

REQUEST FOR PROPOSALS (RFP) 1-2703

Online Graphic Design



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

Key RFP Dates

Issue Date:	May 18, 2011
Question Submittal Date:	May 24, 2011
Proposal Submittal Date:	June 7, 2011

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AFFILIATED AGENCIES

*Orange County
Transit District*

*Local Transportation
Authority*

*Service Authority for
Freeway Emergencies*

*Consolidated Transportation
Service Agency*

*Congestion Management
Agency*

*Service Authority for
Abandoned Vehicles*

May 18, 2011

**SUBJECT: NOTICE OF REQUEST FOR PROPOSALS
RFP 1-2703: "Online Graphic Design"**

Gentlemen/Ladies:

The Orange County Transportation Authority (Authority) invites proposals from qualified consultants to provide online graphic design services. The budget for this effort is \$100,000 for a one-year term.

Proposals must be received in the Orange County Transportation Authority's office at or before 2:00 p.m. on June 7, 2011.

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, 4th Floor
Orange, California 92868
Attention: Iris Mendoza, Associate 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: Iris Mendoza, Associate Contract Administrator**

Proposals and amendments to proposals received after the date and time specified above will be returned to the Offerors unopened.

A copy of this RFP 1-2703 "Online Graphic Design" may be downloaded at www.octa.net/cammnet.

All firms interested in doing business with the Authority are required to register their business on-line at CAMM NET, the Authority's interactive website. The website can be found at www.octa.net. From the site menu, click on CAMM NET to register.

To receive all further information regarding this RFP 1-2703, firms 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:

Commodities for this solicitation are:

Category(s):

Marketing, Advertising & Media Services

Commodity(s):

Advertising; Advertising – Outdoor Billboard, etc.; Advertising – Public Relations; Advertising Agency Services; Audio/Video Production Services Complete; Broadcasting Services, Radio; Broadcasting Services, Television; Communications Marketing Services; Conference Coordinating and Planning Services; Copywriting Services; Graphic Arts Design Services (Not Printing); Graphic Production Services; Newspaper and Publication Advertising; Photography Services; Promotional Items; Public Opinions Surveys; Public Relations/Outreach Services; Radio Commercial Production; Special Event Planning; Telecommunication Services; Video Production; Web Page Graphic Design

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.

Sincerely,

A handwritten signature in black ink, appearing to read 'Iris Mendoza', written in a cursive style.

Iris Mendoza
Associate Contract Administrator
Contracts Administration and Materials Management

SECTION I

INSTRUCTIONS TO OFFERORS

SECTION I. INSTRUCTIONS TO OFFERORS

A. EXAMINATION OF PROPOSAL DOCUMENTS

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

B. ADDENDA

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.

C. AUTHORITY CONTACT

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

Iris Mendoza, Associate Contract Administrator
Contracts Administration and Materials Management Department
550 South Main Street
P.O. Box 14184
Orange, CA 92863-1584
Phone: 714.560.5786, Fax: 714.560.5792

D. CLARIFICATIONS

1. Examination of Documents

Should an Offeror require clarifications of this RFP, the Offeror shall notify the Authority in writing in accordance with Section D.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 must be received by the Authority no later than 5:00 p.m., on May 24, 2011.

- b. Requests for clarifications, questions and comments must be clearly labeled, "Written Questions." The Authority is not responsible for failure to respond to a request that has not been labeled as such.
- c. Any of the following methods of delivering written questions are acceptable as long as the questions are received no later than the date and time specified above:
 - (1) U.S. Mail: Orange County Transportation Authority, 550 South Main Street, P.O. Box 14184, Orange, California 92863-1584.
 - (2) Personal Courier: Contracts Administration and Materials Management Department, 600 South Main Street, 4th Floor, Orange, California 92868.
 - (3) Facsimile: The Authority's fax number is (714) 560-5792.
 - (4) E-Mail: Iris Mendoza, Associate Contract Administrator, e-mail address is *imendoza@octa.net*.

3. Authority Responses

Responses from the Authority will be posted on CAMM NET, the Authority's interactive website, no later than May 26, 2011. Offerors may download responses from CAMM NET at www.octa.net/cammnet, or request responses be sent via U.S. Mail by e-mailing or faxing the request to Iris Mendoza, Associate Contract Administrator.

To receive e-mail notification of Authority responses when they are posted on CAMM NET, firms 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:

Commodities for this solicitation are:

Category(s):

Marketing, Advertising & Media Services

Commodity(s):

Advertising; Advertising – Outdoor Billboard, etc.; Advertising – Public Relations; Advertising Agency Services; Audio/Video Production Services Complete; Broadcasting Services, Radio; Broadcasting Services, Television; Communications Marketing Services; Conference

Coordinating and Planning Services; Copywriting Services; Graphic Arts Design Services (Not Printing); Graphic Production Services; Newspaper and Publication Advertising; Photography Services; Promotional Items; Public Opinions Surveys; Public Relations/Outreach Services; Radio Commercial Production; Special Event Planning; Telecommunication Services; Video Production; Web Page Graphic Design

Inquiries received after May 24, 2011 will not be responded to.

E. SUBMISSION OF PROPOSALS

1. Date and Time

Proposals must be received in the Orange County Transportation Authority's office at or before 2:00 p.m. on June 7, 2011.

Proposals received after the above-specified date and time will be returned to Offerors unopened.

2. Address

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 (Camm)
600 South Main Street, 4th Floor
Orange, California 92868
Attention: Iris Mendoza, Associate Contract Administrator**

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

**Orange County Transportation Authority
Contracts Administration and Materials Management (Camm)
P.O. Box 14184
Orange, California 92863-1584
Attention: Iris Mendoza, Associate Contract Administrator**

Firms must obtain a visitor badge from the receptionist in the lobby of the 600 Building prior to delivering any information to CAMM.

3. Identification of Proposals

Offeror shall submit an **original and 4 copies** of its proposal in a sealed package, addressed as shown above, bearing the Offeror's name and address and clearly marked as follows:

"RFP 1-2703: Online Graphic Design"

4. 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 postpone proposal openings for its own convenience.
- d. Proposals received by Authority are public information and must be made available to any person upon request.
- e. Submitted proposals are not to be copyrighted.

F. PRE-CONTRACTUAL EXPENSES

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

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

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

G. JOINT OFFERS

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

H. TAXES

Offerors' proposals are subject to State and Local sales taxes. However, the Authority is exempt from the payment of Federal Excise and Transportation Taxes.

I. PROTEST PROCEDURES

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

J. CONTRACT TYPE

It is anticipated that the Agreement resulting from this solicitation, if awarded, will be a firm fixed price contract specifying firm fixed prices for individual tasks specified in the Scope of Work, included in this RFP as Exhibit A.

K. CONFLICT OF INTEREST

All Offerors responding to this Request For Proposals 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.

L. CODE OF CONDUCT

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

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 on 8 1/2" x 11" size paper, using a single method of fastening. Charts and schedules may be included in 11"x17" format. Offers should not include any unnecessarily elaborate or promotional material. Lengthy narrative is discouraged and presentations should be brief and concise. Proposals should not exceed fifty (50) pages in length, excluding any appendices.

2. Letter of Transmittal

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

- a. Identification of Offeror that will have contractual responsibility with the Authority. Identification shall include legal name of company, corporate address, telephone and fax number. Include name, title, address, telephone number and email of the contract person identified during period of proposal evaluation.
- b. Identification of all proposed subcontractors including legal name of company, whether the firm is a Disadvantaged Business Enterprise (DBE), contact person's name and address, phone number and fax number; 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. Describe experience in working with the various government agencies identified in this RFP.
- (4) Identify subcontractors by company name, address, contact person, telephone number and project function. Describe Offeror's experience working with each subcontractor.
- (5) Provide as a minimum three (3) references for the projects cited as related experience, and furnish the name, title, address, telephone number and email 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 that will be used by the Offeror to manage the project as well as identify key personnel assigned.

Offeror to:

- (1) Provide education, experience, and applicable professional credentials of project staff.
- (2) Furnish brief resumes (not more than two [2] pages each) for the proposed Project Manager and other key personnel.
- (3) Indicate adequacy of labor resources utilizing a table projecting the labor-hour allocation to the project by individual task.
- (4) Identify key personnel proposed to perform the work in the specified tasks and include major areas of subcontract work. Include the person's name, current location, proposed position for this project, current assignment, level of commitment to that assignment, availability for this assignment and how long each person has been with the firm.
- (5) Include a project organization chart, which clearly delineates communication/reporting relationships among the project staff.
- (6) 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 work plan shall be of such detail to demonstrate the Offerors ability to accomplish the project objectives and overall schedule.
- (2) Outline sequentially the activities that would be undertaken in completing the tasks and specify who would perform them.
- (3) Furnish a project schedule for completing the tasks in terms of elapsed weeks from the project commencement date.

- (4) Identify methods that Offeror will use to ensure quality control as well as budget and schedule control for the project.
- (5) Identify any special issues or problems that are likely to be encountered in this project and how the Offeror would propose to address them.
- (6) Offeror is encouraged to propose enhancements or procedural or technical innovations to the Scope of Work that do not materially deviate from the objectives or required content of the project.
- (7) Provide samples of graphic design similar to that requested in Exhibit A, Scope of Work.

d. Exceptions/Deviations

State any exceptions to or deviations from the requirements of this RFP, segregating "technical" exceptions from "contractual" exceptions. Where Offeror wishes to propose alternative approaches to meeting the Authority's technical or contractual requirements, these should be thoroughly explained. If no contractual exceptions are noted, Offeror will be deemed to have accepted the contract requirements as set forth in Exhibit C.

4. Cost and Price Proposal

It is anticipated that the Agreement resulting from this solicitation, if awarded, will be a firm fixed price contract specifying firm fixed prices for individual tasks specified in the Scope of Work, included in this RFP as Exhibit A. The Agreement will be a one-year contract.

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**Status of Past and Present Contracts Form**

Offeror is required to complete and sign the form entitled "Status of Past and Present Contracts" provided in this RFP and submit as part of the proposal. Offeror shall list the status of past and present contracts where the firm has either provided services as a prime contractor or a subcontractor during the past five (5) years and the contract has ended or will end in a termination, settlement, or litigation. A separate form must be completed for each contract. Offeror shall provide an accurate name and telephone number for each contract and indicate the term of the contract and the original contract value. If the contract was terminated, Offeror must list the reason for termination. Offeror must identify and state the status of any litigation, claims or settlement agreements related to any of the contracts. Each form must be signed by the Offeror confirming the information that the information provided is true and accurate. Offeror is required to submit one copy of the completed form(s) as part of its proposals and it should be included in only the original proposal.

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 25%**
 Technical experience in performing work of a closely similar nature; experience working with public agencies; strength and stability of the firm; strength, stability, experience and technical competence of 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 labor distribution among the tasks; ability to meet the project deadline; reasonableness of proposed schedule; utility of suggested technical or procedural innovations.
- 4. Cost and Price 20%**
 Reasonableness of the total price and competitiveness of this amount with other offers received; adequacy of data in support of figures quoted; reasonableness of individual task budgets.

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.

At the conclusion of the evaluation process, the evaluation committee will select 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.

C. AWARD

The Authority will evaluate the proposals received and will select the proposal considered to be the most competitive to the Authority. 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.

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.

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) 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) days of notification of the contract award.

EXHIBIT A
SCOPE OF WORK

**SCOPE OF WORK
Online Graphic Design
For OCTA Digital Communications Programs**

INTRODUCTION

The Orange County Transportation Authority (OCTA) wishes to contract with a graphic design and production services firm (Consultant) to achieve marketing goals established for multiple OCTA services. Firms proposing as a prime Consultant are encouraged to collaborate with sub-contractors so that turnkey marketing projects can be delivered.

Consultant shall be capable of delivering a wide variety of digital graphics, designs, and creative elements. This requires proficiency in areas such as concept/planning, design, layout, online user experience, website navigation principles, email design template best practices, etc.

BACKGROUND

OCTA is a state-mandated, countywide transportation agency. OCTA works with federal, state, regional, and local officials, community groups, businesses, and other transportation agencies to provide the public with transportation solutions. OCTA's mission is to unify efforts among these various parties to identify, design, fund, and implement those transportation solutions and to improve air quality.

OCTA is committed to delivering efficient transportation services and programs throughout Orange County. A top priority is providing proactive communications and outreach programs to ensure the public has easy access to transportation information. In addition to traditional communication methods, OCTA plans to enhance, create, and innovate several digital approaches to provide up-to-date information in an efficient and cost-effective manner for the public. These e-communications initiatives require design work to maintain OCTA's brand identity, positive image, and perception.

SCOPE OF SERVICES

Task 1 - Website Graphic Design

The most popular e-communications channel, OCTA.net, has seen sustained upward growth since its inception. Continued growth requires a holistic approach, ensuring proper functioning, usability, and investment. This effort includes the development of website design templates that involve creating concepts, designing layouts, navigational elements, headers, logos, and CSS stylesheets.

a. Design Web Pages

Design a new master webpage template to improve user experience and navigation, increase interactivity, and integrate social media, online videos,

and promotions. Design includes HTML and CSS work, compatible with the Ektron content management system.

The deliverables involve applying the new template to existing web content, including web copy and graphics, in order to improve layout and visualization. Some old graphics would need to be revamped to match the new look and feel of the template. This new content would include revamped graphics, charts, graphs, icons, maps, and photos.

Deliverables:

Concepts:

- Design three web page concepts for approval and three iterations for a total of 50 final web page designs.

Web Pages:

- Design 90 web pages using approved concept above.

b. Create Homepage Banners

Rotating banners on OCTA.net help promote programs and services as well as highlight featured pages on the website. This task involves developing three concepts and three iterations for 15 homepage banners.

Deliverables:

Concepts:

- Design three concepts for approval and three iterations before final design is selected for each deliverable. There will be 20 deliverables (see directly below).

Banner Designs:

- 20 web banners delivered based on approved concept above.

Task 2 – E-mail Template Design

OCTA's e-mail marketing programs combine service information into customized and targeted messages. E-mail campaigns and programs must be fully accessible from a computer or mobile device, improving customer experience.

a. Design E-mail Templates

To enhance OCTA's brand identity, this task involves enhancing the OCTA-branded master template for all email communications, promotions, alerts, and invitations. Design includes HTML and CSS work, compatible with the ExactTarget email platform.

Deliverables:

Concepts:

- Design three master template concepts for approval and three iterations before final design is selected.

Project Templates:

- Design 20 email project templates for various projects or programs using approved concept above.

b. Create E-mail Designs

This effort involves applying the new e-mail template to existing e-mail communications. This requires utilizing and/or modifying existing supporting graphics within email in order to match the new look and feel of the e-mail template.

Deliverables:

E-mail Design:

- 50 e-mails using approved project templates above.

PROGRAM MANAGEMENT

OCTA's Marketing Program Administrator will be the key contact for the Consultant and will direct the Consultant on work effort. The Marketing Program Administrator will form, and be a part of, an internal project team to assist in providing project direction.

The Consultant shall designate a project manager within the firm to be the primary liaison with OCTA for day-to-day marketing activities. The project manager shall manage written communications through OCTA's online project management system. The project manager shall have the authority to make commitments and decisions that are binding to the Consultant.

GRAPHIC DESIGN/PRODUCTION FILE FORMAT

Final design products should be in the following software with PDF and color proofs provided:

Adobe Acrobat Pro [.pdf] or later
Adobe Illustrator CS5 [.ai, .eps] or later
Adobe InDesign CS5 or later
Adobe Photoshop CS5 or later
Microsoft Office 2007/8 (Word, Excel, & PowerPoint) or later
Ability for FTP transfer (OCTA has its own FTP site)

EXHIBIT B

COST AND PRICE FORMS

PRICE SUMMARY SHEET
REQUEST FOR PROPOSALS (RFP) 1-2703

Enter below the proposed price for each of the work phases described in the Scope of Work, Exhibit A. Prices shall include direct costs, indirect costs, and profits. The Authority's intention is to award a firm-fixed price contract. Please denote the basis on which the prices are quoted.

<u>Task</u>	<u>Description</u>	<u>Firm Fixed Price</u>
1	Website Graphic Design	\$ _____
2	E-mail Template Design	\$ _____
TOTAL FIRM FIXED PRICE		\$ _____

1. I acknowledge receipt of RFP 1-2703 and Addenda No.(s) _____
2. This offer shall remain firm for _____ days from the date of proposal
(Minimum 120)

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

SIGNATURE OF PERSON
AUTHORIZED TO BIND OFFEROR _____

SIGNATURE'S NAME AND TITLE _____

DATE SIGNED _____

EXHIBIT C
PROPOSED AGREEMENT

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EXHIBIT C

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

ARTICLE 2. AUTHORITY DESIGNEE

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

ARTICLE 3. SCOPE OF WORK

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
13 times 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.

Names**Functions**

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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
23 or level of commitment hereunder be changed, without the prior written consent of AUTHORITY.
24 Should 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

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

ARTICLE 4. TERM OF AGREEMENT

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

ARTICLE 5. PAYMENT

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

B. The following schedule shall establish the firm fixed payment to CONSULTANT by AUTHORITY for each work task set forth in the Scope of Work. The schedule shall not include any CONSULTANT expenses not approved by AUTHORITY, including, but not limited to, reimbursement for local meals.

<u>Tasks</u>	<u>Description</u>	<u>Firm Fixed Price</u>
1	Website Graphic Design	.00
2	E-mail Template Design	.00
TOTAL FIRM FIXED PRICE PAYMENT		<u>.00</u>

C. CONSULTANT shall invoice AUTHORITY on a monthly basis for payments corresponding to the work actually completed by CONSULTANT. Percentage of work completed shall be documented in a monthly progress report prepared by CONSULTANT, which shall accompany each invoice submitted by CONSULTANT. CONSULTANT shall also furnish such other information as may be requested by AUTHORITY to substantiate the validity of an invoice. At its sole discretion, AUTHORITY may decline to make full payment for any task listed in paragraph B of this Article until such time as CONSULTANT has documented to AUTHORITY's satisfaction, that CONSULTANT has fully

1 completed all work required under the task. AUTHORITY's payment in full for any task completed shall
2 constitute AUTHORITY's final acceptance of CONSULTANT's work under such task.

3 D. Invoices shall be submitted by CONSULTANT on a monthly basis and shall be submitted in
4 duplicate to AUTHORITY's Accounts Payable office. Each invoice shall be accompanied by the
5 monthly progress report specified in paragraph C of this Article. AUTHORITY shall remit payment
6 within thirty (30) calendar days of the receipt and approval of each invoice. Each invoice shall include
7 the following information:

- 8 1. Agreement No. C-1-2703;
- 9 2. Specify the task number for which payment is being requested;
- 10 3. The time period covered by the invoice;
- 11 4. Total monthly invoice (including project-to-date cumulative invoice amount);
- 12 5. Monthly Progress Report;
- 13 6. Certification signed by the CONSULTANT or his/her designated alternate that a)
14 The invoice is a true, complete and correct statement of reimbursable costs and progress; b) The
15 backup information included with the invoice is true, complete and correct in all material respects; c) All
16 payments due and owing to subcontractors and suppliers have been made; d) Timely payments will
17 be made to subcontractors and suppliers from the proceeds of the payments covered by the
18 certification and; e) The invoice does not include any amount which CONSULTANT intends to withhold
19 or retain from a subcontractor or supplier unless so identified on the invoice.

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

22 **ARTICLE 6. MAXIMUM OBLIGATION**

23 Notwithstanding any provisions of this Agreement to the contrary, AUTHORITY and
24 CONSULTANT mutually agree that AUTHORITY's maximum cumulative payment obligation (including
25 obligation for CONSULTANT's profit) shall be Dollars (\$0.00) which shall include all amounts payable to
26 CONSULTANT for its subcontracts, leases, materials and costs arising from, or due to termination of,

1 this Agreement.

2 **ARTICLE 7. NOTICES**

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

7 To CONSULTANT:

To AUTHORITY:

8 Orange County Transportation Authority

9 550 South Main Street

10 P.O. Box 14184

11 Orange, CA 92863-1584

12 ATTENTION:

ATTENTION: Iris Mendoza

13 (714) 560 – 5786

14 imendoza@octa.net

15 **ARTICLE 8. INDEPENDENT CONTRACTOR**

16 CONSULTANT's relationship to AUTHORITY in the performance of this Agreement is that of an
17 independent contractor. CONSULTANT's personnel performing services under this Agreement shall at
18 all times be under CONSULTANT's exclusive direction and control and shall be employees of
19 CONSULTANT and not employees of AUTHORITY. CONSULTANT shall pay all wages, salaries and
20 other amounts due its employees in connection with this Agreement and shall be responsible for all
21 reports and obligations respecting them, such as social security, income tax withholding, unemployment
22 compensation, workers' compensation and similar matters.

23 **ARTICLE 9. INSURANCE**

24 A. CONSULTANT shall procure and maintain insurance coverage during the entire term of this
25 Agreement. Coverage shall be full coverage and not subject to self-insurance provisions.
26 CONSULTANT shall provide the following insurance coverage:

EXHIBIT C

1 1. Commercial General Liability, to include Products/Completed Operations,
2 Independent Contractors', Contractual Liability, and Personal Injury Liability, and Property Damage with
3 a minimum limit of \$1,000,000.00 per occurrence and \$2,000,000.00 general aggregate.

4 2. Automobile Liability Insurance to include owned, hired and non-owned autos
5 with a combined single limit of \$1,000,000.00 each accident;

6 3. Workers' Compensation with limits as required by the State of California including a
7 waiver of subrogation in favor of AUTHORITY, its officers, directors, employees or agents; and

8 4. Employers' Liability with minimum limits of \$1,000,000.00.

9 B. Proof of such coverage, in the form of an insurance company issued policy endorsement
10 and a broker-issued insurance certificate, must be received by AUTHORITY prior to commencement of
11 any work. Proof of insurance coverage must be received by AUTHORITY within ten (10) calendar days
12 from the effective date of this Agreement with the AUTHORITY, its officers, directors, employees and
13 agents designated as additional insured on the general and automobile liability. Such insurance shall
14 be primary and non-contributive to any insurance or self-insurance maintained by the AUTHORITY.

15 C. CONSULTANT shall include on the face of the Certificate of Insurance the Agreement No.
16 C-1-2703; and, the Contract Administrator's Name, Iris Mendoza.

17 D. CONSULTANT shall also include in each subcontract the stipulation that subcontractors
18 shall maintain insurance coverage in the amounts required from CONSULTANT as provided in this
19 Agreement.

20 E. CONSULTANT shall be required to immediately notify AUTHORITY of any modifications or
21 cancellation of any required insurance policies.

22 **ARTICLE 10. ORDER OF PRECEDENCE**

23 Conflicting provisions hereof, if any, shall prevail in the following descending order of
24 precedence: (1) the provisions of this Agreement, including all exhibits; (2) the provisions of RFP 1-
25 2703;(3) CONSULTANT's proposal dated ; (4) all other documents, if any, cited herein or incorporated
26 by reference.

ARTICLE 11. CHANGES

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

ARTICLE 12. DISPUTES

A. Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this Agreement which is not disposed of by supplemental agreement shall be decided by AUTHORITY's Director, Contracts Administration and Materials Management (CAMM), who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to CONSULTANT. The decision of the Director, CAMM, shall be final and conclusive.

B. The provisions of this Article shall not be pleaded in any suit involving a question of fact arising under this Agreement as limiting judicial review of any such decision to cases where fraud by such official or his representative or board is alleged, provided, however, that any such decision shall be final and conclusive unless the same is fraudulent or capricious or arbitrary or so grossly erroneous as necessarily to imply bad faith or is not supported by substantial evidence. In connection with any appeal proceeding under this Article, CONSULTANT shall be afforded an opportunity to be heard and to offer evidence in support of its appeal.

C. Pending final decision of a dispute hereunder, CONSULTANT shall proceed diligently with the performance of this Agreement and in accordance with the decision of AUTHORITY's Director, CAMM. This Disputes clause does not preclude consideration of questions of law in connection with decisions provided for above. Nothing in this Agreement, however, shall be construed as making final

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

3 **ARTICLE 13. TERMINATION**

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

9 B. AUTHORITY may terminate this Agreement for CONSULTANT's default if a federal or state
10 proceeding for the relief of debtors is undertaken by or against CONSULTANT, or if CONSULTANT
11 makes an assignment for the benefit of creditors, or if CONSULTANT breaches any term(s) or violates
12 any provision(s) of this Agreement and does not cure such breach or violation within ten (10) calendar
13 days after written notice thereof by AUTHORITY. CONSULTANT shall be liable for all reasonable costs
14 incurred by AUTHORITY as a result of such default including, but not limited to, procurement costs of
15 the same or similar services defaulted by CONSULTANT under this Agreement.

16 **ARTICLE 14. INDEMNIFICATION**

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

23 **ARTICLE 15. ASSIGNMENTS AND SUBCONTRACTS**

24 A. Neither this Agreement nor any interest herein nor claim hereunder may be assigned by
25 CONSULTANT either voluntarily or by operation of law, nor may all or any part of this Agreement be
26 subcontracted by CONSULTANT, without the prior written consent of AUTHORITY. Consent by

EXHIBIT C

AUTHORITY shall not be deemed to relieve CONSULTANT of its obligations to comply fully with all terms and conditions of this Agreement.

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

<u>Subcontractor Name/Addresses</u>	<u>Subcontractor Amounts</u>
	.00
	.00

ARTICLE 16. AUDIT AND INSPECTION OF RECORDS

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

ARTICLE 17. CONFLICT OF INTEREST

CONSULTANT agrees to avoid organizational conflicts of interest. An organizational conflict of interest means that due to other activities, relationships or contracts, the CONSULTANT is unable, or potentially unable to render impartial assistance or advice to the Authority; CONSULTANT's objectivity in performing the work identified in the Scope of Work is or might be

1 otherwise impaired; or the CONSULTANT has an unfair competitive advantage. CONSULTANT is
2 obligated to fully disclose to the AUTHORITY in writing Conflict of Interest issues as soon as they
3 are known to the CONSULTANT. All disclosures must be submitted in writing to AUTHORITY
4 pursuant to the Notice provision herein. This disclosure requirement is for the entire term of this
5 Agreement.

6 **ARTICLE 18. CODE OF CONDUCT**

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

10 **ARTICLE 19. FEDERAL, STATE AND LOCAL LAWS**

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

14 **ARTICLE 20. EQUAL EMPLOYMENT OPPORTUNITY**

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

22 **ARTICLE 21. PROHIBITED INTERESTS**

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

26 /

ARTICLE 22. OWNERSHIP OF REPORTS AND DOCUMENTS

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

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

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

ARTICLE 23. PATENT AND COPYRIGHT INFRINGEMENT

A. In lieu of any other warranty by AUTHORITY or CONSULTANT against patent or copyright infringement, statutory or otherwise, it is agreed that CONSULTANT shall defend at its expense any claim or suit against AUTHORITY on account of any allegation that any item furnished under this Agreement or the normal use or sale thereof arising out of the performance of this Agreement, infringes

1 upon any presently existing U. S. letters patent or copyright and CONSULTANT shall pay all costs and
2 damages finally awarded in any such suit or claim, provided that CONSULTANT is promptly notified in
3 writing of the suit or claim and given authority, information and assistance at CONSULTANT's expense
4 for the defense of same. However, CONSULTANT will not indemnify AUTHORITY if the suit or claim
5 results from: (1) AUTHORITY's alteration of a deliverable, such that said deliverable in its altered form
6 infringes upon any presently existing U.S. letters patent or copyright; or (2) the use of a deliverable in
7 combination with other material not provided by CONSULTANT when such use in combination infringes
8 upon an existing U.S. letters patent or copyright.

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

17 **ARTICLE 24. FINISHED AND PRELIMINARY DATA**

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

26 B. It is expressly understood that any title to preliminary technical data is not passed to

EXHIBIT C

1 AUTHORITY but is retained by CONSULTANT. Preliminary data includes roughs, visualizations,
2 software design documents, layouts and comprehensives prepared by CONSULTANT solely for the
3 purpose of demonstrating an idea or message for AUTHORITY's acceptance before approval is given
4 for preparation of finished artwork. Preliminary data title and right thereto shall be made available to
5 AUTHORITY if CONSULTANT causes AUTHORITY to exercise Article 11, and a price shall be
6 negotiated for all preliminary data.

ARTICLE 25. FORCE MAJEURE

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

ARTICLE 26. HEALTH AND SAFETY REQUIREMENTS

16 CONSULTANT shall comply with all the requirements set forth in Exhibit D, Level 1 Safety
17 Specifications.

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26 /

This Agreement shall be made effective upon execution by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement No. C-1-2703 to be executed on the date first above written.

CONSULTANT

ORANGE COUNTY TRANSPORTATION AUTHORITY

By _____

By _____

Carolina Coppolo
Manager, Contracts and Procurement

APPROVED AS TO FORM:

By _____

Kennard R. Smart, Jr.
General Counsel

EXHIBIT D

FORMS

Status of Past and Present Contracts Form

On the form provided below, Offeror shall list the status of past and present contracts where the firm has either provided services as a prime contractor or a subcontractor during the past five (5) years in which the contract has ended or will end in a termination, settlement or in legal action. A separate form must be completed for each contract. Offeror shall provide an accurate contact name and telephone number for each contract and indicate the term of the contract and the original contract value.

If the contract was terminated, list the reason for termination. Offeror must also identify and state the status of any litigation, claims or settlement agreements related to any of the identified contracts. Each form must be signed by an officer of the Offeror confirming that the information provided is true and accurate.

Project city/agency/other:	
Contact name:	Phone:
Project award date:	Original Contract Value:
Term of Contract:	
1) Status of contract:	
2) Identify claims/litigation or settlements associated with the contract:	

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 _____
Title _____

_____ Date

LEVEL 1 SAFETY SPECIFICATIONS

PART I – GENERAL

1.1 GENERAL HEALTH, SAFETY & ENVIRONMENTAL REQUIREMENTS

- A. The Consultants, its sub-tier Consultants, suppliers, and employees have the obligation to comply with all Authority health, safety and environmental compliance department (HSEC) policies, 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 Consultants or its sub-tier contractors may be cause for termination of scope, contracts, 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 the course of this work scope.
- D. The Authority Project Manager shall be responsible to ensure a safety orientation is conducted for all Consultant personnel, sub-tier Consultants, suppliers, vendors, and new employees assigned to the project prior to commencement of the project.
- E. The Consultant shall ensure that all Consultant vehicles, including those of its sub-tier Consultants, 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 Consultant is encouraged to exceed minimum requirements. When the Consultant safety requirements exceed statutory standards, the more stringent requirements shall be achieved for the safeguard of public and workers.

1.2 HAZARD COMMUNICATION

- A. Consultant shall comply with CCR Title 8, Section 5194, Hazard Communication Standard. Prior to use on Authority property and/or project work areas Consultant shall provide the Authority Project Manager copies of MSDS for all chemical products used if any.

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

1.3 ACCIDENT INVESTIGATION

- A. The Authority shall be promptly notified of any damage to the Authority's property, or incidents involving third party property damage, or reportable and/or recordable injuries (as defined by the U. S. Occupational Safety and Health Administration) to Authority employees and agents; Contractor, vendor employees or visitors and members of the general public that occurs or arises from the performance of Authority contract work. A comprehensive investigation and written report shall be submitted to Authority's Project Manager within 24 hours of the incident.
- B. A serious injury or incident may require a formal incident review at the discretion of the Authority's Project Manager. The incident review shall be conducted within 7 calendar days of the incident. The serious incident presentation shall include action taken for the welfare of the injured, a status report of the injured, causation factors leading to the incident, a root cause analysis, and a detailed recovery plan that identifies corrective actions to prevent a similar incident, and actions to enhance safety awareness.

1.4 PERSONAL PROTECTIVE EQUIPMENT

- A. The Consultant, its sub-tier Consultants, suppliers, and employees are required to comply with the Authority's personal protective equipment (PPE) policy while performing work at any Authority facility, i.e. eye protection policy, hearing protection policy, head protection, safety vests, work shoe policy.
- B. The Consultant, its sub-tier Consultants, 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. The Authority requires eye protection on construction projects and work areas that meet ANSI Z-87.1 Standards.

END OF SECTION