

**REQUEST FOR PROPOSALS (RFP) 4-2096**

# **ON-CALL RECRUITMENT SERVICES**



**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>April 12, 2024</b>
<b>Question Submittal Date:</b>	<b>April 18, 2024</b>
<b>Proposal Submittal Date:</b>	<b>May 13, 2024</b>
<b>Interview Date:</b>	<b>June 6, 2024</b>

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April 12, 2024

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

**RFP 4-2096: “ON-CALL RECRUITMENT SERVICES ”**

**TO: ALL OFFERORS**

**FROM: ORANGE COUNTY TRANSPORTATION AUTHORITY**

The Orange County Transportation Authority (Authority) invites proposals from qualified consultants to provide on-call recruitment services. The budget for this project is \$240,000 for a two (2)-year term.

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

**Proposals must be submitted, electronically, through the following URL link: <http://www.octa.net/Proposal Upload Link>, at or before the deadline of 2:00 p.m. on May 13, 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 4-2096**” 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 4-2096, firms and subconsultants must be registered on CAMM NET with at least one of the following commodity codes for this solicitation selected as part of the vendor's on-line registration profile:

Category:

Human Resource &  
Employment Services

Commodity:

Employment Agency and  
Search Firm Services  
(Including Background  
Investigation)  
Employment Search Service  
Outplacement Service -  
Recruitment

The Authority has established June 6, 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.

**SECTION I: INSTRUCTIONS TO OFFERORS**

**SECTION I. INSTRUCTIONS TO OFFERORS**

**A. EXAMINATION OF PROPOSAL DOCUMENTS**

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

**B. ADDENDA**

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

**C. AUTHORITY CONTACT**

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

Rhea Aninzo, Associate Contract Administrator  
Contracts Administration and Materials Management Department  
Phone: 714.560.5650  
Email: raninzo@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.

**D. CLARIFICATIONS****1. Examination of Documents**

Should an Offeror require clarifications of this RFP, the Offeror shall notify the Authority in writing in accordance with Section D2. below. Should it be found that the point in question is not clearly and fully set forth, the Authority will issue a written addendum clarifying the matter which will be sent to all firms registered on CAMM NET under the commodity codes specified in this RFP.

**2. Submitting Requests**

- a. All questions must be put in writing and received via email at [raninzo@octa.net](mailto:raninzo@octa.net) no later than 2:00 p.m. on April 18, 2024.
- b. Requests for clarifications, questions, and comments must be clearly labeled, "Written Questions RFP 4-2096," in the subject line of the email. The Authority is not responsible for failure to respond to a request that has not been labeled as such.

**3. Authority Responses**

Responses from the Authority will be posted on CAMM NET no later than April 24, 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 subconsultants must be registered on CAMM NET with at least one of the following commodity codes for this solicitation selected as part of the vendor's on-line registration profile:

Category:

Human Resource &  
Employment Services

Commodity:

Employment Agency and  
Search Firm Services  
(Including Background  
Investigation)  
Employment Search Service  
Outplacement Service -  
Recruitment

Inquiries received after 2:00 p.m. on April 18, 2024 will not be responded to.

## E. SUBMISSION OF PROPOSALS

### 1. Date and Time

**Proposals must be submitted, electronically**, through the following URL link: <http://www.octa.net/Proposal Upload Link>, at or before the deadline of **2:00 p.m. on May 13, 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 4-2096**” from the drop-down menu, and follow the instructions as prompted to upload the proposal. The upload link will expire at the submittal deadline and will not allow proposals to be uploaded.

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

### 2. Acceptance of Proposals

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



**F. PRE-CONTRACTUAL EXPENSES**

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

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

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

**G. JOINT OFFERS**

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

**H. TAXES**

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

**I. PROTEST PROCEDURES**

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

**J. CONTRACT TYPE**

This RFP is issued to place several selected firms on an on-call list. As the need for recruitment services arises during the term of the Agreement, **Contract Task Orders (CTOs) will be issued on a competitive basis to the on-call firms.** It is anticipated that the term of the Agreement resulting from this solicitation, if awarded, will be a two (2)-year term for work specified in the scope of work, included in the RFP as Exhibit A.

**K. CONFLICT OF INTEREST**

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

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

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

**L. CODE OF CONDUCT**

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

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

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

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

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

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

**N. STATEMENT OF ECONOMIC INTERESTS**

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

**SECTION II: PROPOSAL CONTENT**

## **SECTION II. PROPOSAL CONTENT**

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

#### **1. Format**

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

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

The Letter of Transmittal shall be addressed to Rhea Aninzo, Associate Contract Administrator, and must, at a minimum, contain the following:

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

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

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

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

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

Offeror to:

- (1) Provide a brief profile of the firm, including the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size, and location of offices; and number of employees.
- (2) Provide a general description of the firm's financial condition and identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede Offeror's ability to complete the project.
- (3) Describe the firm's experience in performing work of a similar nature to that solicited in this RFP, and highlight the participation in such work by the key personnel proposed for assignment to this project.
- (4) Identify subcontractors by company name, address, contact person, telephone number, email, and project function. Describe Offeror's experience working with each subcontractor.
- (5) Identify all firms hired or retained to provide lobbying or advocating services on behalf of the Offeror by company name, address, contact person, telephone number and email address. This information is required to be provided by the Offeror immediately during the evaluation process, if a lobbyist or advocate is hired or retained.
- (6) Provide as a minimum three (3) references for the projects cited as related experience, and furnish the name, title, address, telephone number, and email address of the person(s) at the client organization who is most knowledgeable about the work performed. Offeror may also supply references from other work not cited in this section as related experience.

**b. Proposed Staffing and Project Organization**

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

Offeror to:

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

**c. Work Plan**

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

Offeror to:

- (1) Describe the approach to completing the work 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 work and specify who would perform them.
- (3) Identify methods that Offeror will use to ensure quality control, as well as budget and schedule control for the project.
- (4) Identify any special issues or problems that are likely to be encountered in this project and how the Offeror would propose to address them.
- (5) Describe related services provided to assist in fulfilling recruitment requests.

- (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.
- (7) Provide a detailed description of the proposed recruitment strategy with the understanding that the process used may vary from position recruitment to position recruitment.

**d. Exceptions/Deviations**

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

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

**4. Cost and Price Proposal**

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



The Offeror shall complete the "Price Summary Sheet" form included with this RFP (Exhibit B), and furnish any narrative required to explain the prices quoted in the schedules.

It is anticipated that the Authority will issue a CTO-based contract, with individual projects awarded on a firm-fixed price basis using the proposed fixed flat fees and/or fixed percentage fees.

## **5. Appendices**

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

## **B. FORMS**

### **1. Status of Past and Present Contracts Form**

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

### **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; strength and stability of the firm; strength, stability, experience, and technical competence of subcontractors; assessment by client references.
- 2. Staffing and Project Organization 30%**  
 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; utility of suggested technical or procedural innovations.
- 4. Cost and Price 20%**  
 Reasonableness of the fees; 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 June 6, 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 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 ON-CALL RECRUITMENT SERVICES

### **General Description**

The recruiting firms (Search Firms) shall provide professional recruitment services to identify and successfully place candidates at the Orange County Transportation Authority (OCTA) for a variety of positions.

The objective of this Request for Proposals (RFP) is to retain a Search Firm or several Search Firms qualified to perform specialized recruitment services to fill executive level, critical positions, and/or highly specialized positions at OCTA. As the need for recruitment services arises, a Contract Task Order (CTO) will be issued on a competitive basis and one (1) Search Firm will be selected to initiate the talent search.

### ***In the event multiple Search Firms are awarded, the following shall be included as part of the Scope of Work:***

When OCTA has an assignment, it shall submit the request to all Search Firms on current contract with OCTA. Within the given time period, each firm shall submit an overview of their recruitment strategy, timeline, cost and any other relevant information that is specific to their ability to fill the current vacancy. OCTA Human Resources staff shall review the information submitted and select the Search Firm for that recruitment. OCTA shall review all submissions and the best qualified Search Firms shall be selected for the assignment.

The recruitment service tasks listed represent the minimum services expected to be performed in any given professional, executive search. In their response to this RFP, Offerors shall identify other related services that they will provide. Prior to each search, OCTA and the Search Firms shall agree upon the specific recruitment services to be performed for a particular search.

Recruitment service requests shall be categorized as listed below. The level requested for services shall be disclosed at the time of request.

<b>Staff Level</b>	<b>Cost</b>
Non-Executive	Flat Rate Cost
Executive	Percent of selected candidate's salary

### **Scope of Services**

The Search Firms shall conduct searches for qualified candidates to fill as yet an undetermined number of different positions that are executive level, critical, and/or highly specialized. A representative from OCTA's Human Resources department (Human Resources) shall contact the selected Search Firm to request the talent search be started. The Search Firm shall be advised of the desired knowledge, skills, experience, and

competencies, as well as job-specific information, including salary range. The job description shall be provided to the Search Firm.

A CTO will be issued only to the selected Search Firm and payment shall be in accordance with the flat rate cost (non-executive staff level) or fixed percentage of the successful candidate's annual salary (executive level). Human Resources will contact the selected Search Firm to request the talent search be started.

Candidates referred by the Search Firm shall possess the professional qualifications and background as determined by OCTA as necessary to be effective in the specific position. OCTA considers the following characteristics when selecting employees: individual qualifications, skills, knowledge, background, experience, work history, and the appropriateness of the candidate for the unique position requirements.

The Search Firm shall conduct preliminary interviews of those candidates whose background, experience, and education best meet the needs of OCTA. The Search Firm shall present Human Resources with a qualified pool of candidates from which a confident hiring decision can be made. The Search Firm shall provide Human Resources with a written spreadsheet of all findings and the resumes of qualified candidates within four (4) weeks of the initiation of the search. Also, within the designated four (4)-week timeframe, the Search Firm shall provide a report to Human Resources detailing the progress to date of the search with additional progress updates on a timeline as designated by Human Resources. These timelines are negotiable with the Human Resources department, depending on circumstances.

The Search Firm shall provide a summary of qualified candidates that includes their education, experience, and other relevant qualifications to Human Resources. The Search Firm shall be required to notify Human Resources of all OCTA Employees (former and current) that apply upon receipt of application. The Search Firm shall be notified by Human Resources which candidates will be interviewed. All final candidate interviews shall be coordinated with Human Resources. Human Resources shall notify the Search Firm of the selected candidate and shall present and negotiate the salary offer to the selected candidate. OCTA shall conduct the background search utilizing its current, third-party consultant.

It is expected that proposals submitted contain a detailed description of the proposed recruitment strategy with the understanding that the process used may vary from position recruitment to position recruitment. OCTA reserves the right to direct the Search Firm to perform only specific and select portions of the search/selection process.

The resulting contract shall not be an exclusive contract and OCTA shall reserve the right to use other firms for executive and/or professional search services as it may deem necessary.

If the selected candidate leaves the position for any reason in the first one hundred eighty (180) days, the Search Firm who recruited that candidate shall replace the candidate at no charge to OCTA.

**LIMITATION ON GOVERNMENTAL DECISIONS**

Nothing contained in this scope of work permits the Search Firm'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, Search Firm's personnel shall not provide information, an opinion, or a recommendation for the purpose of affecting a decision without significant intervening substantive review by OCTA personnel, counsel, and management.



**EXHIBIT B: PRICE SUMMARY SHEET**

**PRICE SUMMARY SHEET**

**REQUEST FOR PROPOSALS (RFP) 4-2096**

Enter below the proposed fee based on the below staff level 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 CTO-based price contract.

**Effective July 1, 2024 – June 30, 2025**

<b>STAFF LEVEL</b>	<b>COST</b>
Non-Executive	Flat Rate \$_____
Executive	Percentage of Candidate's Annual Salary _____%

**Effective July 1, 2025 – June 30, 2026**

<b>STAFF LEVEL</b>	<b>COST</b>
Non-Executive	Flat Rate \$_____
Executive	Percentage of Candidate's Annual Salary _____%

- I acknowledge receipt of **RFP 4-2096** and Addenda No.(s)\_\_\_\_\_
- This offer shall remain firm for \_\_\_\_\_ days from the date of proposal.  
(Minimum of 120)

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

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL ADDRESS

---

SIGNATURE OF PERSON  
AUTHORIZED TO BIND OFFEROR

---

NAME AND TITLE OF PERSON  
AUTHORIZED TO BIND OFFEROR

---

---

DATE SIGNED

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**EXHIBIT C: PROPOSED AGREEMENT**

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**PROPOSED AGREEMENT NO. C-4-2096**

**BETWEEN**

**ORANGE COUNTY TRANSPORTATION AUTHORITY**

**AND**

\_\_\_\_\_

**THIS AGREEMENT** is effective as of this \_\_\_\_ day of \_\_\_\_\_, 2024 ("Effective Date"), by and between the Orange County Transportation Authority, 550 South Main Street, P.O. Box 14184, Orange, CA 92863-1584, a public corporation of the State of California (hereinafter referred to as "AUTHORITY"), and , , , (hereinafter referred to as "CONSULTANT").

**WITNESSETH:**

**WHEREAS**, AUTHORITY requires assistance from CONSULTANT to provide on-call recruitment services; and

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

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

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

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

**ARTICLE 1. COMPLETE AGREEMENT**

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

B. AUTHORITY's failure to insist in any one or more instances upon CONSULTANT's 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.

**ARTICLE 2. AUTHORITY DESIGNEE**

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

**ARTICLE 3. SCOPE OF WORK**

9  
10 A. CONSULTANT shall perform the work necessary to complete in a manner satisfactory to  
11 AUTHORITY the services set forth in Exhibit A, entitled "Scope of Work," attached to and, by this  
12 reference, incorporated in and made a part of this Agreement and as specified in the Contract Task  
13 Orders ("CTOs") issued to CONSULTANT. All services shall be provided at the times and places  
14 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.

**Names****Functions**

17  
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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

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**

A. This Agreement shall commence upon the effective date of this Agreement, and shall continue in full force and effect through June 30, 2026, unless earlier terminated or extended as provided in this Agreement.

B. AUTHORITY, at its sole discretion, may elect to extend the term of this Agreement an additional twelve (12) months, commencing July 1, 2025, and continuing through June 30, 2026 (Option Term), and thereupon require CONSULTANT to continue to provide services, and otherwise perform, in accordance with Exhibit A, entitled "Scope of Work," and at the rates set forth in Article 5, "Payment."

C. AUTHORITY's election to extend the Agreement beyond the Initial Term shall not diminish its right to terminate the Agreement for AUTHORITY's convenience or CONSULTANT's default as provided elsewhere in this Agreement. The "maximum term" of this Agreement shall be the period extending through June 30, 2026, which encompasses the Initial Term and Option Term.

#### **ARTICLE 5. CONTRACT TASK ORDERS (CTO) AND PAYMENT**

A. This Agreement is issued to place CONSULTANT, **{INSERT OTHER FIRMS NAMES AND AGREEMENT NOS}** on an on-call list ("ON-CALL FIRMS"). As the need for consulting services arises during the term of these Agreements, CTO's may be issued to CONSULTANT and/or other ON-CALL FIRMS at AUTHORITY's sole discretion. Each CTO will be issued on **a competitive basis** specifically define the Scope of Work, the total cost of the CTO to be paid CONSULTANT, and any other information, which may be needed to perform the services. AUTHORITY does not guarantee that CONSULTANT or any of the ON-CALL FIRMS will receive an assignment, nor that the firms will receive an equal number of assignments, nor does the AUTHORITY make any guarantee that the CTO budgeted amount will be expended.

## EXHIBIT C

1           B. CONSULTANT shall submit to AUTHORITY, a written technical proposal and cost estimate  
2 within forty-eight (48) hours from AUTHORITY's request. CONSULTANT shall submit a final written  
3 technical proposal and cost proposal within five (5) working days from AUTHORITY's initial request. No  
4 work shall commence until a written CTO has been executed by both AUTHORITY and CONSULTANT.  
5 Failure of the CONSULTANT to perform in accordance with this provision may result in CONSULTANT  
6 forfeiture of retention monies and/or termination of this Agreement.

7           C. For CONSULTANT's full and complete performance of its obligations under this Agreement,  
8 and subject to the maximum cumulative payment obligation provisions set forth in Article 6, AUTHORITY  
9 shall pay CONSULTANT on a Time and Expense basis in accordance with the following provisions.

10           1. For each CTO issued under this Agreement and services satisfactorily performed by  
11 CONSULTANT's personnel under this Agreement, AUTHORITY shall pay CONSULTANT at firm-fixed  
12 price identified in the individual CTO. The firm-fixed price established in each CTO shall incorporate the  
13 fixed flat fee or fixed percentage fee specified in Exhibit B, entitled "Price Summary Sheet," which is  
14 attached to and by this reference, incorporated in and made a part of this Agreement. These fixed flat  
15 fees and fixed percentages shall remain fixed for the term of this Agreement and are acknowledged to  
16 include CONSULTANT's direct labor costs, indirect costs and profit.

17           2. CONSULTANT shall invoice AUTHORITY for payments upon the start date of the  
18 CONSULTANT's candidate. CONSULTANT shall also furnish such other information as may be  
19 requested by AUTHORITY to substantiate the validity of an invoice. At its sole discretion, AUTHORITY  
20 may decline to make full payment for any work until such time as CONSULTANT has documented to  
21 AUTHORITY's satisfaction, that CONSULTANT has fully completed all work required. AUTHORITY's  
22 payment in full for any work completed shall not constitute AUTHORITY's final acceptance of  
23 CONSULTANT's work under such task; final acceptance shall occur only when the successful candidate  
24 completed employment with AUTHORITY no less than 180 calendar days.

25           3. Invoices shall be submitted by CONSULTANT on a monthly basis and shall be  
26 submitted in duplicate to AUTHORITY's Accounts Payable office. CONSULTANT may also submit



## EXHIBIT C

1 invoices electronically to AUTHORITY's Accounts Payable Department at vendorinvoices@octa.net.

2 Each invoice shall be accompanied by the monthly progress report specified in paragraph 2 of this Article.

3 AUTHORITY shall remit payment within thirty (30) calendar days of the receipt and approval of each  
4 invoice. Each invoice shall include the following information:

- 5 a) Agreement No. C-4-2096; and CTO Number for which billed ;
- 6 b) Total invoice
- 7 c) Report prepared by CONSULTANT summarizing work performed;
- 8 d) Certification signed by the CONSULTANT or his/her designated alternate  
9 that i.) The invoice is a true, complete and correct statement of  
10 reimbursable costs and progress; ii.) The backup information included  
11 with the invoice is true, complete and correct in all material respects; iii.)  
12 All payments due and owing to subcontractors and suppliers have been  
13 made; iv.) Timely payments will be made to subcontractors and  
14 suppliers from the proceeds of the payments covered by the certification  
15 and; v.) The invoice does not include any amount which CONSULTANT  
16 intends to withhold or retain from a subcontractor or supplier unless so  
17 identified on the invoice; and
- 18 e) Any other information as agreed or requested by AUTHORITY to  
19 substantiate the validity of an invoice.

20 D. CONSULTANT shall guarantee employment of successful candidate for a period not less  
21 than 180 calendar days from the first date of employment. If the successful candidate separates from  
22 AUTHORITY within 180 calendar days from the first date of employment, CONSULTANT shall conduct  
23 another recruitment, at no additional cost to AUTHORITY, until such time as AUTHORITY enters into a  
24 fully executed letter of employment between AUTHORITY and another selected candidate.

25 /

26 /

**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 for all of the ON-CALL FIRMS under this Agreement, (including obligation for CONSULTANT's profit), shall be \_\_\_\_\_ (\$\_\_\_\_\_) which shall include all amounts payable to CONSULTANT and the ON-CALL FIRMS for subcontracts, leases, materials and costs arising from, or due to termination of, this Agreement and the ON-CALL FIRMS Agreements.

**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: Rhea Aninzo

Title:

Title: Associate Contract Administrator

Phone:

Phone: (714) 560 - 5650

Email:

Email: raninzo@octa.net

**ARTICLE 8. INDEPENDENT CONTRACTOR**

A. CONSULTANT's relationship to AUTHORITY in the performance of this Agreement is that of an independent contractor. CONSULTANT's personnel performing services under this Agreement shall at all times be under CONSULTANT's exclusive direction and control and shall be employees of CONSULTANT and not employees of AUTHORITY. CONSULTANT shall pay all wages, salaries and

1 other amounts due its employees in connection with this Agreement and shall be responsible for all  
2 reports and obligations respecting them, such as social security, income tax withholding, unemployment  
3 compensation, workers' compensation and similar matters.

4 B. Should CONSULTANT's personnel or a state or federal agency allege claims against  
5 AUTHORITY involving the status of AUTHORITY as employer, joint or otherwise, of said personnel, or  
6 allegations involving any other independent contractor misclassification issues, CONSULTANT shall  
7 defend and indemnify AUTHORITY in relation to any allegations made.

#### 8 **ARTICLE 9. INSURANCE**

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

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

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

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

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

22 B. Proof of such coverage, in the form of a certificate of insurance and an insurance policy  
23 blanket additional insured endorsement, designating the AUTHORITY, its officers, directors and  
24 employees as additional insureds on general liability and automobile liability, as required by Agreement.  
25 Proof of insurance coverage must be received by AUTHORITY within ten (10) calendar days from the  
26 effective date of the Agreement and prior to commencement of any work. Such insurance shall be

1 primary and non-contributive to any insurance or self-insurance maintained by the AUTHORITY.  
2 Furthermore, AUTHORITY reserves the right to request certified copies or review all related insurance  
3 policies, in response to a related loss.

4 C. CONSULTANT shall include on the face of the certificate of insurance the  
5 Agreement No. C-4-2096 and, the Associate Contract Administrator's Name, Rhea Aninzo.

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

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

#### 12 **ARTICLE 10. ORDER OF PRECEDENCE**

13 Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence:  
14 (1) the CTO's issued to CONSULTANT; (2) the provisions of this Agreement, including all exhibits;  
15 (3) the provisions of RFP 4-2096; (4) CONSULTANT's proposal dated \_\_\_\_\_; (5) all other  
16 documents, if any, cited herein or incorporated by reference.

#### 17 **ARTICLE 11. CHANGES**

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

1 B. CONSULTANT shall only commence work covered by an amendment after the amendment  
2 is executed by AUTHORITY.

3 **ARTICLE 12. DISPUTES**

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

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

15 **ARTICLE 13. TERMINATION**

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

21 B. In the event either Party defaults in the performance of any of their obligations under this  
22 Agreement or breaches any of the provisions of this Agreement, the non-defaulting Party shall have the  
23 option to terminate this Agreement upon thirty (30) days' prior written notice to the other Party. Upon  
24 receipt of such notice, CONSULTANT shall immediately cease work, unless the notice from AUTHORITY  
25 provides otherwise. Upon receipt of the notice from AUTHORITY, CONSULTANT shall submit an invoice  
26 for work and/or services performed prior to the date of termination. AUTHORITY shall pay

CONSULTANT for work and/or services satisfactorily provided to the date of termination in compliance with this Agreement. Thereafter, CONSULTANT shall have no further claims against AUTHORITY under this Agreement. AUTHORITY shall not be liable for any claim of lost profits or damages for such termination.

#### **ARTICLE 14. INDEMNIFICATION**

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

#### **ARTICLE 15. ASSIGNMENTS AND SUBCONTRACTS**

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

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

#### **Subcontractor Name/Addresses**

#### **Subcontractor Functions**

1.

2.

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

CONSULTANT shall provide AUTHORITY, or other agents of AUTHORITY, such access to CONSULTANT's accounting books, records, payroll documents and facilities as AUTHORITY deems necessary. CONSULTANT shall maintain such books, records, data and documents in accordance with generally accepted accounting principles and shall clearly identify and make such items readily accessible to such parties during CONSULTANT's performance hereunder and for a period of four (4) years from the date of final payment by AUTHORITY. AUTHORITY's right to audit books and records directly related to this Agreement shall also extend to all first-tier subcontractors identified in ARTICLE 14 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.

**ARTICLE 17. CONFLICT OF INTEREST**

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

**ARTICLE 18. CODE OF CONDUCT**

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

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

CONSULTANT and all subconsultants performing work under this Agreement, shall be prohibited from concurrently representing or lobbying for any other party competing for a contract with

1 AUTHORITY, either as a prime consultant or subconsultant. Failure to refrain from such  
2 representation may result in termination of this Agreement.

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

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

7 **ARTICLE 21. EQUAL EMPLOYMENT OPPORTUNITY**

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

15 **ARTICLE 22. PROHIBITED INTERESTS**

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

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

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

25 B. All ideas, memoranda, specifications, plans, manufacturing, procedures, drawings,  
26 descriptions, and all other written information submitted to CONSULTANT in connection with the



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

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

#### 14 **ARTICLE 24. PATENT AND COPYRIGHT INFRINGEMENT**

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

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

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

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

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

25 **ARTICLE 26. FORCE MAJEURE**

26 Either party shall be excused from performing its obligations under this Agreement during the time

1 and to the extent that it is prevented from performing by an unforeseeable cause beyond its control,  
2 including but not limited to: any incidence of fire, flood; acts of God; commandeering of material, products,  
3 plants or facilities by the federal, state or local government; national fuel shortage; or a  
4 material act or omission by the other party; when satisfactory evidence of such cause is presented to the  
5 other party, and provided further that such nonperformance is unforeseeable, beyond the control and is  
6 not due to the fault or negligence of the party not performing.

7 **ARTICLE 27. HEALTH AND SAFETY REQUIREMENT**

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

10 **ARTICLE 28. LIMITATION ON GOVERNMENTAL DECISION**

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

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**ORANGE COUNTY TRANSPORTATION AUTHORITY**

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

Georgia Martinez  
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

**EXHIBIT E: SAFETY SPECIFICATIONS**

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

### **PART I – GENERAL**

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

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

#### **1.2 REGULATORY**

- A. Injury/Illness Prevention Program  
The Contractor shall comply with CCR Title 8, Section with California Code of Regulations (CCR) Title 8, Section 3203. The intent and elements of the IIPP shall be implemented and enforced by the Contractor and its sub-tier



contractors, suppliers, and vendors. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.

**B. Substance Abuse Prevention Program**

Contractor shall comply with the Policy or Program of the Company's Substance Abuse Prevention Policy that complies with the most recent Drug Free Workplace Act. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.

**C. Heat Illness Prevention Program**

Contractor shall comply with CCR Title 8, Section, Section 3395, Heat Illness Prevention. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.

**D. Hazard Communication Program**

Contractor shall comply with CCR Title 8, Section 5194 Hazard Communication Standard. Prior to use on Authority property and/or project work areas Contractor shall provide the Authority Project Manager copies of SDS for all applicable chemical products used, if any. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.

- a. All chemicals including paint, solvents, detergents and similar substances shall comply with South Coast Air Quality Management District (SCAQMD) rules 103, 1113, and 1171.

**E. Storm Water Pollution Prevention Plan**

The Contractor shall protect property and water resources from fuels and similar products throughout the duration of the contract. Contractor shall comply with Storm Water Pollution Prevention Plan (SWPPP) requirements. The program or plan if required by scope shall be provided to the Authority's Project Manager, upon request, within 72 hours.

**1.3 INCIDENT NOTIFICATION AND INVESTIGATION**

**A. The Authority shall be promptly notified of any of the following types of incidents including but not limited to:**

1. Damage incidents of property (incidents involving third party, contractor or Authority property damage);
2. Reportable and/or Recordable injuries (as defined by the U. S. Occupational Safety and Health Administration), a minor injury, and near miss incidents;
3. Incidents impacting the environment, i.e. spills or releases on Authority projects or property.
4. Outside Agency Inspections; agencies such as Cal/OSHA, DTSC, SCAQMD, State Water Resources Control Board, FTA, CPUC, EPA, USACE and similar agencies.

**B. Notifications shall be made to Authority representatives, employees and/or agents. This includes incidents occurring to contractors, vendors, visitors, or members of**

the public that arise from the performance of Authority contract work. An immediate verbal notice followed by an initial written incident investigation report shall be submitted to the Authority's Project Manager within 24 hours of the incident.

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

**1.4 DESIGNATED HEALTH AND SAFETY REPRESENTATIVE**

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

**1.5 PERSONAL PROTECTIVE EQUIPMENT**

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

**1.6 REFERENCES**

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

**END OF SECTION**

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

**PROPOSAL EXCEPTIONS AND/OR DEVIATIONS**

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

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

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

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

*Check one:*

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

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

Complete Description of Deviation or Exception:

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Rationale for Requesting Deviation or Exception:

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Area Below Reserved for Authority Use Only:
