHST is a certification awarded to safety practitioners who meet and continue to meet all requirements established by BCSP. BCSP awards CHST certification to individuals who demonstrate a commitment and want to prove to the public that they are health and safety activities devoted to the prevention of construction illness and injuries.

Source: <http://bcsp.org/Certifications>

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Regulatory and Safety – Facility Modifications BCSP Certifications (Include Capital Program Certifications)

Occupational Health and Safety Technologist (OHST®)
(Certifications/Occupational-Health-and-Safety-Technologist)

Occupational Health and Safety Technologist or OHST is a certification awarded to safety practitioners who meet and continue to meet all requirements established by BCSP. BCSP awards OHST certification to individuals who demonstrate a commitment and want to prove to the public that they are health and safety activities devoted to the prevention of construction illness and injuries.

Construction Health and Safety Technician (CHST®)
(Certifications/Construction-Health-and-Safety-Technician)

Construction Health and Safety Technician or CHST is a certification awarded to safety practitioners who meet and continue to meet all requirements established by BCSP. BCSP awards CHST certification to individuals who demonstrate a commitment and want to prove to the public that they are health and safety activities devoted to the prevention of construction illness and injuries.

Safety Trained Supervisor (STS®)
(Certifications/Safety-Trained-Supervisor)

The Safety Trained Supervisor or STS certification is awarded for managers at all levels, first-line supervisors of work groups or organizations who have a safety responsibility for a work group that is part of other work duties. Safety Trained Supervisors are not necessarily safety specialists or safety practitioners. Typical candidates have a safety responsibility that is related to their job duties. Like STS, STSC main job duties are in a craft or trade, in leadership, supervision or management, or in a technical specialty.

Safety Trained Supervisor Construction (STSC®)
(Certifications/Safety-Trained-Supervisor-Construction)

The Safety Trained Supervisor Construction or STSC certification is awarded for those working in construction who are managers at all levels, first-line supervisors of work groups or organizations who have a safety responsibility for a work group that is part of other work duties. Typical candidates have a safety responsibility that is related to their job duties. Like STS, STSC main job duties are in a craft or trade, in leadership, supervision or management, or in a technical specialty.

Source: <http://bcsp.org/Certifications>

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Regulatory and Safety (Cont.)

Monthly Safety Report Submittal:

- A monthly accident/incident summary report that includes number of workers on project, a list of subcontractors, work hours (month, year to date, & project cumulative) of each contractor, labor designation, OSHA Recordable injuries and illnesses segregated by medical treatment cases, restricted workday cases, number of restricted days, lost workday cases, and number of lost work days, and recordable incident rate.

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Regulatory and Safety (Cont.)

- Implementation and compliance with Storm Water Best Management Practices (SWPPP BMP's) is required.
- Contractor shall prepare and submit a project best management practices (BMP) plan for OCTA's review and acceptance and the Contractor shall implement its BMP plan and maintain the BMPs for the duration of the project.

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Jim Khan
Project Manager

Project Overview and
Project Scope of Work/Requirements

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Summary of Project Scope of Work/Requirements

- Provide a turn-key system to replace the existing bus wash equipment in the bus wash building and the adjacent store-room.
- The R. O. water storage tank outside the bus wash storage room located at the south-west corner of the bus wash and storage room is required to be removed and replaced with a new tank.
- Contractor is required to protect in place all equipment in the adjacent storeroom associated with the steam clean area bus hoist, which is on the north side of the bus wash building.

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Summary of Project Scope of Work/Requirements (continued)
<ul style="list-style-type: none">• Contractor shall obtain and pay for all City of Garden Grove project work permits, business licenses, and inspections required by the City of Garden Grove to complete the project work.• Contractor is required to provide mobile bus wash services to wash twenty buses, six nights a week, Monday through Saturday from 6:00 PM to 2:00 AM. Mobile bus wash services are required from the day the project work begins until the project is completed and the new bus wash is operational and available for washing buses.
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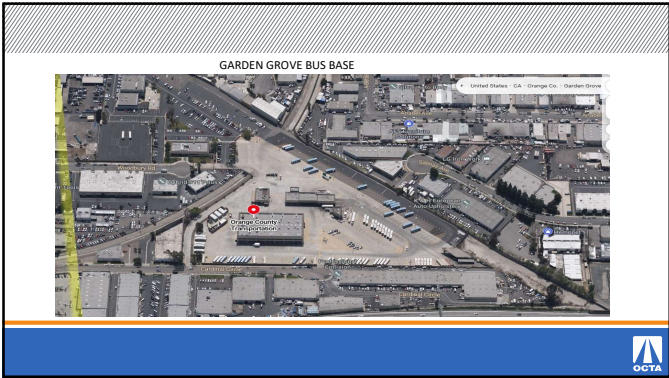
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Summary of Project Scope of Work/Requirements (continued)
<ul style="list-style-type: none">• Garden Grove Bus Base operates 24 hours a day, 7 days week, and shall remain operational during the project work.• Contractor shall closely coordinate work with OCTA staff on project work activities. OCTA's facility maintenance manager will assign an equipment storage laydown area for the storage of contractor's material, equipment, workers' trucks and vehicle parking. Contractor is required to provide a toilet (ADA compliant) and hand wash facility for workers in the contractor's laydown area. The toilets are required to be serviced daily.• Normal project work time window at the project site is from 7:00 AM to 4:00 PM, on weekdays (Monday through Friday).• After the start of project work, the contractor is required to work continuously until the entire project is completed.• The project work is to be completed in 8 months. Liquidated damages for late completion of work shall be \$300 per calendar day.
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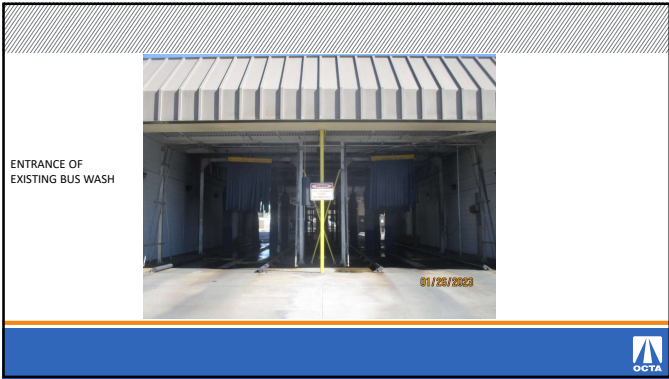
32

Summary of Project Scope of Work/Requirements (continued)
<ul style="list-style-type: none">• Contractor is required to close both the bus wash entrance and exit with barricades after project work hours. Provide signs and lights on the barricades to make clear the area is closed for project work.• Contractor is required to fence the assigned laydown area and post signs on the fence identifying Project name, Contractor's name, emergency telephone number, and completion date of the project.
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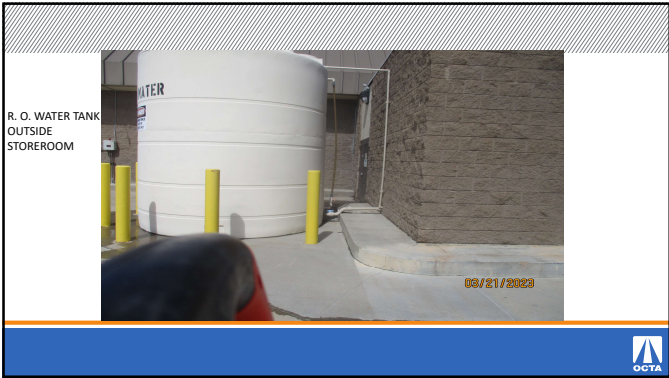
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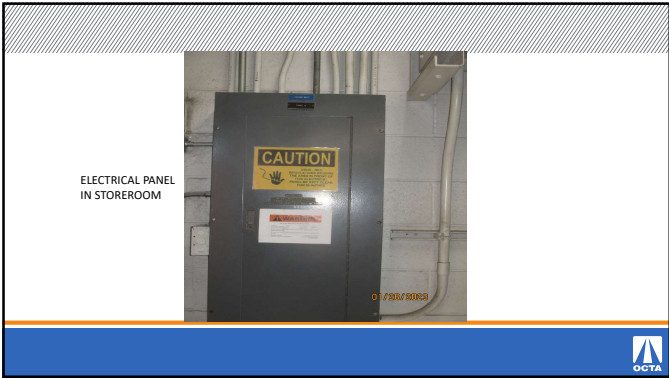
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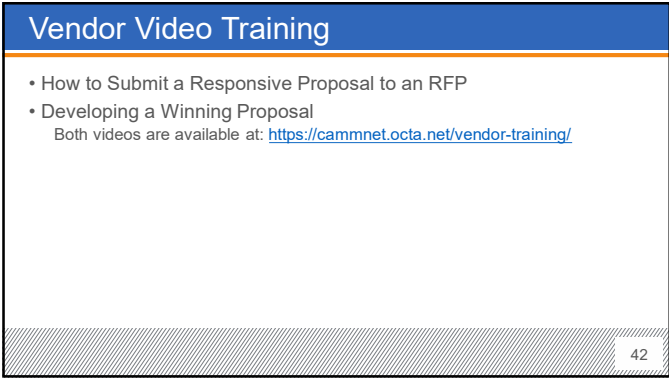
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- Questions?



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- Reminder.... Proposals are due @ 2:00 pm on March 6, 2024
- Please sign in or submit a completed registration sheet.
- Please register on CAMM NET
- Thank you for your interest in OCTA!

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PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 4-2079

Date: February 15, 2024

Title: Bus Wash Equipment Replacement at Garden Grove Bus Base

1. Company Name: _____

Attendee: _____

Address: _____

City, State Zip: _____

Phone Number: () _____ Registered on CAMM NET? ☐ Yes ☐ No

Prime ☐ Sub ☐

E-Mail Address: _____

2. Company Name: _____

Attendee: _____

Address: _____

City, State Zip: _____

Phone Number: () _____ Registered on CAMM NET? ☐ Yes ☐ No

Prime ☐ Sub ☐

E-Mail Address: _____

3. Company Name: _____

Attendee: _____

Address: _____

City, State Zip: _____

Phone Number: () _____ Registered on CAMM NET? ☐ Yes ☐ No

Prime ☐ Sub ☐

E-Mail Address: _____



ORANGE COUNTY TRANSPORTATION AUTHORITY

PROJECT SCOPE OF WORK / REQUIREMENTS

**BUS WASH EQUIPMENT
REPLACEMENT AT
GARDEN GROVE BUS BASE**

**14736 CARDINAL CIRCLE
GARDEN GROVE, CA**

January 2024

PROJECT SCOPE OF WORK / REQUIREMENTS**BUS WASH EQUIPMENT REPLACEMENT****AT GARDEN GROVE BUS BASE****TABLE OF CONTENTS**

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8	Project Management Coordination	8
9	Special Project Procedures	9
10	Owner Safety Requirements	10
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PROJECT SCOPE OF WORK / REQUIREMENTS
FOR
BUS WASH EQUIPMENT REPLACEMENT AT GARDEN GROVE BUS BASE

1) OVERVIEW

The OCTA owns and operates the Garden Grove Bus Base (Bus Base) located at 11790 Cardinal Circle, Garden Grove, CA 92843. The bus base was constructed in 1977 and is currently operating 135, forty-foot-long buses. The existing bus wash equipment installed at the Bus Base has deteriorated and needs replacement in order to provide efficient bus maintenance operations.

OCTA is seeking a qualified Contractor/Vendor (Contractor) to provide a turn-key system to replace the existing bus wash system in the bus wash building at the Bus Base. The Contractor shall be responsible for all work required to design and install bus wash equipment replacement system and deliver a complete working system to OCTA. Contractor is responsible for all aspects of the scope of work. OCTA will not perform any work on the Project.

The Contractor is required to begin work promptly and proceed expeditiously and continuously without cessation or shutdown of project work unless otherwise specifically approved in writing by the OCTA project manager.

The new bus wash equipment system (System) shall be electric-powered and compatible with OCTA's existing bus operations. The new system shall include all new components ranging from pumps, tanks, controls, and plumbing, and all other components necessary for a high-quality, durable, and reliable bus wash system.

Contractor shall remove the existing bus wash system, purchase, deliver, install, and commission a new System. The intent of these specifications is to describe the minimum requirements necessary to furnish and install a new automatic, electric-powered System.

The Contractor is required to furnish all tools, qualified labor, material, equipment, qualified superintendence, services, assurances, guarantees, and assumptions of risk and responsibility, necessary for the performance of the project work as set forth in the agreement and in these specifications.

The project work under this contract consists of bus wash equipment replacement in the bus wash building of the Bus Base, and related work of repair and paint of walls, roof, and other structural supports affected by the removal and replacements during the project work.

Other features of the scope of work include:

- Repair of existing adjacent storeroom floor, walls, and roof affected by removals and installation of new bus wash equipment.
- Removal and replacement of all existing signs, inside and outside bus wash, as well as other markings and signs, which were damaged by project work.
- Testing of bus wash system.

Additionally, the Contractor shall provide mobile bus wash service during the project to wash 20 OCTA buses a night, six (6) nights a week. OCTA will designate the mobile bus wash location on-site. Coordination with OCTA is required at least one (1) week prior to closure of the bus wash building for the project.

Mobile bus wash services shall use their own water supply with treated water such as deionized water to facilitate washing operations and reduce spots. Mobile bus wash operations shall use a washing mat with perimeter containment for recovery of bus washing water operation run-off. The washing mat shall be set up and removed at completion of each night's bus washing window which is from 6:00 pm to 2:00 am, Monday through Saturday. Contained and recovered water from mobile bus wash operations may be disposed of in the clarifiers at the Bus Base or offsite as part of the Contractor's normal mobile bus wash operations.

2) REMOVALS

- a. Remove, and dispose off-site, all equipment including all electrical, mechanical, and plumbing equipment for installing all new bus wash equipment. Dispose off-site all bus wash equipment and accessories removed from the bus wash building and adjacent storeroom.
- b. Remove existing bus traffic signal system at entrance to bus wash, including all electrical conduits, conductors, and supports back to the electrical panel breaker in the storeroom.
- c. Remove all equipment supporting arches, and connected water supply hydraulic horizontal and vertical piping and supports, including all brushes, towels, curtains, connecting arms, couplers, hangers, brackets, headers, nozzles, valves, and other accessories.
- d. Remove all connected electrical j-boxes, conduits, and conductors in the bus wash, back to the electrical panel in storeroom.
- e. Remove all bus wash control system panel box in storeroom, for both lanes 1 and 2, and remove speed control panel and equipment, including electrical conductors, j-boxes, and accessories. Additionally, remove speed control panel conduits and other accessories which run through the wall between bus wash building and storeroom.

- f. Remove hydraulic tank in storeroom, including the turbines, motors, pumps, and the connected piping, and dispose offsite legally. Collect remaining hydraulic oil inside tank, and legally dispose off-site l.
- g. Remove existing bus wash related items embedded in wall or wall mounted equipment, panels, conduits, inserts, sleeves, signal system, and accessories.
- h. Remove and replace the outside existing R. O. tank on the south-west side of the storeroom.
- i. Protect in place equipment in the storeroom, connected to bus hoist lift in the steam clean area, which is on the north of the bus wash building, and all other equipment to remain.
- j. Dispose off-site, legally, of all removed equipment and accessories.

3) BUS WASH SYSTEM SPECIFICATIONS

3.1 General Descriptions and System Criteria

- A. The new System shall be a heavy-duty touchless automatic electric-powered System capable of washing a high volume of buses, with or without bike racks, in a repeated manner.
- B. The System shall be operated automatically, capable of washing the front, rear, sides, and top of each bus during a single pass in a timely and efficient manner. Contractor shall address the wash time for each bus in its proposal to OCTA.
- C. All new bus wash equipment shall be energy efficient and shall be compatible with the existing operations at the Bus Base. At a minimum, the new System shall include all new equipment to replace the existing equipment listed in Attachment A, as applicable, and/or better improvements acceptable to OCTA. Contractor shall refer to the following attachments:
 - Attachment A – Existing Bus Wash Equipment,
 - Attachment B – Existing Conditions Photos,
 - Attachment C – Record Drawings, and
 - Attachment D – Bus Fleet Drawings and Technical Data for reference.

Contractors are required to verify all existing field conditions.

- D. The new system shall be complete with all control systems, metering devices, drive motors, pump stations, blow dryers, brush assemblies, and all related appurtenances as required.

- E. The new System shall be high-efficiency and electric powered. It is the Contractor's responsibility to evaluate the existing electrical system at the Bus Base and upgrade it as necessary to accommodate the new electric-powered System.
- F. All components of the System, including the water reclamation system, shall be new. No reuse of any existing components besides the bus wash building, shall be allowed. Any damage to the bus wash building shall be repaired/restored at the Contractor's expense to the existing conditions and the OCTA Project Manager's satisfaction.

3.2 Performance

- a. The manufacturer or supplier of the bus wash system shall be responsible for the design of the bus washer that satisfactorily washes OCTA's bus fleet at the Bus Base.
- b. The washer shall remove all visible, heavy dirt accumulation and most of the road film from all surfaces of the buses.
- c. The Contractor of the bus washer shall be responsible for the performance of the bus washer, as specified, and shall modify the system as necessary, without additional cost to OCTA, to provide satisfactory performance.
- d. The manufacturer or supplier of the bus washer shall:
 - Assemble and test all equipment at the factory prior to shipment to the Bus Base. Hydrostatically test pressurized equipment at two (2) times the operating pressure.
 - Balance all equipment statically, dynamically, and
 - Hydraulically test all factory wired control panels for proper operations, as designed and required.
- e. The entire new System shall fit within the existing bus wash building. The new reverse osmosis (RO) tank shall be located at the existing tank location.
- f. The primary wash arch shall be equipped with full-overlapping turbo spray nozzles to ensure all sections of the bus body are covered, and no sections are missed.
- g. All structural components, unless otherwise specified, shall be designed to comply with the California building structural and seismic code requirements. The design shall be done by a licensed professional structural engineer registered in the state of California. The Contractor shall obtain approval from the City of Garden Grove and submit a copy of the approved structural design to OCTA.
- h. Wheel guide rails shall be provided for the length of the wash bays. The guides shall include standard entry guide rails.

- i. Entrance and exit of the wash bays shall be integrated into the System control program to automatically activate as a bus enters and leaves the bus wash building.
- j. To ensure minimum downtime and operational costs, the bus wash design shall utilize nonproprietary components that are readily available in the general marketplace, without being dependent on a single supplier or replacements parts and/or components whenever practical. At least one (1) spare part shall be provided to OCTA at the end of project for the parts that need to be replaced periodically defined as more often than once every two (2) years.

3.3 INSTALLATION

- a. The contractor and manufacturer of the System shall be responsible for the supply of necessary equipment, materials, labor, services, and permits for the complete assembly and erection of the equipment so that it is ready for operations as per all applicable specifications, codes, and regulations.
- b. The System shall be installed by the Contractor and connected to the bus wash building by the Contractor.
- c. The System shall be installed in accordance with the Contractor's approved submittal, plans, shop drawings, and manufacturer's instructions.
- d. Positioning: Contractor shall place equipment in accordance with any noted special positioning requirements generally level (or slight slope as required), plumb, and at right angles to adjacent work.
- e. Fitting: Where field cutting or trimming is necessary, perform in a neat, accurate, and professional manner without damaging equipment or adjacent work.
- f. Anchorage: Use fastenings as specified. Attach equipment securely to prevent damage resulting from inadequate fastenings. Fasteners shall be installed to avoid scratching or damaging adjacent surfaces.
- g. Upon completion of work, finished surfaces shall be free of tool marks, scratches, blemishes, and stains. Install anti-rust paint on metal structural components.
- h. As part of the installation of the new System, the Contractor shall install all equipment, items, and components, which shall conform to the codes of the City of Garden Grove and other agencies having jurisdiction (AHJ) over the project work.
- i. Start-up and commissioning of the System shall be performed by the System Contractor or manufacturer.
- j. Training of facility employees shall be performed by the System Contractor or manufacturer.

4) CUTTING AND PATCHING

- A. Cutting and patching is required in areas where walls, roof, and other building elements of bus wash have been damaged and affected by project work.
- B. Where affected or damaged by project work, repair and finish damaged surfaces and background to the condition before work began. Match repair material, paint, and finish to the nearest joint.
- C. Re-paint all curbs, traffic striping, legends, parking stalls, numbers, signs, and paving erased by project work, and as existed before project work began.
- D. Damage to adjacent or OCTA property shall be repaired, at the Contractor's expense, to the condition that existed before project work started and to OCTA's project manager's satisfaction. Repaired and refinished surfaces are required to match adjacent and similar improvements finishes in the vicinity. For continuous surfaces, refinish with material and paint to nearest intersection of different building elements, or natural break in structure or material joint.
- E. Replace equipment or appurtenances damaged due to cutting or patching work during project work. Provide material quality to a level equal to or better than that which existed before beginning of project work. Do not paint partial surfaces; paint the entire area of the surface under consideration. Execute removal, cutting, and patching by methods to avoid damage to adjoining work or surface, and which will provide appropriate surfaces to receive final finishing.

5. FIELD ENGINEERING

- A. Contractor shall locate and protect all above and below ground utilities, equipment, buses, cars, and appurtenances in and outside the bus wash. Contractor shall review OCTA previous record drawings of bus wash for underground utilities and field verify all utilities that may affect project work activities before removal work. Contractor shall utilize an independent utility locator company to locate all utilities that may be damaged by project work activities and determine if there are any utility lines in conflict with project work. Contractor shall promptly report and repair to the OCTA project manager's satisfaction disruption in utilities caused by project work. Contractor shall repair disruption of utilities immediately for OCTA's bus operation and maintenance to continue uninterrupted.
- B. Contractor shall provide fences, barricades, and traffic signs around project work area, Contractor's equipment laydown area, and excavations. Contractor shall provide flashing lights from dusk to dawn at entrance and exit of project area. Contractor shall cover excavations with steel traffic plates at all times.
- C. Contractor shall verify and note all existing dimensions and locations of the existing equipment and structural (columns) elements of the building before starting work. Contractor shall record all existing dimensions and submit this record to OCTA before commencing any removal work.

- D. Layout and Control of the Work: Contractor shall establish elevations, lines, and grade for all work under this contract. Contractor shall locate and lay out by instrumentation and similar appropriate means, columns and other structural items of the project work.
- E. Contractor shall match the finished grade and slopes inside bus wash to the existing grade and slopes to ensure positive drainage to the existing drains of the bus wash.
- F. Any utilities and power shutdown shall be coordinated with OCTA at least one (1) week prior to the shutdown. All utilities and power shall be restored for the bus base operations at the end of the project workday, no later than 4 p.m. Duration of outages and shutdowns shall not hinder normal bus operations and maintenance of the bus facility. In case of accidental damage to power or utility lines, repair power or utility line immediately, provide alternate source of power to keep facility operation during the repair period.
- G. Contractor is required to take all precautions during project work to prevent damage to OCTA buses, property, equipment, under and above ground utilities, and OCTA personnel. All precautions are to be taken per CAL-OSHA code to prevent accidents, and damage to adjacent OCTA property and appurtenances.
- H. Project work activity shall be within normal work hours between 7:00 am and 4:00 pm Monday through Friday. The Bus Base operates 24 hours a day seven days a week and must remain operational during the project. Contractor shall coordinate with OCTA Project Manager if any potential disruption in the Bus Base operations during the project are anticipated.
- I. The Contractor will be required to replace bus wash equipment without interruptions to the OCTA bus operations and maintenance work at the bus base, which will continue uninterrupted during the project.
- J. The Contractor is required to take precautions necessary and be responsible for maintaining electric power, lights, signs, non-project-related equipment, above and below ground utilities, and temporary facilities.

6) COORDINATION WITH OCTA AND LOCAL AGENCIES

- a. Contractor shall be responsible for obtaining all required work permits and inspections from the City of Garden Grove, and other jurisdictional agencies which have jurisdiction over the work. Contractor shall comply with applicable City of Garden Grove, Federal, State, county, and laws and regulations pertaining to the project work. Contractors are required to submit final approved inspection signed cards by the Garden Grove City inspector to OCTA at the completion of project work, and from various other agencies having jurisdiction over the work.
- b. Contractor shall obtain all work permits and inspections required by utility companies including Southern California Edison (SCE), and other utility companies, which have jurisdiction over the work. Contractor shall coordinate with utility companies to locate

utilities so that under and above ground utility's locations are clearly marked for the duration of project work and are not damaged or interrupted by project work.

- c. Contractor shall procure hot work permit for welding from OCTA facility staff, before beginning welding operations, and store fire extinguishers on site for Contractor's workers use, in case of fire.
- d. Contractor shall notify OCTA a minimum of three (3) working days before beginning project work.
- e. Contractor shall comply with OCTA's bus base industrial SWPPP Plan, which complies with the Statewide General Permit for Storm Water Discharges Associated with Industrial Activities (IGP) order number 2014-0057-DWQ or the latest order. Contractor shall prepare and submit a best management practices (BMP) plan for OCTA's review and approval; and shall implement the BMP plan on site and maintain the BMPs for the duration of the project. Use BMPs included in the Construction Site Best Management Practices (BMP) Manual prepared by the California Stormwater Quality Association, website www.cabmphandbooks.com.
- f. Contractor shall include in the Contractor submitted BMP Plan, for cleanup of accidental spillage of toxic or detrimental materials or oil spills from equipment, and for restoration of facility damaged thereby to near-natural conditions. Contractor shall install BMP measures to avoid project related water entering the OCTA storm drain inlet, county storm water channel, gutters or swales on site in compliance with the county and OCTA SWPP plan.

7) LEGAL RELATIONS AND RESPONSIBILITY

- A. Contractor shall observe and comply with laws, ordinances, regulations, and orders of authorities having jurisdiction over the project work.
- B. Contractor shall protect and indemnify OCTA and its officers and employees against claims and liabilities arising from or based on Contractor's violation of a law, ordinance, regulation, or order.
Contractor shall notify OCTA in writing within 24 hours of accidents or injury to persons or damage to OCTA, public or private property. Contractor shall be responsible and liable for all damages and injuries.

8) PROJECT MANAGEMENT COORDINATION

A) PROJECT WORK SCHEDULE

A project work schedule shall be submitted to OCTA by the Contractor for review and approval within five (5) business days after the execution of the agreement. The schedule shall include all activities, sub-activities, start dates, submittal dates, completion date, and durations of activities, and shall indicate a logical sequence for completing the work within the allotted time. The schedule shall account for interface

with OCTA and authorities having jurisdiction over the project work, and OCTA review time in the schedule.

The detailed schedules shall be of the bar chart or network diagram method, at the Contractor's option. The schedule shall be comprehensive, beginning from the notice to proceed, submission of submittals and approval time by OCTA, equipment procurement time, cover project work activities at the site, removals and installation of equipment, testing and inspection, and closeout final inspection, completion of punch list items, and submission of closeout documents and materials. OCTA will review schedule and return to Contractor for revisions within two weeks. Contractor shall resubmit the work schedule within a week with the corrections required by OCTA.

B) PROJECT MEETINGS

Project Kick-off Meeting

1. OCTA will schedule the pre-project kick-off meeting after issuance of the signed fully executed agreement to the Contractor.
2. OCTA will distribute a notice of this meeting, along with an agenda of the subjects to be addressed at least one (1) workday prior to the meeting.

Periodic Progress Meeting

Progress meetings will be scheduled and conducted monthly or more frequently if necessary.

Pre-installation site Meeting

The OCTA and Contractor shall conduct a pre-installation meeting at the project site before beginning project work activity that requires coordination with OCTA facility staff, OCTA bus operations and bus maintenance staff, and other contracts work on site.

Project Closeout Meeting

OCTA will schedule and conduct a project closeout meeting when the Contractor informs OCTA that the project work is substantially complete. The meeting will review project work and create a punch list of items to be corrected or completed, closeout document requirements, and responsibilities related to project closeout.

9) SPECIAL PROJECT PROCEDURES

- A. Contractor shall protect OCTA property, buses, equipment, utilities, landscaping, and accessories on site during project work.
- B. Contractor shall coordinate project work to allow OCTA staff cars and buses adequate passage to enable the buses and cars to continue to pass through the adjacent bus driveway and parking areas. Contractor may not block driveways or bus parking stalls with trucks and Contractor's equipment. Contractor shall

provide adequate passage for OCTA buses and staff cars to park in adjacent bus parking stalls during project work.

- C. Contractor shall dispose of debris, daily off-site, in a legal manner. Contractor shall dispose of all removed existing bus wash equipment, removed parts, and accessories that are removed, and legally dispose of them off-site.
- D. OCTA facility manager will provide Contractor with an equipment and material laydown area. Provide a fence to enclose the laydown or staging area. The Contractor shall submit a staging plan required for storage of his equipment, material, tools, workers toilet, hand wash, and other accessories for review and approval by OCTA. The staging plan must be accepted by the OCTA prior to undertaking work in accordance with the staging plan. The OCTA facility manager will assign staging areas for Contractor's use.
- E. Contractor shall preserve existing OCTA buildings, fences, walls, equipment, and utilities during project work, and replace any fences, walls or utilities damaged during the project work to the satisfaction of the OCTA.

10) OWNER SAFETY REQUIREMENTS

The Contractor shall comply with OCTA Level 3 Health, Safety and Environmental Specifications in the contract documents. Submit all required documents listed in the specifications for approval by OCTA's Health, Safety and Environmental (HSE) Department.

11) QUALITY ASSURANCE / QUALITY CONTROL

- A) Quality Control for testing will be required by OCTA, City of Garden Grove or other regulatory agencies having jurisdiction over the project. The Contractor shall cause all tests and inspections required by authorities having jurisdiction to be made for project work under this contract, including City of Garden Grove, Fire Department, Health Department, AQMD, SCE, and other utilities. Scheduling, conducting, and paying for such inspections shall be solely the Contractor's responsibility.
- B) Inspections and Tests by Manufacturer's Representatives: Contractor shall cause all tests and inspections specified to be conducted by materials or systems manufacturers to be made. Additionally, all tests and inspections required by materials or systems manufacturers as conditions of warranty or certification of project work shall be made, the cost of which shall be included in the contract sum.
- C) Test and Inspection Reports: After each inspection and test, one copy of testing and inspection report shall be promptly submitted to the OCTA, City Inspector, and to the agency requiring the testing.
- D) The Contractor shall cooperate by making project work available for inspection by OCTA designated testing and materials inspection agency, City of Garden Grove, or any other agency requiring inspection of project work.

- E) Contractor shall provide all information and assistance as required, including that by and from subcontractors, fabricators, materials suppliers, and manufacturers, for verification of quality of work by OCTA contracted agency or other agencies.
- F) The OCTA project manager will contract an independent testing and inspection agency for inspection of project work. The contracted inspector and OCTA's consultant will have full access to the work and a reasonable time for inspection to ascertain whether or not the work is performed in accordance with the requirements and intent of the contract. No work shall be covered, or materials used without making the work or materials available for inspection by the OCTA project manager. If the OCTA project manager requests, the contractor shall, at any time before acceptance of the work, remove or uncover such portions of the finished work as may be directed.
- G) Contractor shall submit to OCTA final sign-off inspection cards for the project from the City of Garden Grove.

12 TEMPORARY FACILITIES AND CONTROLS

For Temporary Facilities and Controls, Contractor is required to provide and install:

- A. Temporary Electricity: Contractor shall connect to existing power service at location as directed by facility manager. Power consumption shall not disrupt OCTA's need for continuous service. Disconnect all electrical power at the end of workday.
- B. Temporary Fire Protection: Maintain temporary fire protection facilities of the types needed until permanent facilities are installed. Fire Extinguishers shall be portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.
- C. Provide temporary barriers, enclosures and fencing around work areas, and around welding operations. Provide barriers to prevent unauthorized entry to project work areas and to protect existing facilities and adjacent properties from damage from project work.
- D. Protect non-owned vehicular traffic, stored materials, structures on site from damage.
- E. On removal of temporary facilities, do progress cleaning. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.

shall sweep with broom and vacuum clean interior areas prior to start of surface finishing and continue cleaning to eliminate trash and dust. Contractor shall remove waste materials, debris, and rubbish from site periodically during a workday and legally dispose of off-site at the end of each work- day.
- F. Contractor shall provide and pay for temporary utility services and facilities such as sanitary facilities for contractor's workers, telephone service, water service, electricity and internet service for construction and related activities.

13) MOBILIZATION AND DEMOBILIZATION

- A. Before mobilization, Contractor shall submit and have approved, all required submittals, including but not limited to project work schedule, SWPPP BMP Plan, Safety Plan, and other submittals as required for the project work. Consultant shall submit plan showing the installation of any pollution control/SWPPP features required for the project to be established on the site prior to initiating project work and maintained for the duration of project work and removed upon completion of work. The Contractor shall install pollution control features required by permits for the work. These features shall be maintained throughout the duration of project work and removed at the completion of work.
- B. Copies of all required permits from the City of Garden Grove and other jurisdictions shall be obtained prior to starting work. The Contractor shall obtain all necessary permits required by the local jurisdictions, City of Garden Grove to perform the work of this contract. The Contractor shall provide OCTA project manager with copies of all permits obtained prior to starting work.
- C. The Contractor shall provide personnel, equipment, temporary facilities, materials, tools, and supplies at the worksite at the time they are scheduled to be required.
- D. The Contractor shall locate plant or equipment appropriately close to the portion of the work for which it will be used in laydown space assigned by OCTA facility manager.
- E. Upon completion of the work, the Contractor shall remove all equipment, temporary facilities, tools, apparatus, equipment, unused materials and supplies, plant, and personnel from the worksite and shall leave the worksite in a clean and satisfactory condition as approved by OCTA project manager.

14) CLEANING

- A. Contractor shall provide all labor and equipment required to remove trash, waste, and broom clean project sites as required, including surrounding areas affected by project work activities. Contractor shall provide all labor and equipment required to load, haul, and legally dispose of all waste, trash and debris off-site at the end of each workday throughout the duration of the project. Contractor shall pay all dump fees required to legally dispose of waste materials, clean, and wash adjacent bus parking areas and driveways affected by project work.
- B. Contractor shall execute a thorough final cleaning prior to completion of work review by the OCTA project manager. Contractor shall Clean surrounding areas affected by project work. Clean and repair all surrounding areas and site appurtenances such as curbs, gutters, swales, storm drain, platforms, equipment, vents, fences, Apex boxes, lights, concrete pedestal, landscaping, and driveways. Repair equipment, curbs, surrounding driveways, landscaping, and the site affected or damaged by the project work. Provide thorough brooming and washdown of bus wash floor. Remove all oil, concrete, debris, and paint from the surfaces mentioned. Remove waste and

surplus materials, rubbish, and temporary facilities, utilities and controls from the site. Remove grease, dust, dirt, stains, labels, fingerprints, and other foreign materials, from sight-exposed finished surfaces, polish surfaces for a clean finish. Repair damage to any existing bus wash curbs, gutters, or building elements, or structures outside the building damaged by project work.

- C Remove concrete, asphalt, oil, grease, mastic, adhesives, dust, dirt, stains, fingerprints, labels, concrete material, and other foreign materials from all visible exterior surfaces of bus wash. Remove dust from all horizontal surfaces not exposed to view, including equipment, light standards, curbs, utilities, apex boxes, inside bus wash equipment, and plumbing fixtures on site affected by project work.
- D Repaint the entire interior walls and roof of bus wash affected by project work.

15) CLOSEOUT PROCEDURES

Preliminary punch list review: At Contractor's request, the OCTA Project Manager will attend a preliminary contract closeout review of project work within seven days of completion of project work. The OCTA Project Manager, Facility Manager and Contractor shall conduct a walk- through of the project site to inspect and review project work for completeness of the project work. After inspection of site, the OCTA Project Manager will prepare a typewritten list of items (punch list) to be completed and corrected by Contractor. The Contractor is required to complete and correct the punch list items before requesting review and re-inspection of the project work. the Contractor shall complete the following before reinspection:

- A. Fully clean and clear site of temporary facilities and controls.
- B. Prior to the second inspection and review, complete all punch list work, testing, inspection, balancing, sterilization and cleaning of the project work area.
Obtain final City of Garden Grove Inspection and City final sign-off required for the Project. Provide original final sign-off City cards to the OCTA.
- C. Submit specific warranties, guarantees, maintenance service agreements, final certifications, and similar documents.
- D. Prepare and submit project record documents listed in closeout documents.
- E. Deliver tools, spare parts, extra materials, and similar items to location designated by OCTA. Label with manufacturer's name and model number where applicable.
- F. Test and Complete startup testing of systems. Submit test/adjust/balance records.
- G. Punch List Review: The OCTA Project Manager and the Facility Manager bus base manager will attend a second final inspection of the project, contract closeout review and conduct a walk-through of project site to review the completed and corrected punch list items.

On completeness of the project work, OCTA will record a Notice of Completion with the county.

16) CLOSEOUT SUBMITTALS

- A. At contract close-out, Contractor shall deliver the following Record Documents to the OCTA's Project Manager. Contractor shall accompany the submittal with a transmittal letter in duplicate, and submit both hard copies and copies in electronic format on a CD.
- B. Record Drawings: Contractor shall submit one set of full size marked-up record prints as-built drawings. Submit also as pdf electronic file on electronic media acceptable to OCTA Project Manager.
- C. Record Specifications: Contractor shall submit one set of Contractor's specifications for each equipment installed. Submit also as pdf electronic file on electronic media acceptable to OCTA Project Manager.
- D. Record Product Data: Contractor shall submit one marked-up copy of each product data submittal. Submit also as pdf electronic file on electronic media acceptable to OCTA Project Manager.
- E. Shop Drawings: Contractor shall submit one hard copy of reviewed and accepted shop drawings, as well as PDF files and AutoCAD files (2018) version on a CD ROM.
- F. Contract shall submit Operations and Maintenance Manuals. Three hard copies and electronic files are required.
- G. Contractor shall provide City of Garden Grove final sign-off cards to OCTA.
- H. Guarantees, warranties: Contractor shall prepare and submit to the OCTA Project Manager warranties and guarantees as specified in the agreement.
- I. Certificates of Compliance and Test Report Submittals: Contractor shall submit to the OCTA Project Manager certificates and reports as specified, and required from manufacturers for warranty and guarantee purposes, and as required by authorities having jurisdiction. Certificates of Compliance shall be submitted by the Contractor to OCTA Project Manager for those materials and products for which no samples and test results are specified. The certificates shall state that the product complies with the respective contract specification.
- J. Contractor shall submit three paper copies of each of the above-listed documents.
- K. Contractor shall submit Operations and Maintenance Manual, which include a complete operation and maintenance directory. Title pages and directories must be enclosed in clear plastic sleeves.

- L. Contractor shall submit PDF electronic file on digital media acceptable to OCTA Project Manager. Assemble each manual into a composite electronically indexed file.

Requirements for Operations and Maintenance Manual

Each manual shall contain the following materials, in the order listed:

- a. Title Page, Table of contents, Manual contents by page number, Subject matter included in manual. Name and address of project. Names and contact information (telephone, E-mail) of major suppliers. List each product included in manual, identified by product name, indexed to the table of content of the volume, and cross-referenced to specification section number in project manual.
- b. Electronic Files: Submit electronic files for all closeout documents prepared by the Contractor.
- c. Manuals Hard Paper Copy: Contractor shall submit manuals in the form of hard copy, bound and labeled volumes, in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2 by 11-inch paper. Identify each binder on front and spine, with printed title, project name, subject matter of contents, and specifications. Indicate volume number for multiple-volume sets.
- d. Manufacturer's printed operating and maintenance instructions and part lists. operating and maintenance instructions for each item of equipment, setting forth in detail and step-by-step procedure of starting, stopping, operating, and maintaining the entire system as installed. Include a schedule of recommended maintenance intervals.
- e. Manufacturer's recommended special maintenance tools. List of spare parts and tools recommended and stock quantities for one year of routine maintenance.
- f. A copy of shop drawings for mechanical, electrical, and instrument equipment in final form.
- g. Certified equipment drawings or reviewed and approved shop drawing data clearly marked for equipment furnished.

17) WARRANTIES AND GUARANTEES

The Contractor shall deliver a product warranty covering the completed equipment installation. The warranty shall cover both Parts and Labor during its warranty term. The Contractor shall specify its warranty term in its proposal to OCTA.

18 DEMONSTRATION AND TRAINING

- A) After completion of all project work, and two weeks before scheduling training of OCTA facility staff, the Contractor shall provide a training manual to the OCTA project manager for review on the operation and maintenance of the bus wash system.
- B) In the Training manual, instructions for operations and maintenance of bus wash equipment and systems must be stated. Contractor shall provide a complete list of equipment parts, operation instructions, and maintenance instruction.
- C) The Contractor shall coordinate training with OCTA Project Manager, including providing notification of dates, time, length of instruction time, and course content.
- D) The Contractor is required to schedule at least two training sessions on the date and time required by the OCTA project manager. The training sessions are required to be videotaped and submitted with the Training manual to OCTA.
- E) At completion of training, Contractor shall submit complete training manual(s) for OCTA's use, including Basis of System Design, Documentation, Emergencies, Operations, Adjustments, Troubleshooting, Maintenance, and Repairs.
- F) Demonstration and Training Video Recordings: Contractor shall submit two electronic copies and two hard copies of the video recorded training instruction sessions at the end of project.

LIMITATION ON GOVERNMENTAL DECISIONS

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

END OF STATEMENT OF WORK