

DRAFT REQUEST FOR PROPOSALS (RFP) 4-2488

**PUBLIC OUTREACH FOR THE  
INTERSTATE 5 IMPROVEMENT  
PROJECT FROM INTERSTATE 405  
TO STATE ROUTE 55**



**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>October 14, 2024</b>
<b>Pre-Proposal Conference Date:</b>	<b>October 22, 2024</b>
<b>Question Submittal Date:</b>	<b>October 28, 2024</b>
<b>Proposal Submittal Date:</b>	<b>November 12, 2024</b>
<b>Interview Date:</b>	<b>December 4, 2024</b>

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October 14, 2024

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

**RFP: 4-2488: “PUBLIC OUTREACH FOR THE INTERSTATE 5 IMPROVEMENT PROJECT FROM INTERSTATE 405 TO STATE ROUTE 55”**

**TO: ALL OFFERORS**

**FROM: ORANGE COUNTY TRANSPORTATION AUTHORITY**

The Orange County Transportation Authority (Authority) invites proposals from qualified consultants to provide public outreach for the Interstate 5 Improvement Project from Interstate 405 to State Route 55. The budget for this project is \$1,200,000 for a six (6)-year initial 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 received in the Authority’s office at or before 2:00 p.m. on November 12, 2024.**

Proposals delivered in person or by a means other than the U.S. Postal Service shall be submitted to the following:

**Orange County Transportation Authority  
Contracts Administration and Materials Management  
600 South Main Street, (Lobby Receptionist)  
Orange, California 92868  
Attention: Gina Torres, Senior Contract Administrator**

Proposals delivered using the U.S. Postal Service shall be addressed as follows:

**Orange County Transportation Authority  
Contracts Administration and Materials Management  
P.O. Box 14184  
Orange, California 92863-1584  
Attention: Gina Torres, Senior Contract Administrator**

Note: The Authority utilizes a third-party delivery service; therefore, please anticipate a 48-hour delay in delivery of proposals mailed to the P.O. Box listed above. Proposals are considered received once time stamped at the Authority's physical address

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 4-2488, firms and subconsultants must be registered on CAMM NET with at least one of the following commodity codes for this solicitation selected as part of the vendor's on-line registration profile:

<u>Category:</u>	<u>Commodity:</u>
Marketing, Advertising & Media Services	Advertising
	Advertising Agency Services
	Direct Mail Services
	Public Relations/Outreach Services
	Communications Marketing Services
	Copywriting Services
	Photography Services
	Video Production
	Graphic Arts Design Services (Not Printing)
	Graphic Production Services
Services (General)	Language
	Translator/Interpreter Services
	Disadvantaged Business

Enterprises Outreach

A pre-proposal conference will be held both on-site/in-person and via teleconference on October 22, 2024, at 8:30 a.m.

For prospective Offerors who wish to join on-site/in-person, the pre-proposal conference will be held at the Authority's Administrative Office, 550 South Main Street, Orange, California, in Conference Room 08.

Prospective Offerors may join or call-in using the following credentials:

- [Join the meeting now](#)
- OR Call-in Number: 916-550-9867
- Conference ID: 22408636#

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

The Authority has established December 4, 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. PRE-PROPOSAL CONFERENCE**

A pre-proposal conference will be held on-site/in-person and via teleconference on October 22, 2024, at 8:30 a.m.

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Prospective Offerors may join or call-in using the following credentials:

- [Join the meeting now](#)
- OR Call-in Number: 916-550-9867
- Conference ID: 22408636#

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

### **B. EXAMINATION OF PROPOSAL DOCUMENTS**

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

### **C. ADDENDA**

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

**D. AUTHORITY CONTACT**

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

Gina Torres, Senior Contract Administrator  
Contracts Administration and Materials Management Department  
600 South Main Street  
P.O. Box 14184  
Orange, CA 92863-1584  
Phone: 714.560.5566, Fax: 888.404.6282  
Email: gtorres@octa.net

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

**E. CLARIFICATIONS**

**1. Examination of Documents**

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

**2. Submitting Requests**

- a. All questions, including questions that could not be specifically answered at the pre-proposal conference, must be put in writing and received via e-mail at gtorres@octa.net no later than 2:00 p.m., on October 28, 2024.
- b. Requests for clarifications, questions, and comments must be clearly labeled, "Written Questions RFP 4-2488," in the subject line of the e-mail. The Authority is not responsible for failure to respond to a request that has not been labeled as such.



**3. Authority Responses**

Responses from the Authority will be posted on CAMM NET, no later than November 4, 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:

<u>Category:</u>	<u>Commodity:</u>
Marketing, Advertising & Media Services	Advertising Advertising Agency Services Direct Mail Services Public Relations/Outreach Services Communications Marketing Services Copywriting Services Photography Services Video Production Graphic Arts Design Services (Not Printing) Graphic Production Services
Services (General)	Language Translator/Interpreter Services Disadvantaged Business Enterprises Outreach

Inquiries received after 2:00 p.m. on October 28, 2024 will not be responded to.

**F. SUBMISSION OF PROPOSALS**

**1. Date and Time**

Proposals must be received in the Authority’s office at or before 2:00 p.m. on November 12, 2024.

Proposals delivered in person or by a means other than the U.S. Postal

Service shall be submitted to the following:

**Orange County Transportation Authority  
Contracts Administration and Materials Management  
600 South Main Street, (Lobby Receptionist)  
Orange, California 92868  
Attention: Gina Torres, Senior Contract Administrator**

Or proposals delivered using the U.S. Postal Service shall be addressed as follows:

**Orange County Transportation Authority  
Contracts Administration and Materials Management  
P.O. Box 14184  
Orange, California 92863-1584  
Attention: Gina Torres, Senior Contract Administrator**

Note: The Authority utilizes a third-party delivery service; therefore, please anticipate a 48-hour delay in delivery of proposals mailed to the P.O. Box listed above. Proposals are considered received once time stamped at the Authority's physical address

## **2. Acceptance of Proposals**

- a. The Authority reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals.
- b. The Authority reserves the right to withdraw or cancel this RFP at any time without prior notice and the Authority makes no representations that any contract will be awarded to any Offeror responding to this RFP.
- c. The Authority reserves the right to issue a new RFP for the project.
- d. The Authority reserves the right to postpone proposal openings for its own convenience.
- e. Each proposal will be received with the understanding that acceptance by the Authority of the proposal to provide the services described herein shall constitute a contract between the Offeror and Authority which shall bind the Offeror on its part to furnish and deliver at the prices given and in accordance with conditions of said accepted proposal and specifications.
- f. The Authority reserves the right to investigate the qualifications of any Offeror, and/or require additional evidence of qualifications to

perform the work.

- g. Submitted proposals are not to be copyrighted.

**G. PRE-CONTRACTUAL EXPENSES**

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

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

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

**H. JOINT OFFERS**

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

**I. TAXES**

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

**J. PROTEST PROCEDURES**

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

**K. CONTRACT TYPE**

It is anticipated that the Agreement resulting from this solicitation, if awarded, will be with fully burdened labor rates and anticipated expenses for work specified in the scope of work, included in the RFP as Exhibit A. The Agreement will have a six (6)-year initial term with an option term of up to twenty-four (24) months.

**L. CONFLICT OF INTEREST**

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

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

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

**M. CODE OF CONDUCT**

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

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

All proposals and documents submitted in response to this RFP shall become the property of the Authority and a matter of public record pursuant to the California Public Records Act, Government Code sections 7920.000 et seq. (the "Act"). Offerors should familiarize themselves with the provisions of the Act requiring disclosure of public information. Offerors are discouraged from marking their proposal documents as "confidential" or "proprietary."

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

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

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

**O. STATEMENT OF ECONOMIC INTERESTS**

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

**SECTION II: PROPOSAL CONTENT**

## **SECTION II. PROPOSAL CONTENT**

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

#### **1. Format**

Proposals should be typed with a standard 12-point font, double-spaced, and submitted in 8 1/2" x 11" format. Charts and schedules may be included in 11" x 17" format. 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 Gina Torres, Senior Contract Administrator, and must, at a minimum, contain the following:

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

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

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

This section of the proposal should establish the ability of Offeror to satisfactorily perform the required work by reasons of: experience in performing work of a similar nature; demonstrated competence in the

services to be provided; strength and stability of the firm; staffing capability; work load; record of meeting schedules on similar projects; and supportive client references.

Offeror to:

- (1) Provide a brief profile of the firm, including the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size and location of offices; and number of employees.
- (2) Provide a general description of the firm's financial condition and identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede Offeror's ability to complete the project.
- (3) Describe the firm's experience in performing work of a similar nature to that solicited in this RFP, and highlight the participation in such work by the key personnel proposed for assignment to this project.
- (4) Demonstrate an understanding of Orange County transportation issues, as well as the issues, audiences, and technical processes associated with freeway construction.
- (5) Demonstrate experience with crisis communications, implementation of temporary construction easements, coordinating temporary lodging, supporting or facilitating a claims process, and managing multilingual helplines.
- (6) Identify subcontractors by company name, address, contact person, telephone number, email, and project function. Describe Offeror's experience working with each subcontractor.
- (7) 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.
- (8) 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) Describe proposed project manager's experience, knowledge, and skills in the following key areas:
  - a. Ability to develop public awareness and understanding of large-scale capital improvement projects – preferably freeway improvement projects – including project complexity and benefits.
  - b. Experience communicating technical information to the general public in a manner that is clear and concise.
  - c. Thorough understanding of construction and traffic management plans.
  - d. Principles and practices of effective communications and community outreach, including the ability to leverage multimedia platforms and technology (i.e., social media, geofencing, email, text alerts, etc.) to engage a wide range of multilingual stakeholders.
- (4) Include a project organization chart, which clearly delineates communication/reporting relationships among the project staff.
- (5) Include a statement that key personnel will be available to the extent proposed for the duration of the project acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior written concurrence of the Authority.

**c. Work Plan**

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

Offeror to:

- (1) Describe the approach to completing the tasks specified in the Scope of Work. The approach to the work plan shall be of such detail to demonstrate the Offeror's ability to accomplish the project objectives and overall schedule.
- (2) Provide a project budget spreadsheet that at a minimum, identifies the following information: a) the activities that would be undertaken in completing the work; b) specify who would perform them; c) the number of hours anticipated for each member of the project staff; d) other direct costs; and e) the total proposed project cost. **Note: Specific individual hourly rates for proposed project team shall not be included in this spreadsheet.**
- (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) 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.
- (6) Offeror must provide samples of collateral materials to demonstrate ability to provide relevant, easy-to-understand graphics and copy to the public for an infrastructure project.

**d. Exceptions/Deviations**

State any technical and/or contractual exceptions and/or deviations from the requirements of this RFP, including the Authority's technical requirements and contractual terms and conditions set forth in the Scope of Work (Exhibit A) and Proposed Agreement (Exhibit C), using the form entitled "Proposal Exceptions and/or Deviations" included in this RFP. This Proposal Exceptions and/or Deviations form (Exhibit G) 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 G) 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), **as a separate sealed package from the proposal.** **No information regarding individual hourly rates shall be mentioned anywhere in the proposal content.**

It is anticipated that the Authority will issue a time-and-expense price contract specifying fully-burdened labor rates and anticipated expenses to complete the Scope of Work.

#### **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. Campaign Contribution Disclosure Form**

In conformance with the statutory requirements of the State of California Government Code Section 84308, part of the Political Reform Act and Title 2, California Code of Regulations 18438 through 18438.8, regarding campaign contributions to members of appointed Board of Directors, Offeror is required to complete and sign the Campaign Contribution Disclosure Form provided in this RFP and submit as part of the proposal.

This form **must** be completed regardless of whether a campaign contribution has been made or not and regardless of the amount of the contribution.

The prime contractor, subconsultants, lobbyists and agents are required to report all campaign contributions made from the proposal submittal date up to and until the Board of Directors makes a selection.

Offeror is required to submit only **one** copy of the completed form(s) as part of its proposal.

Offeror is required to report any campaign contributions made by the prime contractor, subconsultants, lobbyists and agents after the proposal submittal date, and up to the anticipated Board of Directors selection. The offeror shall use the campaign contribution form for any additional reporting. The forms must be submitted at least 15 calendar days prior to the Board Committee date on February 20, 2025, and sent via e-mail to the Contract Administrator.

**2. Status of Past and Present Contracts Form**

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

A separate form must be completed for each identified contract. Each form must be signed by the Offeror confirming that the information provided is

true and accurate. Offeror is required to submit one copy of the completed form(s) as part of its proposal.

**3. 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** **25%**  
  
 Qualifications of project staff, particularly key personnel and especially the Project Manager; key personnel's level of involvement in performing related work cited in "Qualifications of the Firm" section; logic of project organization; adequacy of labor commitment; concurrence in the restrictions on changes in key personnel.
3. **Work Plan** **30%**  
  
 Depth of Offeror's understanding of Authority's requirements and overall quality of work plan; logic, clarity, and specificity of work plan; appropriateness of resource allocation; utility of suggested technical or procedural innovations; quality of samples.
4. **Cost and Price** **25%**  
  
 Reasonableness of the rates; 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 December 4, 2024, as the date to conduct interviews. All prospective Offerors are asked to keep this date available. No other interview dates will be provided, therefore, if an Offeror is unable to attend the interview on this date, its proposal may be eliminated from further discussion. The interview may consist of a short presentation by the Offeror after which the

evaluation committee will ask questions related to the firm's proposal and qualifications.

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

At the conclusion of the evaluation process, the evaluation committee will recommend to the Committee, the Offeror with the highest final ranking or a short list of top ranked firms within the competitive range whose proposal(s) is most advantageous to the Authority. The Board Committee will review the evaluation committee's recommendation and forward its recommendation to the Board of Directors for final action.

**C. AWARD**

The Authority's Board of Directors will consider the selection of the firm(s) recommended by the Board Committee.

The Authority may also negotiate contract terms with the selected Offeror prior to award, and expressly reserves the right to negotiate with several Offerors simultaneously and, thereafter, to award a contract to the Offeror offering the most favorable terms to the Authority.

Offeror acknowledges that the Authority's Board of Directors reserves the right to award this contract in its sole and absolute discretion to any Offeror to this RFP regardless of the evaluation committee's recommendation or recommendation of a Board Committee.

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

### **Interstate 5 Improvement Project (Interstate 405 to State Route 55) Public Outreach for Pre-Construction and Construction Phases**

#### **BACKGROUND**

The Orange County Transportation Authority (OCTA), in partnership with the California Department of Transportation (Caltrans), proposes to improve Interstate 5 (I-5) from Interstate 405 (I-405) to State Route 55 (SR-55) (Project) within the cities of Irvine and Tustin.

I-5 is a major north-south corridor connecting Los Angeles County with Orange and San Diego Counties. The Project area includes the cities of Irvine and Tustin and extends approximately nine (9) miles. Known as Project B in the OC Go program (also known as Measure M), the \$430.9 million Project is funded through a combination of local, state, and federal funds.

The Project includes improvements to I-5 in both directions that will affect interchanges, connectors, ramps, walls and utilities. Mainline improvements include adding a regular lane in each direction from I-405 to SR-55, restriping the limited-access carpool lane to continuous-access in both directions, reestablishing existing merge lanes, and adding merge lanes in the southbound direction where needed. Six (6) bridges will be widened, and ramps will be modified at interchanges, bringing them up to the latest design standards where possible and making them safer for pedestrians, bicyclists, and motorists. The Project will also construct several sound walls and retaining walls.

The Project is being designed and constructed in two (2) segments. Construction on the first segment is currently scheduled to begin in late 2025. Project construction is anticipated to be completed by late 2029.

#### **ROLE OF THE CONSULTANT**

The Consultant shall be responsible for developing and implementing an effective and comprehensive public outreach program for the pre-construction and construction phases of two (2) Project segments. The Consultant and its team shall be an extension of OCTA staff and shall report to OCTA's Outreach Project Manager.

The outreach program shares with the public the general scope and benefits of the Project, anticipated construction activities, and planned closures and detours, as well as the Project's progress. The program must demonstrate an understanding of the construction impacts on the public and help establish OCTA as a reliable and accurate source of Project-related information.

The Consultant must be able to demonstrate an understanding of Orange County transportation issues, as well as the issues, audiences, and technical processes

associated with freeway construction. The Consultant also must be able to demonstrate experience with crisis communications, implementation of temporary construction easements, coordinating temporary lodging, supporting or facilitating a claims process, and managing multilingual helplines. The Consultant shall be expected to work with the construction management consultant(s) and the Project contractor(s) to prepare draft collateral materials and responses to constituents' inquiries, as well as attend internal and external coordination meetings.

OCTA seeks a consultant team with demonstrated skills, experience, and knowledge conducting public outreach and the ability to:

- Maintain and expand the stakeholder database
- Identify all key target audiences and develop strategies to communicate with them
- Empathize with members of the public regarding construction impacts
- Foster positive working relationships with diverse communities including residents, businesses, local jurisdictions, and other stakeholders within and outside of the Project area
- Conduct multilingual outreach with diverse communities
- Plan and execute neighborhood meetings and staff community and pop-up events
- Decipher technical information and communicate it to the public in concise, understandable terms
- Highlight project benefits beyond improved traffic operations such as:
  - Standardized bicycle lanes and sidewalks
  - Additional lighting
  - Improved signage
- Utilize digital communications, social media, geofencing and develop other interactive media tactics to engage a wide range of stakeholders
- Explore and leverage digital listening tools to track and analyze project sentiment in the community
- Catalog constituent correspondence via phone, email, etc., in a searchable format
- Maintain a database of Project collateral, photos, and videos
- Plan and execute small- and large-scale special events
- Assist with resolving constituent issues and maintain a “boots on the ground” community presence
- Coordinate large-scale canvassing efforts
- Facilitate pre- and post-construction survey process and act as liaison between residential property owners/tenants and right-of-way team as needed

## **SCOPE OF SERVICES**

### **Project Staffing**

OCTA is seeking a consultant team that includes the following key roles:

#### **Project Manager**

The Project Manager shall serve as the primary point of contact. The Project Manager shall be responsible for leading and managing the consultant team and subconsultants; overseeing the Project budget and monitoring the burn rate; conceptualizing, developing, and executing the communications plan; reviewing construction schedules and meeting deadlines and delivery of work tasks; and ensuring best practice and quality standards are met.

The Project Manager shall communicate and coordinate in a timely manner all work and progress on the outreach program to the OCTA Outreach Project Manager. The Project Manager shall be held accountable for the consultant team's overall performance.

The Project Manager must possess experience, knowledge, and skills in the following key areas:

- Demonstrated ability to develop public awareness and understanding of large-scale capital improvement projects – preferably freeway improvement projects – including project complexity and benefits.
- Proven experience communicating technical information to the general public in a manner that is clear and concise.
- Thorough understanding of construction and traffic management plans.
- Principles and practices of effective communications and community outreach, including the ability to leverage multimedia platforms and technology (i.e., social media, geofencing, email, text alerts, etc.) to engage a wide range of multilingual stakeholders.
- Management and oversight of the consultant team

The Consultant's Project Manager may be removed and replaced only with the written consent of the OCTA Outreach Project Manager. Due to the importance of consistent project management for continuity, institutional knowledge, and to facilitate timely completion of the Project materials, OCTA will consider the unauthorized removal of the Consultant's Project Manager as grounds for termination of the contract. OCTA reserves the right to require the Consultant to remove and replace the Consultant's Project Manager or any member of the Consultant/sub-consultant team from the Project for cause.

## **Community Liaisons**

Community Liaisons shall be responsible for providing day-to-day professional, organizational, and logistical services and support. The Community Liaison's duties include, but are not limited to, organizing stakeholder meetings and special events, managing social media platforms, developing collateral and presentation materials, coordinating direct mailers and canvassing efforts, identifying potential problems for early resolution, and responding to/resolving constituent concerns.

Community Liaisons are expected to be "boots on the ground" and in the trenches every day, interacting with the Project contractor/construction management team(s), OCTA, Caltrans, and the community at-large. Consultant should propose Community Liaisons with expertise in communicating about highway construction and public outreach best practices. Community Liaisons need a general understanding of construction terms, methods, and associated community impacts.

## **Account Coordinator**

Account Coordinators shall be responsible for supporting the Project Manager and Community Liaisons with a host of communication and outreach responsibilities, including special event planning, event setup and staffing, neighborhood outreach, delivery of materials and supplies. In addition, these junior-level staff shall update the Project database on a regular basis, document and catalog outreach metrics, and perform other organizational and logistical tasks.

## **Graphic Designer**

Graphic Designers shall be responsible for conceptualizing, designing, and producing visual communications. The Graphic Designer shall be expected to deliver products that are clear, clean, simple, and informative using high-quality images that establish and/or enhance the public's understanding of the Project and associated activities. Examples of online and print communications include flyers, brochures, poster boards, maps, information graphics, short videos for social media platforms, and advertisements. It is often necessary for collateral to be developed and distributed within the same day due to the dynamic nature of construction.

Consultant must provide samples of collateral materials to demonstrate ability to provide relevant, easy-to-understand graphics and copy to the public for an infrastructure project.

Large-format printing may be required on occasion. Day-to-day printing of collateral such as facts sheets or flyers will be handled in house at OCTA by OCTA's Reprographics Department.

## **Subconsultant Services**

In addition to the prime consultant team/key personnel, the Consultant must have the capacity to retain subconsultants to deliver a range of services, including but not be limited to:

- Collateral canvassing and courier
- Large-format, specialty printing
- Mail house/postage
- Translation
- Multilingual helpline support
- Social media support
- Special event planning and implementation
- Photography and video
- Interactive web-based detour maps
- Advertising/media buys

Not all services listed above are required to be provided by subconsultants. Please indicate if services can be performed by the prime consultant.

## **COORDINATION AND ADMINISTRATION**

### **Monthly Progress Reports**

The monthly progress report provides an account of completed outreach activities performed the prior month, as well as forecasted work. The monthly report shall itemize work tasks (i.e., construction alerts, e-blasts, flyers, calendar of meetings/presentations/events, social media metrics). Important milestones shall be included. The reports also shall include a brief analysis by metric category of month-over-month changes to support adjustments to outreach strategies or tactics.

### **Monthly Invoices**

Monthly invoices shall be submitted to OCTA's Outreach Project Manager, Business Unit Analyst, and Accounts Payable staff for review, approval, and payment. The invoice packet must include a sheet summarizing cumulative monthly direct labor costs, direct expenses, subconsultant costs, and total contract budget and expenditures to date. The burn rate for labor and Other Direct Costs (ODCs) must be tracked and reflected on the invoice. The invoice packet also must contain a detailed account of daily work activity performed by each Consultant team member, as well as copies of receipts and other supporting documentation. The work activities must be broken down into task categories, as determined by the OCTA Project Manager.

## **Project Archive**

A digital library of outreach materials must be maintained during the Project by the Consultant. At the end of the contract, all digital files (i.e., collateral materials, creative/graphics, images, invoices, reports, presentations, etc.), including native files, shall be provided to OCTA in a format that is agreed upon by both parties. The archive must be accessible to OCTA for the duration of the Project.

## **Photography/Video**

The Consultant shall regularly document the Project progress through photography, videography, and/or drone footage – including before and after documentation of key Project areas – and keep an archive marked with date and construction activity. The archive must be accessible to OCTA remotely through a web-based platform. It is recommended the Consultant coordinate photo and video shoots as needed.

## **PROJECT DATABASE**

The Consultant shall be responsible for ongoing stakeholder ascertainment and managing/optimizing the Project database over the life of the Project.

## **Ascertainments**

The purpose of stakeholder ascertainments shall be to develop an understanding of stakeholder existing project knowledge, questions, and/or concerns, if any, relative to the freeway improvement Project. Stakeholders include, but are not limited to:

- Commuters and motorists
- Property owners or occupants (both commercial and residential)
- Active transportation community
- Businesses, employment centers, and destinations
- Homeowners' associations and property management companies
- Real estate agent associations
- Chambers of Commerce
- Civic organizations, churches, schools, special interest groups
- Elected officials, cities/municipalities, agencies, commissions
- Tourism industry
- First responders, hospitals, law enforcement, ambulance companies, etc.
- Trucking and delivery industry

Stakeholder ascertainments shall be:

- Staffed by the OCTA Project Manager and the Community Liaison unless otherwise directed
- Conducted using a preapproved list of questions



- Documented/recorded to the Project file in a report containing an executive summary, individual ascertainties, and any supporting documentation

## **Database**

The Consultant shall populate and manage a database that shall be structured so that records can be sorted and filtered based on positions, questions, complaints, concerns (e.g., noise, dust, views, sound walls, nighttime work, right-of-way, closures, etc.), and other key variables. The database shall include:

- A list of stakeholders, including business profiles, with contact information
- A field for classifying and documenting questions and concerns
- A form used to collect contact information at community meetings and events
- Ability to catalog and track outreach monthly metrics, including phone calls, emails, meeting attendance, presentations, flyer distribution, digital communications, text message, and Project hotline calls/messages

The database must be accessible to OCTA remotely through a web-based platform.

## **COMMUNICATIONS AND OUTREACH PROGRAM**

### **Comprehensive Public Outreach Plan**

The Consultant shall develop a proactive and comprehensive communications and public outreach program that will be implemented throughout pre-construction and construction. A draft Communications Plan shall be due within thirty (30) days of contract execution with a final plan due within sixty (60) days. The plan shall specify goals and objectives, as well as outline the strategy, tactics, budget, work tasks, and production schedules to complete them.

The proposed budget and schedule shall be reviewed and approved by the OCTA Outreach Project Manager. Once approved, the budget and schedule shall be regarded as the baseline. Given the nature of construction projects, the plan shall be regarded as a living document that shall be revised and updated to meet Project demands that may emerge.

The Communications Plan shall be based on research and consultation with OCTA, Caltrans, technical consultants, and city staff, as well as by using other sound, proven planning methods. The plan must serve to communicate and engage effectively with target audiences.

The Communications Plan must meet the following objectives:

1. Generate widespread awareness, understanding and confidence in the Project among motorists, neighborhoods, cities, businesses, organizations, first-responders, and elected officials.

2. Proactively establish direct communications and positive relationships with residents, businesses operators and employees, community stakeholders and organizations and/or interest groups, and motorists.
3. Provide a strategy, including paid advertisements, that leverages social media technologies to educate the public and develop confidence in the Project, facilitate public communications and messaging, and flag potential concerns.
4. Proactively use digital listening to better understand constituent needs and concerns in order to enhance ongoing communication strategies.
5. Develop a register of potential concerns and/or risks, as well as a plan of action to monitor and address such concerns and/or risks effectively and efficiently.
6. Produce content (written, audio, and/or visual) that communicates the Project purpose and features safety and multi-modal benefits and provides an overview of the construction Project, as well as milestones/achievements and schedule.
7. Produce digital renderings, as needed, to visually convey complicated project elements.
8. Present technical information in ways that can be clearly understood by the general public.
9. Supply content (written, audio, and/or visual) and staffing necessary for briefings, neighborhood meetings, community presentations, open houses, community events, and other similar public outreach efforts.
10. Help the public understand construction activities and impacts during construction and efforts to manage and minimize them. Major construction impacts include right-of-way acquisition, temporary lighting, road closures and detours, dust, noise, night work, and visual impacts.
11. Encourage employers to provide employees materials to help them plan their commutes and consider alternate transportation modes.
12. Disseminate construction, closure, and detour information to motorists traveling through the corridor from other areas.
13. Proactively reach out to and respond to community leaders, first responders, businesses and community organizations, tourism organizations and venues, homeowners associations and residents, property managers, as well as other stakeholders and interest groups.
14. Using U.S. Census data, identify traditionally underrepresented communities and develop a well-researched and thoughtful Diversity, Equity, and Inclusion (DEI)

plan that includes producing Project materials in multiple languages and providing translation and interpretation services.

15. Facilitate the claims process and perform follow up actions for related issues as needed.
16. Serve as a reference for questions about the Project and assist with responses.

Appropriate public communication and community outreach efforts may include, but are not limited to:

- Briefings with affected businesses, schools/school districts, elected officials, city staff, agency executives, organizational leaders, first responders, etc.
- Open houses and neighborhood meetings (in-person and virtual)
- City Council and community presentations
- Digital communications (e.g., closure and detour maps, simulations, e-newsletters, social media, infographics, Project webpage, etc.)
- Print communications (e.g., flyers, postcards, door hangers, etc.)
- Community and pop-up events
- Speakers bureau presentations

The Consultant shall collect and document public input gathered during community outreach efforts. Similarly, the Consultant shall keep record of comments registered via phone calls, emails, social media, and other means of communication.

### **Targeted Communications Plans**

The Consultant shall work with the OCTA Project Manager to develop small-scale, targeted communications plans as needed to prepare for specific/major activities such as but limited to vegetation removal and earthwork, temporary barrier installation and traffic pattern changes, structure demolition, pile installation work, full-freeway closures, long-term ramp closures, major utility relocations, bicycle and pedestrian trail closures, etc.

### **Diverse Community Engagement**

The Consultant shall support engagement with diverse and disadvantaged communities. This may include but not be limited to identifying non-English speaking households or neighborhoods, special needs communities, lower socioeconomic populations or other diverse communities that have an interest in or might otherwise be impacted by the project. The Consultant shall create a comprehensive DEI plan to accompany the outreach program plan, to be reviewed on a quarterly basis. The plan should include but is not limited to the following components:

- Produce translated, printed collateral;
- Provide translation/interpretation services at in-person meeting/events, in order to ensure project information is equitable and accessible;

- Engage with the community where they gather and are most comfortable, as well host meetings in their preferred format;
- Assist in the development and dissemination of communications;
- Develop community-based organization (CBO) partnerships to learn more about adjacent communities, better meet their needs and garner trust. Establish clear CBO goals and communication preferences.
- Leverage existing OCTA partnerships and relationships with diverse community leaders and influencers.

The Consultant shall work with OCTA, including the Diversity Outreach Team, on this effort.

### **Project Identity and Branding**

The Consultant shall work with the OCTA Project Manager to review, maintain, and/or enhance the Project's identity and branding. The Consultant shall complement existing OCTA, Caltrans, and OC Go (also known as Measure M) branding elements with new, value-added content.

### **Copywriting and Collateral Materials**

The Consultant shall write copy for fact sheets, webpages, newsletters, presentations, flyers, direct mailers, correspondence, social media, and other collateral. The content must be clear, informative or educational, and appealing to the target audience. All content shall be reviewed by OCTA prior to publication or distribution.

The Consultant shall produce graphics, images, illustrations, drawings, and the like to explain the construction Project, traffic management plan, structures, field conditions, and other matters that will help increase the public's understanding of the Project. OCTA welcomes the use of new and cost-effective technology to share information about freeway improvement projects. All content shall be reviewed by OCTA prior to publication or distribution.

### **Communities**

#### **Primary Corridor Cities**

- Tustin
- Irvine

#### **Neighboring Cities/Communities**

- Santa Ana
- Laguna Hills
- Laguna Woods
- Lake Forest

#### **Additional Communities**

- Los Angeles County commuters
- Riverside County commuters
- San Diego County commuters
- Weekend/recreational travelers

#### **Target Audiences**

- Elected officials
- Residents
- Business owners
- Commuters and motorists
- Bicyclists and pedestrians
- Chambers of Commerce
- Churches and special interest groups
- CBOs
- Large and small employers
- Homeowners associations and property management companies
- Real estate agent groups
- Schools, colleges, and universities
- Hospitals, medical centers, and ambulance companies
- First responders
- Major shopping and entertainment venues
- Tourism industry
- Media
- Traffic reporters
- Regional airports
- Trucking and delivery industries

#### **Navigation Apps**

Consultant shall leverage navigation apps to provide agency-approved construction and road closure data that will affect users' daily routes.

#### **Interactive Map**

Consultant shall create an interactive map with detailed closure and detour information, as well as other content about scheduled construction activities. The Consultant must have the resources available to update this map daily if needed.

#### **OCTA Website**

The Project has a website that includes general Project information, and frequently asked questions, and that will include closure, detour, and other construction-related information. Consultant must coordinate with OCTA digital services staff to update content, including daily closure and detour list, as needed.

## **OTHER OUTREACH SUPPORT**

### **Government Relations**

The OCTA Government Relations Department leads all communications with local, state, and federal elected officials and their staff, including coordinating meetings and correspondence. The OCTA Outreach Project Manager and the Consultant shall provide advisory and support services, including providing background on issues, key messages, and other support as necessary.

### **Media Relations**

The OCTA Public Information Office leads communications with all print, television, radio, and online media. The OCTA Outreach Project Manager and the Consultant shall provide advisory and support services, including providing background on issues, key messages, and other support as necessary.

### **Special Events Planning**

The Consultant may be required to provide event production, management, and/or support, including for groundbreaking/completion or milestone events. The Consultant shall be responsible for planning and executing the events, coordinating logistics with the Project contractor and partner agencies. The Consultant shall be asked to retain vendors and ascertain sponsorships, including for catering, audio/visual, staging and seating, event signage, and other event materials.

### **Evaluation**

The Consultant may be asked to regularly evaluate the Project construction outreach program to measure the effectiveness of communication tactics. The Consultant may be requested to survey the public on general Project awareness and level of satisfaction with outreach efforts, as needed.

### **Other Tasks Deemed Necessary**

The Consultant shall provide other outreach services and support in the event of unforeseen or unanticipated circumstances.

## **LIMITATION ON GOVERNMENTAL DECISIONS**

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

**EXHIBIT B: PRICE SUMMARY SHEET**

**PRICE SUMMARY SHEET**

**REQUEST FOR PROPOSALS (RFP) 4-2488**

**Pricing Instructions:**

The Offeror must submit this Exhibit B, Price Summary Sheet, **as a separate sealed package from the proposal**. No information regarding hourly rates shall be mentioned anywhere in the proposal content.

The Offeror shall provide proposed price for the services described in the Scope of Work, Exhibit A. Hourly rates shall be fully-burdened rates to include all direct costs, indirect costs, tax, and profits. The Authority's intention is to award a time-and-expense price contract.

Pricing forms must be completed and properly filled out in order to be deemed responsive.



**SCHEDULE I --- HOURLY RATE SCHEDULE**

Enter below the proposed hourly rates for the services described in the Scope of Work, Exhibit A. Prices shall be fully-burdened rates to include all direct costs, indirect costs, tax, and profits. \*Anticipated overtime pay shall not be factored into the fully-burdened hourly rates. The Authority’s intention is to award a time-and-expense price contract.

**Key Personnel:**

Name	Job Function	Fully-Burdened Hourly Rates							
		Initial term						Option Term	
		Year 1 Effective – 3/31/26	Year 2 4/1/26 – 3/31/27	Year 3 4/1/27 – 3/31/28	Year 4 4/1/28 – 3/31/29	Year 5 4/1/29 – 3/31/30	Year 6 4/1/30 – 3/31/31	Year 7 4/1/31 – 3/31/32	Year 8 4/1/32 – 3/31/33
	Project Manager	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
	Community Liaison	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
	Account Coordinator	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
	Graphic Designer	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____

**FOR COST ANALYSIS PURPOSES:**

- *Provide fully-burdened hourly rates for the above-designated job categories. The fully-burdened hourly rates will be included in the resulting agreement should your proposal be selected for contract award.*
- *Each proposed hourly rate for the respective Job Function will be weighed according to the percentages specified in the “Evaluation Weight” column in the table below.*

Job Function	Evaluation Weight for Hourly Rate(s)
Project Manager	15%
Community Liaison	40%
Account Coordinator	25%
Graphic Designer	20%

**Other Labor Charges:**

Job Function	Fully-Burdened Hourly Rates							
	Initial term						Option Term	
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
	Effective – 3/31/26	4/1/26 – 3/31/27	4/1/27 – 3/31/28	4/1/28 – 3/31/29	4/1/29 – 3/31/30	4/1/30 – 3/31/31	4/1/31 – 3/31/32	4/1/32 – 3/31/33
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**SCHEDULE II ---- OTHER DIRECT COSTS SCHEDULE**

Type of ODC	Quantity	Unit Rate	Budget Amount
1.			
2.			
3.			
4.			
5.			
6.			
<i>Additional ODC required and authorized by the Authority but not included in this Agreement will be reimbursed either (a) "At Cost" OR (b) up to the applicable Current Rate listed in this Schedule II, whichever is less. Supporting documentation must accompany invoice.</i>			

\* Please note the following:

- The Authority will not reimburse Consultant for hours charged to perform activities associated with the preparation and review of invoices submitted to the Authority.

- The Authority will not reimburse Consultant for local meals and travel time, unless previously approved, or any other expenses not included within this Exhibit B.

**Reimbursable Mileage Practice**

**Weekday Travel**

Normal Business Hours

- Office Base\* to event/meeting (one-way only if Consultant does not return to base office)

After Business Hours

- Office Base\* to event/meeting
- Event/Meeting to Home

**Weekend Travel**

- Home to Event
- Event to Home

\*Office Base exceeds 50 miles may claim home to event.

**Note: Full home address is not necessary. Cross streets and city are sufficient.**

1. I acknowledge receipt of **RFP 4-2488** and Addenda No.(s) \_\_\_\_\_.
2. This offer shall remain firm for \_\_\_\_\_ days from the date of proposal.  
(Minimum of 120)

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

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

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

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

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

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

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

**EXHIBIT C: PROPOSED AGREEMENT**

**PROPOSED AGREEMENT NO. C-4-2488**

**BETWEEN**

**ORANGE COUNTY TRANSPORTATION AUTHORITY**

**AND**

\_\_\_\_\_

**THIS AGREEMENT** is effective this \_\_\_\_ day of \_\_\_\_\_, 2024 ("Effective Date"), by and between the Orange County Transportation Authority, 550 South Main Street, P.O. Box 14184, Orange, California 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 public outreach services for the Interstate 5 Improvement Project from Interstate 405 to State Route 55; 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.

**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 this 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

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

6 **ARTICLE 2. AUTHORITY DESIGNEE**

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

9 **ARTICLE 3. SCOPE OF WORK**

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

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

16 **Names**

**Functions**

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

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

4 **ARTICLE 4. TERM OF AGREEMENT**

5 This Agreement shall commence upon execution by both parties, and shall continue in full force  
6 and effect through March 31, 2031, unless earlier terminated or extended as provided in this Agreement.

7 A. AUTHORITY, at its sole discretion, may elect to extend the term of this Agreement for an  
8 additional twenty-four (24)-months commencing April 1, 2031 and continuing through March 31, 2033  
9 ("Option Term"), and thereupon require CONSULTANT to continue to provide services, and otherwise  
10 perform, in accordance with Exhibit A and at the amounts or rates set forth in Article 5, "Payment."

11 B. AUTHORITY Y's election to extend this Agreement beyond the Initial Term shall not diminish  
12 its right to terminate the Agreement for AUTHORITY's convenience or CONSULTANT's default as  
13 provided elsewhere in this Agreement. The "maximum term" of this Agreement shall be the period  
14 extending from commencement through March 31, 2033, which period encompasses the Initial Term and  
15 Option Term.

16 **ARTICLE 5. PAYMENT**

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

20 B. CONSULTANT shall invoice AUTHORITY on a monthly basis for payments corresponding to  
21 the work actually completed by CONSULTANT. CONSULTANT shall not charge AUTHORITY for driving  
22 time. Work completed shall be documented in a monthly progress report prepared by CONSULTANT,  
23 which shall accompany each invoice submitted by CONSULTANT. AUTHORITY shall pay  
24 CONSULTANT at the hourly labor rates specified in Exhibit B, entitled "Price Summary Sheet," which is  
25 attached to and by this reference, incorporated in and made a part of this Agreement. These rates shall  
26 remain fixed for the term of this Agreement and are acknowledged to include CONSULTANT's overhead



1 costs, general costs, administrative costs and profit. CONSULTANT shall also furnish such other  
2 information as may be requested by AUTHORITY to substantiate the validity of an invoice. At its sole  
3 discretion, AUTHORITY may decline to make full payment until such time as CONSULTANT has  
4 documented to AUTHORITY'S satisfaction, that CONSULTANT has fully completed all work required.  
5 AUTHORITY's payment in full shall constitute AUTHORITY's final acceptance of CONSULTANT'S work.

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

- 12 1. Agreement No. C-4-2488;
- 13 2. Specify the effort for which the payment is being requested;
- 14 3. The time period covered by the invoice;
- 15 4. Labor (staff name, hours charged, hourly billing rate, current charges, and  
16 cumulative charges) performed during the billing period;
- 17 5. Total monthly invoice (including project-to-date cumulative invoice amount);
- 18 6. Itemized expenses including support documentation incurred during the billing  
19 period;
- 20 7. Monthly Progress Report;
- 21 8. Certification signed by the CONSULTANT or his/her designated alternate that a)  
22 The invoice is a true, complete and correct statement of reimbursable costs and progress; b) The backup  
23 information included with the invoice is true, complete and correct in all material respects; c) All payments  
24 due and owing to subcontractors and suppliers have been made; d) Timely payments will be made to  
25 subcontractors and suppliers from the proceeds of the payments covered by the certification and; e) The  
26 invoice does not include any amount which CONSULTANT intends to withhold or retain from a

1 subcontractor or supplier unless so identified on the invoice.

2 9. Any other information as agreed or requested by AUTHORITY to substantiate the  
3 validity of an invoice.

4 **ARTICLE 6. MAXIMUM OBLIGATION**

5 Notwithstanding any provisions of this Agreement to the contrary, AUTHORITY and  
6 CONSULTANT mutually agree that AUTHORITY's maximum cumulative payment obligation (including  
7 obligation for CONSULTANT's profit) shall be \_\_\_\_\_ Dollars (\$\_\_\_\_\_.00) which shall  
8 include all amounts payable to CONSULTANT for its subcontracts, leases, materials and costs arising  
9 from, or due to termination of, this Agreement.

10 **ARTICLE 7. NOTICES**

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

15 To CONSULTANT:

To AUTHORITY:

16 Orange County Transportation Authority

17 550 South Main Street

18 P.O. Box 14184

19 Orange, CA 92863-1584

20 ATTENTION:

ATTENTION: Gina Torres

21 Title:

Title: Senior Contract Administrator

22 Phone:

Phone: (714) 560 - 5566

23 Email:

Email: gtorres@octa.net

24 **ARTICLE 8. INDEPENDENT CONTRACTOR**

25 A. CONSULTANT's relationship to AUTHORITY in the performance of this Agreement is that of  
26 an independent contractor. CONSULTANT's personnel performing services under this Agreement shall

1 at all times be under CONSULTANT's exclusive direction and control and shall be employees of  
2 CONSULTANT and not employees of AUTHORITY. CONSULTANT shall pay all wages, salaries and  
3 other amounts due its employees in connection with this Agreement and shall be responsible for all  
4 reports and obligations respecting them, such as social security, income tax withholding, unemployment  
5 compensation, workers' compensation and similar matters.

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

10 **ARTICLE 9. INSURANCE**

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

14 1. Commercial General Liability, to include Products/Completed Operations,  
15 Independent Contractors', Contractual Liability, Advertising and Personal Injury Liability, and Property  
16 Damage with a minimum limit of \$1,000,000 per occurrence, \$2,000,000 general aggregate and  
17 \$2,000,000 Products/Completed Operations aggregate;

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

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

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

24 B. Proof of such coverage, in the form of a certificate of insurance and an insurance policy  
25 blanket additional insured endorsement, designating AUTHORITY, its officers, directors and employees  
26 as additional insureds on general liability and automobile liability, as required by Agreement. Proof of

1 insurance coverage must be received by AUTHORITY within ten (10) calendar days from the effective  
2 date of the Agreement and prior to commencement of any work. Such insurance shall be primary and  
3 non-contributive to any insurance or self-insurance maintained by AUTHORITY. Furthermore,  
4 AUTHORITY reserves the right to request certified copies or review all related insurance policies, in  
5 response to a related loss.

6 C. CONSULTANT shall include on the face of the certificate of insurance the  
7 Agreement No. C-4-2488 and, the Senior Contract Administrator's Name, Gina Torres.

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

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

14 **ARTICLE 10. ORDER OF PRECEDENCE**

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

16 (1) the provisions of this Agreement, including all exhibits; (2) the provisions of RFP 4-2488;  
17 (3) CONSULTANT's proposal dated \_\_\_\_\_; (4) all other documents, if any, cited herein or incorporated  
18 by reference.

19 **ARTICLE 11. CHANGES**

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

1 from proceeding immediately with the Agreement as changed.

2 **ARTICLE 12. DISPUTES**

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

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

14 **ARTICLE 13. TERMINATION**

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

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

1 with this Agreement. Thereafter, CONSULTANT shall have no further claims against AUTHORITY under  
2 this Agreement. AUTHORITY shall not be liable for any claim of lost profits or damages for such  
3 termination.

4 **ARTICLE 14. INDEMNIFICATION**

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

12 **ARTICLE 15. ASSIGNMENTS AND SUBCONTRACTS**

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

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

24 **Subcontractor Name/Addresses**

**Subcontractor Amounts**

25 \$.00

26 \$.00

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

2                   CONSULTANT shall provide AUTHORITY, or other agents of AUTHORITY, such access to  
3 CONSULTANT's accounting books, records, payroll documents and facilities, as AUTHORITY deems  
4 necessary. CONSULTANT shall maintain such books, records, data and documents in accordance  
5 with generally accepted accounting principles and shall clearly identify and make such items readily  
6 accessible to such parties during CONSULTANT's performance hereunder and for a period of four (4)  
7 years from the date of final payment by AUTHORITY. AUTHORITY's right to audit books and records  
8 directly related to this Agreement shall also extend to all first-tier subcontractors identified in Article 15  
9 of this Agreement. CONSULTANT shall permit any of the foregoing parties to reproduce documents  
10 by any means whatsoever or to copy excerpts and transcriptions as reasonably necessary.

11                   **ARTICLE 17. CONFLICT OF INTEREST**

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

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

25                   **ARTICLE 18. CODE OF CONDUCT**

26                   CONSULTANT agrees to comply with AUTHORITY's Code of Conduct as it relates to Third-

1 Party contracts which is hereby referenced and by this reference is incorporated herein.  
2 CONSULTANT agrees to include these requirements in all of its subcontracts.

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

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

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

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

12 **ARTICLE 21. EQUAL EMPLOYMENT OPPORTUNITY**

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

20 **ARTICLE 22. PROHIBITED INTERESTS**

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

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

25 A. The originals of all letters, documents, reports and other products and data produced under  
26 this Agreement shall be delivered to, and become the property of AUTHORITY. Copies may be made



1 for CONSULTANT's records but shall not be furnished to others without written authorization from  
2 AUTHORITY. Such deliverables shall be deemed works made for hire and all rights in copyright therein  
3 shall be retained by AUTHORITY.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

16 **ARTICLE 28. FORCE MAJEURE**

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

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**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement No. C-4-2488 to be executed as of the date of the last signature below.

**CONSULTANT**

**ORANGE COUNTY TRANSPORTATION AUTHORITY**

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

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

Darrell E. Johnson  
Chief Executive Officer

**APPROVED AS TO FORM:**

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

James M. Donich  
General Counsel

**APPROVED:**

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

Maggie McJilton  
Executive Director, People and Community  
Engagement

**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: CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

**CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

**Information Sheet**

**ORANGE COUNTY TRANSPORTATION AUTHORITY**

The attached Campaign Contribution Disclosure Form must be completed by applicants for, or persons who are the subject of, any proceeding involving a license, permit, or other entitlement for use pending before the Board of Directors of the OCTA or any of its affiliated agencies. (Please see next page for definitions of these terms.)

**IMPORTANT NOTICE**

Basic Provisions of Government Code Section 84308

- A. If you are an applicant for, or the subject of, any proceeding involving a license, permit, or other entitlement for use, you are prohibited from making a campaign contribution of more than \$250 to any board member or his or her alternate. This prohibition begins on the date your application is filed or the proceeding is otherwise initiated, and the prohibition ends three months after a final decision is rendered by the Board of Directors. In addition, no board member or alternate may solicit or accept a campaign contribution of more than \$250 from you during this period.
- B. These prohibitions also apply to your agents, and, if you are a closely held corporation, to your majority shareholder as well. These prohibitions also apply to your subcontractor(s), joint venturer(s), and partner(s) in this proceeding. Also included are parent companies and subsidiary companies directed and controlled by you, and political action committees directed and controlled by you.
- C. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed more than \$250 to any board member or his or her alternate during the 12-month period preceding the filing of the application or the initiation of the proceeding.
- D. If you or your agent have in the aggregate contributed more than \$250 to any individual board member or his/or her alternate during the 12 months preceding the decision on the application or proceeding, that board member or alternate must disqualify himself or herself from the decision. However, disqualification is not required if the board member or alternate returns the campaign contribution within 30 days from the time the director knows, or should have known, about both the contribution and the fact that you are a party in the proceeding. The Campaign Contribution Disclosure Form should be completed and filed with your proposal, or with the first written document you file or submit after the proceeding commences.



1. A proceeding involving "a license, permit, or other entitlement for use" includes all business, professional, trade and land use licenses and permits, and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor or personal employment contracts), and all franchises.
2. Your "agent" is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an individual acting as an agent is also acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity, both the business entity and the individual are "agents."
3. To determine whether a campaign contribution of more than \$250 has been made by you, campaign contributions made by you within the preceding 12 months must be aggregated with those made by your agent within the preceding 12 months or the period of the agency, whichever is shorter. Contributions made by your majority shareholder (if a closely held corporation), your subcontractor(s), your joint venturer(s), and your partner(s) in this proceeding must also be included as part of the aggregation. Campaign contributions made to different directors or their alternates are not aggregated.
4. A list of the members and alternates of the Board of Directors is attached.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act and California Code of Regulations, Title 2 Sections 18438-18438.8.

ORANGE COUNTY TRANSPORTATION AUTHORITY  
CAMPAIGN CONTRIBUTION DISCLOSURE FORM

RFP Number: \_\_\_\_\_ RFP Title: \_\_\_\_\_

Was a campaign contribution made to any OCTA Board Member within the preceding 12 months, regardless of dollar amount of the contribution by either the proposing firm, proposed subconsultants and/or agent/lobbyist? Yes \_\_\_\_ No \_\_\_\_

**If no**, please sign and date below.

**If yes**, please provide the following information:

Prime Contractor Firm Name: \_\_\_\_\_

Contributor or Contributor Firm's Name: \_\_\_\_\_

Contributor or Contributor Firm's Address: \_\_\_\_\_

\_\_\_\_\_

Is Contributor:

- The Prime Contractor Yes \_\_\_\_ No \_\_\_\_
- Subconsultant Yes \_\_\_\_ No \_\_\_\_
- Agent/Lobbyist hired by Prime to represent the Prime in this RFP Yes \_\_\_\_ No \_\_\_\_

Note: Under the State of California Government Code section 84308 and California Code of Regulations, Title 2, Section 18438, campaign contributions made by the Prime Contractor and the Prime Contractor's agent/lobbyist who is representing the Prime Contractor in this RFP must be aggregated together to determine the total campaign contribution made by the Prime Contractor.

Identify the Board Member(s) to whom you, your subconsultants, and/or agent/lobbyist made campaign contributions, the name of the contributor, the dates of contribution(s) in the preceding 12 months and dollar amount of the contribution. Each date must include the exact month, day, and year of the contribution.

Name of Board Member: \_\_\_\_\_

Name of Contributor: \_\_\_\_\_

Date(s) of Contribution(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_

Name of Board Member: \_\_\_\_\_

Name of Contributor: \_\_\_\_\_

Date(s) of Contribution(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Contributor

\_\_\_\_\_  
Print Firm Name

\_\_\_\_\_  
Print Name of Contributor

**ORANGE COUNTY TRANSPORTATION AUTHORITY  
AND AFFILIATED AGENCIES**

**Board of Directors**

**Tam Nguyen, Chair**

**Doug Chaffee, Vice Chair**

**Valerie Amezcua, Director**

**Andrew Do, Director**

**Jon Dumitru, Director**

**Jamey Federico, Director**

**Katrina Foley, Director**

**Patrick Harper, Director**

**Michael Hennessey, Director**

**Fred Jung, Director**

**Farrah Khan, Director**

**Stephanie Klopfenstein, Director**

**Vicente Sarmiento, Director**

**John Stephens, Director**

**Mark Tetteimer, Director**

**Donald Wagner, Director**

**EXHIBIT F: 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.

## LEVEL 1 HEALTH, SAFETY AND ENVIRONMENTAL SPECIFICATIONS

- B. Substance Abuse Prevention Program  
Contractor shall comply with the Policy or Program of the Company's Substance Abuse Prevention Policy that complies with the most recent Drug Free Workplace Act. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.
- C. Heat Illness Prevention Program  
Contractor shall comply with CCR Title 8, Section, Section 3395, Heat Illness Prevention. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.
- D. Hazard Communication Program  
Contractor shall comply with CCR Title 8, Section 5194 Hazard Communication Standard. Prior to use on Authority property and/or project work areas Contractor shall provide the Authority Project Manager copies of SDS for all applicable chemical products used, if any. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.
- a. All chemicals including paint, solvents, detergents and similar substances shall comply with South Coast Air Quality Management District (SCAQMD) rules 103, 1113, and 1171.
- E. Storm Water Pollution Prevention Plan  
The Contractor shall protect property and water resources from fuels and similar products throughout the duration of the contract. Contractor shall comply with Storm Water Pollution Prevention Plan (SWPPP) requirements. The program or plan if required by scope shall be provided to the Authority's Project Manager, upon request, within 72 hours.

### 1.3 INCIDENT NOTIFICATION AND INVESTIGATION

- A. The Authority shall be promptly notified of any of the following types of incidents including but not limited to:
1. Damage incidents of property (incidents involving third party, contractor or Authority property damage);
  2. Reportable and/or Recordable injuries (as defined by the U. S. Occupational Safety and Health Administration), a minor injury, and near miss incidents;
  3. Incidents impacting the environment, i.e. spills or releases on Authority projects or property.
  4. Outside Agency Inspections; agencies such as Cal/OSHA, DTSC, SCAQMD, State Water Resources Control Board, FTA, CPUC, EPA, USACE and similar agencies.
- B. Notifications shall be made to Authority representatives, employees and/or agents. This includes incidents occurring to contractors, vendors, visitors, or members of the public

## LEVEL 1 HEALTH, SAFETY AND ENVIRONMENTAL SPECIFICATIONS

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

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

## LEVEL 1 HEALTH, SAFETY AND ENVIRONMENTAL SPECIFICATIONS

### 1.4 DESIGNATED HEALTH AND SAFETY REPRESENTATIVE

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

### 1.5 PERSONAL PROTECTIVE EQUIPMENT

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

### 1.6 REFERENCES

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

END OF SECTION



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

**PROPOSAL EXCEPTIONS AND/OR DEVIATIONS**

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

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

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

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

Check one:

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

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

Complete Description of Deviation or Exception:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rationale for Requesting Deviation or Exception:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Area Below Reserved for Authority Use Only:

_____ _____
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