



AFFILIATED AGENCIES

*Orange County
Transit District*

*Local Transportation
Authority*

*Service Authority for
Freeway Emergencies*

*Consolidated Transportation
Service Agency*

*Congestion Management
Agency*

January 29, 2025

**SUBJECT: Request for Proposals (RFP) 4-2610
On-call Architectural and Engineering Design and
Construction Support Services for Transit Facility Projects
Addendum No. 3**

Gentlemen/Ladies:

This letter and its attachments comprise **Addendum No. 3** to the above captioned RFP issued by the Orange County Transportation Authority (Authority).

1. Offerors are advised that questions have been received by Authority. The questions and Authority's written responses are presented as **Attachment A** to this **Addendum No. 3**.
2. Offerors are advised that additional pre-proposal conference registration sheets are presented as **Attachment B** to this **Addendum No. 3**.
3. Offerors are advised that Authority has revised in Exhibit A Scope of Work, Attachment C Statement of Work, section 3.1.1, to include additional disciplines. Statement of Work is deleted in its entirety and replaced with **Attachment C** to this **Addendum No. 3**.

Offerors are reminded to acknowledge receipt of this **Addendum No. 3** in their Letter of Transmittal, which is to accompany the proposal.

Offerors are advised that all changes addressed in this **Addendum No. 3** shall be incorporated into the final Agreement.

January 29, 2025

Page 2

Questions regarding this **Addendum No. 3** should be directed to the undersigned at (714) 560-5562 or sgettel@octa.net.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sonja Gettel", written in a cursive style.

Sonja Gettel
Senior Contract Administrator
Contracts Administration and Materials Management

Attachments

- Attachment A: Questions Received and Authority's Responses
- Attachment B: Additional Pre-Proposal Conference Registration Sheets
- Attachment C: Exhibit A Scope of Work - Attachment C Statement of Work

Questions Received and Authority's Responses

- Q1. Will the awarded consultant(s) be required to provide geotechnical investigations?
- A1. Yes, geotechnical is one of the required disciplines. Please see the revised RFP Exhibit A Scope of Work, Attachment C Statement of Work, section 3.1.1.
- Q2. If so, do consultants need to include a geotechnical firm on their team?
- A2. Please see the revised RFP Exhibit A Scope of Work, Attachment C Statement of Work, section 3.1.1, for required disciplines. Offeror must provide coverage for required disciplines in the way they best deem appropriate for the project; the team composition is the responsibility of the Offeror.
- Q3. How big are the projects?
- A3. The average cost of contract task orders (CTO) in the past has been \$207,000. Level of effort for each project CTO can vary depending on project size and complexity along with the number of disciplines required for the design of project.
- Q4. I wonder if we can come in as a prime consultant or should we find a large firm and be a subconsultant? If we decide to come in as a prime, do we have to include all the disciplines listed in the request for qualifications or can we just include our area of expertise?
- A4. Please see the revised RFP Exhibit A Scope of Work, Attachment C Statement of Work, section 3.1.1, for required disciplines. The Offeror must provide coverage for required disciplines; the business means and methods are the responsibility of the Proposer.
- Q5. How many years is this on-call agreement?
- A5. The contract term for the agreement is three years, with one, two-year option.
- Q6. Would it be possible to share the names of the companies selected last year? I'm interested in understanding their size and whether, as a small firm, we might have a chance of being considered as potential candidates.
- A6. The current on-call consultants include Stantec Architecture Inc.; Gannett Fleming, Inc.; Arcadis, A California Partnership formerly performed as IBI Group, A California Partnership; Dahl, Taylor and Associates, Inc.; and IDS Group, Inc.
- Q7. Does the scope of services for this contract opportunity include geotechnical engineering?
- A7. Please see the answer to Question 2, above.

Q8. Can we be prime on one team and sub on another?

A8. Yes, a firm may propose as a prime on one proposal and as a subconsultant on another proposal(s).

ATTACHMENT B TO ADDENDUM NO. 3:
ADDITIONAL PRE-PROPOSAL CONFERENCE REGISTRATION SHEETS



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 4-2610

Date: January 21, 2025

Title: On-call Architectural and Engineering Design and Construction Support Services for
Transit Facility Projects

1. Company Name: Gannett Fleming, Inc.
Attendee: Fredrick Crooks
Address: South Figueroa Street, Suite 3800
City, State Zip: Los Angeles, CA 90017
Phone Number: (213) 624-0347 Registered on CAMM NET? ☒ Yes ☐ No
Prime ☒ Sub ☐ DBE ☐
E-Mail Address: fcrooks@gfnet.com

2. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
Prime ☐ Sub ☐ DBE ☐
E-Mail Address: _____

3. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
Prime ☐ Sub ☐ DBE ☐
E-Mail Address: _____



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 4-2610

Date: January 21, 2025

Title: On-call Architectural and Engineering Design and Construction Support Services for
Transit Facility Projects

1. **Company Name:** Merrill Morris Partners
Attendee: Cathy Merill
Address: 249 Front Street
City, State Zip: San Francisco, CA 94111
Phone Number: (415) 291-8960 **Registered on CAMM NET?** ☒ Yes ☐ No
Prime ☐ **Sub** ☒ **DBE** ☒
E-Mail Address: cmerrill@merrill-morris.com

2. **Company Name:** Merrill Morris Partners
Attendee: Giana Stanco
Address: 249 Front Street
City, State Zip: San Francisco, CA 94111
Phone Number: (415) 291-8960 **Registered on CAMM NET?** ☒ Yes ☐ No
Prime ☐ **Sub** ☒ **DBE** ☒
E-Mail Address: gstanco@merrill-morris.com

3. **Company Name:** Merrill Morris Partners
Attendee: Sharon Morris
Address: 249 Front Street
City, State Zip: San Francisco, CA 94111
Phone Number: (415) 291-8960 **Registered on CAMM NET?** ☒ Yes ☐ No
Prime ☐ **Sub** ☒ **DBE** ☒
E-Mail Address: smorris@merrill-morris.com



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 4-2610

Date: January 21, 2025

Title: On-call Architectural and Engineering Design and Construction Support Services for
Transit Facility Projects

1. Company Name: Stantec
Attendee: Annija Gaskell
Address: 801 S. Figueroa St. Suite 300
City, State Zip: Los Angeles, CA 90017
Phone Number: (213) 955-9775 Registered on CAMM NET? ☒ Yes ☐ No
Prime ☒ Sub ☐ DBE ☐
E-Mail Address: annija.gaskell@stantec.com

2. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
Prime ☐ Sub ☐ DBE ☐
E-Mail Address: _____

3. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
Prime ☐ Sub ☐ DBE ☐
E-Mail Address: _____



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 4-2610

Date: January 21, 2025

Title: On-call Architectural and Engineering Design and Construction Support Services for
Transit Facility Projects

1. **Company Name:** SVA Architects, Inc.
Attendee: Judy Cheng
Address: 6 Hutton Centre Drive, Suite 1150
City, State Zip: Santa Ana, CA 92707
Phone Number: (949) 809-3380 **Registered on CAMM NET?** ☒ Yes ☐ No
Prime ☒ **Sub** ☐ **DBE** ☐
E-Mail Address: jcheng@sva-architects.com

2. **Company Name:** _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () **Registered on CAMM NET?** ☐ Yes ☐ No
Prime ☐ **Sub** ☐ **DBE** ☐
E-Mail Address: _____

3. **Company Name:** _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () **Registered on CAMM NET?** ☐ Yes ☐ No
Prime ☐ **Sub** ☐ **DBE** ☐
E-Mail Address: _____

ATTACHMENT C TO ADDENDUM NO. 3 – STATEMENT OF WORK

**STATEMENT OF WORK
FOR
{PROJECT NAME} AT {PROJECT LOCATION}**

1.0 PROJECT BACKGROUND

The Orange County Transportation Authority (OCTA or AUTHORITY) owns, operates, and maintains *{project property names and locations}*. *{Brief background of project need}*

The AUTHORITY is requesting proposals from the Consultant for architectural and engineering design and support services for *{project name}*.

All services performed shall be in accordance with Agreement No. C-X-XXXX between the CONSULTANT and OCTA, this Contract Task Order (CTO) and OCTA's CTO request for on-call architectural and engineering services.

Project will be completed in three phases:

1. Design Phase
2. Bidding and Award of Contract Phase
3. Construction Monitoring Phase

2.0 STATEMENT OF WORK DEFINITIONS

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

- 2.1. "BOARD" shall be the Board of Directors of the ORANGE COUNTY TRANSPORTATION AUTHORITY.
- 2.2. "WORK" shall mean the work performed or to be performed and services rendered by CONSULTANT, in accordance with the provisions hereof.
- 2.3. "PROJECT" shall mean design and construction services for *{project name}* at *{project locations}*. CONSULTANT shall provide architectural and engineering design services to design PROJECT as well as provide required support services as described herein this SOW.
- 2.4. "PROJECT CONSTRUCTION COST" (PCC) as used in this Agreement means the Total Construction Cost of the PROJECT as designed or specified by CONSULTANT, and as defined in Paragraph 2.3. The estimated PCC is \$XXX,XXX. CONSULTANT's cost estimate, if in excess of this amount, will require OCTA's written approval. The size of a project, the materials and type of construction are dependent upon availability of funds. CONSULTANT shall exercise their best professional judgment in determining the balance between the size of a project and

the type and quality of construction to achieve a satisfactory solution within the limitation of the specified project construction cost.

- 2.5. "PROJECT MANAGER" as used in this CTO means the Chief Executive Officer of OCTA acting either directly or through properly authorized agents or representatives acting within the scope of particular duties entrusted to them.
- 2.6. "CONTRACTOR" or "GENERAL CONTRACTOR" as used in this CTO means the person or persons, firm, partnership, corporation, or combination thereof, private or municipal who have entered into contract with OCTA, to perform construction services as it applies to the work identified herein.
- 2.7. "AUTHORITIES HAVING JURISDICTION" (AHJ) shall mean the local City and agencies having jurisdiction over PROJECT.
- 2.8. Deliverable document types:
 - Microsoft Word (Word)
 - Microsoft Excel (Excel)
 - Portable Document Format (PDF)
 - AutoCAD (CAD or DWG)

3.0 PROJECT REQUIREMENTS

3.1. CONSULTANT RESPONSIBILITIES

- 3.1.1. CONSULTANT shall be responsible for the design and construction documents of PROJECT including preliminary and final plans, specifications, and cost estimates. OCTA's review, comments, and approval shall not relieve CONSULTANT from their responsibilities on their design and professional practices.

CONSULTANT shall be responsible for obtaining all required approvals from AHJ. Preparation of construction documents for PROJECT shall include, but shall not be limited to architectural, civil, structural, mechanical, electrical, plumbing, control systems, geotechnical, utility locating services, other disciplines as required.

CONSULTANT shall consider the following criteria for the design of the systems:

- 1) CONSULTANT shall review all existing record drawings since project property was constructed.
- 2) CONSULTANT shall review the SOW and conduct a site visit to field verify existing conditions, dimensions, and site configurations that will affect or be affected by construction activities. CONSULTANT field verifications may include nondestructive and destructive testing to accurately verify existing field conditions that may affect the design. CONSULTANT shall inform OCTA of any destructive testing services necessary to complete the design of the system.

- 3) *{Project specific requirements}*
 - 4) *{Project specific requirements}*
 - 5) CONSULTANT shall coordinate with OCTA and obtain required plan check approval ready for construction permit issuance from AHJ. CONSULTANT shall submit to OCTA a copy of all submittals to AHJ and shall include OCTA in all communications between CONSULTANT and AHJ.
 - 6) CONSULTANT shall perform all work under this SOW within OCTA's property. Encroaching to adjacent private or government-owned properties without approved encroachment permits is strictly prohibited.
 - 7) Construction work may be required in construction phases. CONTRACTOR shall complete each phase before starting the next phase. Sequence for construction phases shall be shown on the CONSULTANT's design drawings.
 - 8) OCTA transit facilities shall remain operational during construction. If any closure is required for construction of PROJECT, CONSULTANT shall coordinate with OCTA during design phase and obtain acceptance from OCTA in writing on specifying construction phases for PROJECT. Installation and maintenance of temporary fencing may be required around the construction area during each construction phase.
 - 9) CONSULTANT's cost estimates shall show quantities, unit costs, and total costs of labor, equipment, and materials required for construction of PROJECT. Labor rates in the CONSULTANT's project construction cost estimates required for PROJECT shall be based on the higher of California Department of Industrial Relations prevailing wage labor rates for public work projects located in Southern California and Orange County, or the U.S. Department of Labor Prevailing Wage Rates.
 - 10) CONSULTANT shall prepare a Study Report that includes their design approach, any and all recommended repairs, improvements, and modifications to the existing facility elements for construction of PROJECT as required in PROJECT SOW. The Study Report shall be submitted with the schematic design.
- 3.1.2. CONSULTANT shall provide OCTA with plans, specifications, and a cost estimate at the completion of the various design phases of the project, beginning with the Study Report and Schematic Design Phase (25%), the Design Development Phase (60%), Construction Document Development Phase (90%), and Final Construction Development Phase (100%) submittals. See Section 3.2 Design Phase and Section 3.6. Deliverables.
- 3.1.3. CONSULTANT shall be responsible to perform all work required in Bidding and Award of Contract phase and Construction Monitoring phase. See Section 3.4. Bidding and Award of Contract Phase and Section 3.5. Construction Monitoring Phase.

3.2. DESIGN PHASE

3.2.1. STUDY AND SCHEMATIC DESIGN PHASE (25%)

- 3.2.1.1. CONSULTANT shall review OCTA's SOW and conduct an evaluation of the existing site conditions and make recommendations to OCTA in a Study Report as required in Statement of Work. CONSULTANT shall review existing record documents, visit the site, and field verify all dimensions, space limitations, weight, utilities, and other physical parameters of the existing systems that will influence the design.
- 3.2.1.2. CONSULTANT shall identify all permits and approvals needed for PROJECT. CONSULTANT shall submit a report of all applicable permits, AHJ addresses, contacts, phone numbers, application forms, instructions, permit fees, and estimates of time to secure each permit or approval. This report can be included as part of the Study Report. In conjunction with OCTA staff, CONSULTANT shall provide technical support to help prepare exhibits, submittals, or other information needed to ensure the ability of OCTA to secure all required permits and approvals from AHJ.
- 3.2.1.3. CONSULTANT shall communicate and coordinate with OCTA and AHJ to obtain all information and requirements that will affect the design.
- 3.2.1.4. CONSULTANT's recommendations shall be in compliance with requirements and codes of AHJ required for plan check and approval of PROJECT. If required by AHJ, CONSULTANT shall provide and submit additional drawings, including architectural, structural, civil, mechanical, electrical, plumbing, control systems, and any other disciplines drawings required for the approval of the PROJECT by AHJ.
- 3.2.1.5. CONSULTANT shall prepare a brief but comprehensive and detailed Study Report. Study Report shall include the review of existing site conditions, including, but not limited to the dimensions, space limitations, and utility lines that may affect the design of PROJECT.
- 3.2.1.6. CONSULTANT shall include in the Study Report design approach and recommended improvements and enhancements to the Project facilities elements that are affected by PROJECT.
- 3.2.1.7. CONSULTANT shall also review all data, criteria, or other information furnished by OCTA and make recommendations for revisions, as appropriate.
- 3.2.1.8. CONSULTANT shall prepare and submit Schematic Design including schematic drawings and PCC estimate.
- 3.2.1.9. PCC estimate shall include supporting back-up calculation and supporting information, based on current costs related to the design for PROJECT.

- 3.2.1.10. CONSULTANT shall meet with OCTA to present and discuss the Schematic Design and Study Report before proceeding with the Design Development Phase thereafter.

3.2.2. DESIGN DEVELOPMENT PHASE (60%)

- 3.2.2.1. CONSULTANT shall prepare from the approved Schematic Design and Study Report, the Design Development Documents consisting of drawings and other documents that fix and describe the size and character of the entire PROJECT, inclusive of architectural, civil, structural, mechanical, electrical, plumbing, control systems, and any other disciplines as required. The drawings for this phase shall be to a level of detail sufficient to identify all project elements that affect the function and operation of each portion of the facility. The drawings shall be prepared using AutoCAD software in accordance with OCTA's Computer Aid Design (CAD) Standards.
- 3.2.2.2. At 60 percent submittal, a draft of the technical specifications shall be included. Technical specifications shall be developed in Construction Specifications Institute (CSI) format. The technical specifications shall be complete and ready for construction, including all specifications to support the drawings, identify materials, indicate inspection and testing requirements, and ensure a quality project. Specifications shall be prepared in such a format and manner as to stimulate competition between contractors while following industry standards. The specifications shall be developed in Microsoft Word software.
- 3.2.2.3. CONSULTANT shall prepare and submit to OCTA for review a detailed PCC estimate, including supporting back-up calculations and supporting information based on current costs related to the design for PROJECT. CONSULTANT's PCC estimate shall be a bottom-up detailed estimate and may cite reliable reference sources such as "Means Book", "Blue Book", Davis Bacon wage rates/prevaling wages, current or past contracts for the same projects, and historical price and cost data.... If the PCC at this phase is in excess of the PCC revised and approved during the Schematic Phase or available fund for PROJECT, CONSULTANT may be required to provide alternatives to reduce the PCC. Revisions shall not be considered extra work, and therefore not subject to additional payment. CONSULTANT shall advise PROJECT MANAGER of any adjustments in the PCC due to changes in project requirements or general market conditions.

3.2.3. CONSTRUCTION DOCUMENT DEVELOPMENT PHASE (90%)

- 3.2.3.1. CONSULTANT shall prepare construction documents for approval by PROJECT MANAGER and AHJ. Construction documents shall consist of final and complete drawings, complete project specifications including Division 1 and technical specifications, and a refined PCC estimate developed from previous phase of PROJECT, including supporting

back-up calculations and supporting information for the construction of PROJECT. The final working drawings shall be prepared using AutoCAD software, in accordance with OCTA's Computer Aid Design (CAD) Standards. The specifications shall be developed in Microsoft Word software. Construction documents shall be submitted to OCTA for review and acceptance by PROJECT MANAGER and AHJ.

- 3.2.3.2. CONSULTANT shall be responsible for the complete project drawings, project specifications including Division 1 and technical specifications in CSI format, and refined PCC estimate mentioned in Section 3.2.3.1 with contemporary professional standards as is necessary to enable the construction of PROJECT. OCTA shall provide all bid documents, including the Agreement between OCTA and GENERAL CONTRACTOR.
 - 3.2.3.3. CONSULTANT shall provide architectural, civil, structural, mechanical, electrical, plumbing, control systems, and any other disciplines as required, along with phasing plans for PROJECT.
 - 3.2.3.4. CONSULTANT shall submit construction documents to OCTA for review and comments.
 - 3.2.3.5. After addressing all OCTA's comments on 90% design, CONSULTANT shall submit Construction Documents to AHJ for review. CONSULTANT is responsible for obtaining plan check approval and paying for all plan check fees incidental to the WORK to the appropriate AHJ. Plan check fees for the original plan check submission and one re-submittal will be reimbursed to CONSULTANT at actual cost, excluding labor costs. All other plan check fees shall be the responsibility of CONSULTANT. CONSULTANT shall submit to OCTA a duplicate copy of Construction Document submitted to AHJ for plan check.
 - 3.2.3.6. Inspection and permit fees for construction of PROJECT shall be the responsibility of GENERAL CONTRACTOR.
- 3.2.4. FINAL CONSTRUCTION DOCUMENT DEVELOPMENT PHASE (100%)
- 3.2.4.1. CONSULTANT shall address all AHJ plan check comments and prepare a Final Construction Documents including plans, specifications, and bid documents necessary to bid the PROJECT. All required quality control (QC) and design reviews have been completed and resolved as necessary. The specifications have been reconciled against the quantities and final plans.
 - 3.2.4.2. Upon completion of the final plans, specifications, and PCC estimate for PROJECT, CONSULTANT shall prepare, for PROJECT MANAGER's approval, a final estimate of the PCC. The total construction estimate shall not exceed the higher of PCC as stated in Section 2.4 and PCC previously revised and approved. If the estimate is in excess of this

amount, CONSULTANT may be required to provide alternatives for OCTA's consideration at no extra compensation. Alternative design due to the total PCC estimate exceeding the higher of PCC stated in Section 2.4. and the approved PCC in previous design phase may be subjected to AHJ plan check at CONSULTANT's expense.

- 3.2.4.3. CONSULTANT shall provide an index of drawings developed in Microsoft Word.
- 3.2.4.4. CONSULTANT shall provide a tentative schedule for construction.
- 3.2.4.5. CONSULTANT shall generate a list of contractor's submittals for equipment, materials, products, shop drawings, procedures required to be reviewed for conformance with the plans and specifications prior to manufacturing/installation.
- 3.2.4.6. CONSULTANT shall develop and submit a PROJECT fact sheet to OCTA. PROJECT fact sheet shall be one page containing, at a minimum, project overview, locations, information/data, construction cost, schedule, and graphical illustrations to provide high-level information for the PROJECT. See Fact Sheet Sample at the end of this SOW.
- 3.2.4.7. CONSULTANT shall meet, discuss with, and present to OCTA the final design package which is ready to advance to bid phase. CONSULTANT's presentation shall be on Microsoft Power Point software. The electronic Microsoft Power Point presentation file shall be submitted to OCTA at the end of this meeting. OCTA may provide more comments which CONSULTANT shall address prior to complete bid documents as required in section 3.2.5.

3.2.5. BID DOCUMENTS

After OCTA's acceptance of Final Construction Documents (100%), CONSULTANT shall assist OCTA to prepare bid documents (PS&E). The bid documents shall be the accepted final Construction Documents and conformed to OCTA bid document formats which requires CONSULTANT to place contract number on project plans cover page and in each specifications page header for both Division 1 and technical specifications.

3.3. CERTIFICATION

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

3.4. BIDDING AND AWARD OF CONTRACT PHASE

- 3.4.1. CONSULTANT shall assist OCTA in reviewing bids submitted by the date and time specified in the Invitation for Bid (IFB) documents.
- 3.4.2. OCTA shall provide all procurement documents and handle the procurement for GENERAL CONTRACTOR. OCTA shall provide bidding forms, the general provisions of the contract, and the Agreement between OCTA and GENERAL CONTRACTOR.
- 3.4.3. CONSULTANT shall attend the project pre-bid meeting, assist OCTA in answering questions regarding the plans and specifications during the Bidding Phase, and review and evaluate requests for approved equals to the bid documents.
- 3.4.4. CONSULTANT shall revise the originals of bid documents including drawings and specifications and assist OCTA in preparation of addenda issued during the Bidding Phase prior to the award of the construction contract.
- 3.4.5. Within one (1) week from award of contract to the CONTRACTOR, CONSULTANT shall prepare and submit conformed construction documents which incorporate all changes/addenda made on the original bid documents.

3.5. CONSTRUCTION MONITORING PHASE

- 3.5.1. Construction Monitoring Phase shall commence with the award of the Construction Contract and shall terminate when the Notice of Completion is filed with the County Recorder and As-built drawings are completed.
- 3.5.2. GENERAL CONTRACTOR shall be responsible for obtaining all construction permits from AHJ. CONSULTANT shall immediately, at their own expense, complete all necessary changes in the plans or specifications, as required by AHJ, in order for GENERAL CONTRACTOR to obtain the necessary permits.
- 3.5.3. CONSULTANT shall attend the project pre-construction meeting and make periodic site visits, at a minimum of once a month, to familiarize themselves with the progress and quality of the construction work and to determine if the construction work is proceeding in accordance with the contract documents. CONSULTANT shall inform PROJECT MANAGER of any potential defects and deficiencies in the work of GENERAL CONTRACTOR. CONSULTANT shall perform field structural observations when it deems necessary and as required to comply with AHJ requirements. CONSULTANT shall prepare field structural observation report and submit to OCTA within three (3) work days after the observations.
- 3.5.4. CONSULTANT shall recommend to PROJECT MANAGER, the rejection of any work, performed by GENERAL CONTRACTOR, which does not conform to the contract documents. CONSULTANT shall recommend to PROJECT MANAGER, special inspection or testing of any work in accordance with the provisions of the construction documents whether or not such work be fabricated, installed, or completed.

- 3.5.5. CONSULTANT shall review and approve all shop drawings, samples, and other submissions of GENERAL CONTRACTOR as required by the construction documents, for conformance with the design concept of PROJECT. CONSULTANT's reviewers shall be licensed architects or engineers in the discipline they are reviewing. Prior to start of construction, CONSULTANT shall return reviewed submittals within one (1) week for the initial submittal and within three (3) work days for the resubmittal with review resolution either "Rejected. Resubmit", "Revise and Resubmit" or "No Exception Taken", as applicable. Review resolution as "Conforms with Corrections as Noted", "Approved as Noted", or likewise is not acceptable. During construction, CONSULTANT shall complete review and return reviewed submittal within 72 hours of receipt and shall complete review and return review resubmittal within 48 hours of receipt.
- 3.5.6. CONSULTANT shall respond to GENERAL CONTRACTOR's entire Request for Information (RFI) within three (3) work days upon receipt of an RFI.
- 3.5.7. CONSULTANT shall assist PROJECT MANAGER in preparing Change Orders and shall prepare sketches and/or revise contract drawings and specifications and prepare cost estimates related thereto. CONSULTANT shall also obtain timely plan check approval from AHJ for permit plan changes.
- 3.5.8. CONSULTANT shall conduct inspections of the project site to determine dates of substantial completion and final completion. CONSULTANT shall review written guarantees and related documents assembled by GENERAL CONTRACTOR and shall recommend to PROJECT MANAGER the issuance of the final certificate for payment.
- 3.5.9. CONSULTANT shall be responsible for the preparation of the As-built drawings based on the information supplied by GENERAL CONTRACTOR and based on the information from CONSULTANT'S field inspections of the project site after construction is completed. The As-built information shall be assembled and placed on the original drawings by CONSULTANT as the final revision to the drawings.
- 3.5.10. OCTA will provide the facility's latest master set of plans to CONSULTANT. At the end of construction and after final approval of the As-built drawings, CONSULTANT shall update the master set of plans on AutoCAD to reflect all modifications shown on the final As-built drawings of this project. Master set of plans shall show all modifications to the facility, including but not limited to site plans, pavement striping and markings, buildings, above-ground and underground structures, lighting, mechanical, electrical, security systems, existing utilities, new utilities, and abandoned utilities.

3.6. DELIVERABLES

All submittals shall be consistent with the schedule in Section 5.3., SCHEDULE. Submittals shall be reviewed and accepted by OCTA. A minimum of one (1) set shall be returned to CONSULTANT, with comments, required changes, and corrections. CONSULTANT shall allow at least five (5) work days for each OCTA submittal review. CONSULTANT shall address all comments, revise the design/construction

document, and re-submit to OCTA for verification in the next phase submittal, not more than four (4) weeks upon receipt of the review comments, unless otherwise requested by the PROJECT MANAGER.

Plan submittals in hard copy and PDF shall be full size (22"x34") and/or half size (11"x17") as required in this section and shall be scalable.

Reports and specification submittals in hard copies and PDF shall be letter size (8.5"x11"). Hard copies of reports and specifications shall be submitted in spiral or comb bound notebook(s).

All electronic submittals shall be transmitted to OCTA via emails and shared with OCTA using Microsoft Office 365 OneDrive.

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

3.6.1. PROJECT DESIGN SCHEDULE

- At the initial pre-design meeting, CONSULTANT shall provide one (1) 11x17 hard copy of the preliminary design schedule to each meeting attendee. A PDF file of the schedule shall be submitted to OCTA Project Manager prior or on the same day of the initial pre-design meeting.
- A PDF file of the final design schedule addressing all OCTA comments on preliminary design schedule shall be submitted to OCTA Project Manager for acceptance.

3.6.2. STUDY AND SCHEMATIC DESIGN PHASE (25%)

- CONSULTANT shall submit three (3) hard copies and one (1) PDF file of the Report.
- CONSULTANT shall submit two (2) half size hard copies of schematic drawings, and cost estimates, one (1) PDF file of each of the above submittal documents to OCTA for review and comment.

3.6.3. DESIGN DEVELOPMENT PHASE (60%)

- CONSULTANT shall submit two (2) half size hard copies of plans, two (2) hard copies of specification, one (1) hard copy of cost estimate, and one (1) PDF file of each of submittal documents including plans, specifications, and cost estimate to OCTA for review and comment.

3.6.4. CONSTRUCTION DOCUMENT DEVELOPMENT PHASE (90%)

- CONSULTANT shall submit two (2) half size hard copies of plans, two (2) hard copies of specifications, one (1) hard copy of cost estimate, and one (1) PDF file of each of submittal documents including plans, specifications, and cost estimate along with Microsoft Word software native specification files of specifications to OCTA for review and comment.

3.6.5. FINAL CONSTRUCTION DOCUMENT DEVELOPMENT PHASE (100%)

- CONSULTANT shall submit two (2) half size hard copies of plans, two (2) hard copies of specifications, one (1) hard copy of cost estimate, and one (1) PDF file of each of submittal documents including plans, specifications, and cost estimate and all Microsoft Word native files of specifications to OCTA for review and comment.
- Two (2) hard copies and one (1) PDF file of design calculations.

If changes are required to the 100 percent design submittal package, CONSULTANT shall submit two (2) half size hard copies of plans, two (2) hard copies of specifications, one (1) hard copy of cost estimate for final submittal, and one (1) PDF file of each of the above submittal documents and all Microsoft Word native files of specifications.

If no changes are required, the 100% submittal package shall be considered the final submittal package. Upon approval of the final submittal package, CONSULTANT shall submit a PDF file and CAD files, version 2012 or earlier, of final drawings and a PDF file and Microsoft Word native files of final specifications.

- PDF files of an index of drawings and a list of contractor's submittals as required in Section 3.2.3.4 and all native files shall be submitted to OCTA.

3.6.6. CONFORMED CONSTRUCTION DOCUMENTS

After award of construction to the Contractor, CONSULTANT shall submit to OCTA the project conformed construction documents which include all changes made from the bid documents in submittal format below:

- Two (2) hard copies of plans and specifications along with a PDF file of each of these documents and all Microsoft Word native files of the conformed specification. All other final documents for bid shall be also submitted to OCTA.

3.6.7. AS-BUILT PROJECT DOCUMENT

- CONSULTANT shall submit one (1) half size hard copy and an electronic copy in PDF format of the As-built drawings to OCTA for verification on the completeness. CONSULTANT shall incorporate any changes required by OCTA into the final As-built drawings.
- Upon completion of the As-built drawings, CONSULTANT shall furnish sealed and signed full size Mylar originals of the complete drawings to OCTA. Submit one (1) set of the completed As-built drawing files in AutoCAD, version 2012 or earlier, DWG format with all X-ref files loaded, including all applicable plot files, along with one (1) PDF file of as-built drawings prior to release of final payment.

- Two (2) hard copies of specifications shall be submitted to OCTA. Specifications shall be submitted in a spiral or comb bound notebook(s). Submit one (1) PDF file and all Microsoft Word native files of specifications.
- Two (2) hard copies of all design calculations for PROJECT shall be submitted to OCTA. Design calculations shall be submitted in a spiral or comb bound notebook(s), in neat condition and logical sequence, along with one (1) PDF file of all design calculations.

3.6.8. UPDATE OCTA MASTER SET OF PLANS

- Submit CAD files of the master set of plans, an Excel spreadsheet and a PDF of a drawing control list of this master set.

3.7. QUALITY ASSURANCE/QUALITY CONTROL (QA/QC)

- 3.7.1. CONSULTANT shall implement and maintain its QA/QC plan in effect during the performance of the services under this Agreement to ensure that the reports, plans, specifications, estimates, and other documents submitted under the Agreement are complete, constructible, accurate, checked, and proofread to meet professional engineering practices in effect at the time of execution of this Agreement.

Within seven (7) calendar days upon execution of this CTO, CONSULTANT shall submit its firm's QA/QC plan to OCTA for review and comments. CONSULTANT shall address OCTA's comments on the QA/QC plan and submit the revised QA/QC plan within seven (7) calendar days from the date of receipt of OCTA's comments.

The QA/QC plan shall be of a quality acceptable to OCTA, and in such detail to ensure that change orders issued to CONTRACTOR will be less than five (5) percent of the construction contract bid amount. QA/QC plan submittal to OCTA shall include two (2) hard copies, a PDF file and a Microsoft Word file.

- 3.7.2. CONSULTANT's QA/QC plan shall demonstrate, at a minimum, the following quality control measures:

3.7.2.1. Calculations shall be independently checked. Plans shall be independently cross checked and corrected. The QA/QC checker shall have more experience with higher credentials than the design document originator in the disciplines she/he is checking.

3.7.2.2. Drawing Titles shall match on Title Sheet and on each individual drawing sheet.

3.7.2.3. The title sheet for specifications and reports and each sheet of plans shall bear the professional seal, certificate number, registration classification, expiration date of certificate, and signature of the professional engineer responsible for their preparation.

- 3.7.2.4. CONSULTANT shall coordinate between various engineering disciplines to ensure a complete and coordinated design.
- 3.7.2.5. CONSULTANT shall perform a quality assurance review of plans, specifications, estimates, reports, and other documents prior to each submittal to OCTA.
- 3.7.2.6. CONSULTANT shall certify each deliverable as being prepared and checked in accordance with CONSULTANT's QA/QC Plan and have been found to meet the quality objectives set forth therein. CONSULTANT QA/QC certification shall be in writing on a form furnished by OCTA and shall be signed by CONSULTANT Quality Assurance Manager and CONSULTANT Project Manager. Deliverables received by OCTA without CONSULTANT QA/QC certification will be returned to CONSULTANT without review by the Authority.
- 3.7.2.7. An organizational chart (o-chart) shall be included in the CONSULTANT QA/QC plan to clearly identify personnel working on PROJECT. O-chart shall include name, title, company, and role of each person on PROJECT.

3.8. HEALTH, SAFETY AND ENVIRONMENTAL REQUIREMENTS

Within seven (7) calendar days upon execution of this CTO, CONSULTANT shall submit its latest Injury and Illness Prevention Plan (IIPP) and Policy of Company's Substance Abuse Prevention Policy as required in Exhibit C of the Agreement.

4.0 OCTA RESPONSIBILITIES

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

- 4.5. OCTA shall furnish OCTA's CAD standards and a copy of the drawing sheet title block information within five (5) work days from execution date of this CTO.
- 4.6. OCTA shall provide all bid forms including the general provisions of the contract, and Agreement between OCTA and GENERAL CONTRACTOR.

5.0 PROJECT COORDINATION AND MEETINGS

- 5.1. CONSULTANT shall coordinate design with PROJECT MANAGER. An initial pre-design conference shall be scheduled by OCTA after award of contract. Thereafter, regularly scheduled meetings shall be held for discussion of report and schematic design phase and each Design Development/Construction Document phase thereafter. OCTA will set meeting date/time and locations. . CONSULTANT shall notify the affected parties of the dates, time, and meeting locations, prepare and distribute meeting agenda to the affected parties. Within three (3) work days after the meeting dates, CONSULTANT shall produce minutes of all meetings and distribute the minutes to the affected parties. Meeting minutes shall include completed items, items in progress, upcoming items, changes, and budget impacts. CONSULTANT is also expected to make action item checklists and other pertinent documentation to successfully manage the project's design. CONSULTANT shall notify the PROJECT MANAGER immediately of any problem(s), which may impact either the project's schedule or budget.
- 5.2. CONSULTANT shall coordinate with OCTA, utility companies, AHJ, and GENERAL CONTRACTOR in the design and construction of PROJECT.

5.3. SCHEDULE

- 5.3.1. OCTA's intent is for CONSULTANT to accelerate performance of Statement of Work under a CTO, and at the latest the PROJECT's final design shall be completed within a time frame allowed by OCTA in the Statement of Work, counting from execution and distribution of project CTO and be ready to solicit bids, typically four (4) months. This time frame excludes city and AHJ plan check approval process.
- 5.3.2. The Bidding and Award of Contract Phase is estimated to be completed in six (6) months after completion of construction documents and plan check approval.
- 5.3.3. The Construction Monitoring Phase is estimated to be completed in six (6) months after completion of the bidding and award of contract phase.
- 5.3.4. Closeout of the Construction Contract and CTO is estimated to be completed in four (4) months after completion of construction.
- 5.3.5. A preliminary design schedule shall be submitted to OCTA for approval within five (5) work days after execution and distribution of the CTO and delivered to OCTA at the initial pre-design meeting. The schedule shall include all design activities, sub-activities, start dates, submittal dates, completion date relationship, and durations, and shall indicate a logical sequence for completing the work within the allotted time. The schedule shall account for interface with OCTA and AHJ, and plan check review. Within ten (10) work days after execution of the CTO, a final schedule shall be

submitted for approval. Schedule shall also in compliance with requirements in the Statement of Work. Upon approval, this schedule shall be designated the Project Design Schedule, from which contract progress shall be tracked. Periodic updates of the schedule to show progress may be required bi-weekly, but not less than monthly.

- 5.3.6. CONSULTANT shall also provide an estimate of work days for the construction of the project.

6.0 WORK PERFORMANCE

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

FACT SHEET SAMPLE

| | | | |
|--|--|---|--|
| {PROJECT NAME} | | PROJECT GRAPHIC ILLUSTRATION/RENDERING/PLAN VIEW | |
| PROJECT SITE: {Project site/location/address} | | PROJECT HIGHLIGHTS (provide project highlights/objective/summary) | |
| AT A GLANCE | | | |
| PROJECT COST: — | | | |
| FUNDING: — | | | |
| SITE AREA: — | | | |
| BUILDING FOOTPRINT: — | | | |
| BUILDING GROSS AREA: — | | | |
| BUILDING HEIGHT: — | | | |
| PROJECT CONTACTS: {Contact name} {Email} {Phone number} | | PROJECT STATUS (provide current project status) | |
| WEBSITE: — | | | |
| Fact Sheet as of DD/MM/YYYY | | | |
| PROJECT VICINITY MAP | | PROJECT GRAPHIC ILLUSTRATION/RENDERING/PLAN VIEW | |
|  | | | |
|  Orange County Transportation Authority 550 S. Main Street P.O. Box 14184 Orange, CA 92863-1584 714-560-OCTA www.octa.net | | PROJECT SCHEDULE | |
| | | <div>Planning MM/YYYY—MM/YYYY</div> → <div>Final Design MM/YYYY—MM/YYYY</div> → <div>Construction MM/YYYY—MM/YYYY</div> | |