

Los Angeles County
Metropolitan Transportation Authority

Overhead Catenary System Scanning Services

RFP No. OP39282105

ISSUED: 11.16.07



Metro

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TABLE OF CONTENTS

SECTION 1 – LETTER OF INVITATION	1-0
LETTER OF INVITATION FOR PROPOSAL	1-1
ATTACHMENT 1 – STANDARD TERMS & CONDITIONS.....	1-3
ATTACHMENT 2 –SPECIAL PROVISIONS (SERVICES).....	1-5
LETTER OF INVITATION SUPPLEMENT (SBE - STATE & LOCAL FUNDING)	1-8
SECTION 2 – CONTRACT DOCUMENTS	2-0
STATEMENT OF WORK.....	2-1
SECTION 3 – BID/PROPOSAL DOCUMENTS	3-0
SUBMITTAL REQUIREMENTS.....	3-1
EVALUATION CRITERIA	3-3
SECTION 4 – PRE-QUALIFICATION DOCUMENTS.....	4-0
CONTRACTOR PRE-QUALIFICATION PROGRAM.....	4-1
SECTION 5 – BID/PROPOSAL FORMS	5-2
PROPOSAL LETTER	5-1
FORM 60 AND INSTRUCTIONS.....	5-5
SECTION 6 – REQUIRED CERTIFICATIONS	6-0
ETHICS DECLARATION	6-1
GENERAL CERTIFICATIONS.....	6-3

- * All Articles, Subarticles, or portions of the Contract noted by an asterisk (*) shall be included in (flow-down to) all Subcontracts of any tier.

SECTION 1 – LETTER OF INVITATION

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Metro

Metropolitan Transportation Authority

One Gateway Plaza
Los Angeles, CA 90012-2952

213.922.2000 Tel
metro.net

November 16, 2007

ATTENTION: Prospective Proposer

SUBJECT: REQUEST FOR PROPOSALS (RFP) RFP No. OP39282105,
Overhead Catenary System Scanning Services

Los Angeles County Metropolitan Transportation Authority (Metro) has established a contracting opportunity to provide Overhead Catenary System Scanning Services for Metro Light Rail Lines as outline in the Statement of Work. The resultant Contract, if awarded, will be state/locally funded for a term of five (5) months, with a one-year option. The Contract will be on a Firm Fixed Price basis. Funding is contingent on fiscal year availability.

THIS PROCUREMENT IS BEING CONDUCTED UNDER A 2 PART, RFP PROCESS. AWARD WILL BE MADE TO THE RESPONSIBLE OFFEROR WHOSE PART 1, TECHNICAL OFFER IS FOUND TO BE ACCEPTABLE AND WHO SUBMITS THE LOWEST PRICED, RESPONSIVE OFFER IN PART 2. EACH OFFER SHALL CONSIST OF TWO SEPERATELY SEALED ENVELOPES DELIVERED BY DECEMBER 13, 2007.

CRITICAL DATES

- | | |
|--|-------------------|
| o RFP Issued: | November 16, 2007 |
| o Pre-Proposal Conference and Job Walk: | December 5, 2007 |
| o Comments/Questions Submit By: | December 10, 2007 |
| o Response to Comments/Questions Received: | December 13, 2007 |
| o Offerors Due: | December 20, 2007 |

You are requested to submit a proposal to furnish all of the labor, equipment, materials, and other related items required for the performance of RFP No. OP39282105. Metro will receive proposals for the above-identified contract (Contract). Offerors are to submit two sealed envelopes, **CLEARLY MARKED "TECHNICAL PROPOSAL" OR "PRICE PROPOSAL" AS APPROPRIATE**, containing one original and five (5) copies of the appropriate response package, except the Pre-qualification Application Form, by mail or hand delivered to the address below, by **4:00 pm on Thursday, December 20, 2007.**

Los Angeles County
Metropolitan Transportation Authority (Metro)
One Gateway Plaza
Los Angeles, CA 90012-2952
12th Floor Receptionist
RFP No. OP39282105

The RFP documents are also available for review on the Internet at www.metro.net. The complete RFP documents are available for examination Monday through Friday, (except holidays) between the hours of 9:00 a.m. and 4:00 p.m. at the above address.

All communications in connection with this RFP shall be provided as follows:

By U.S. Mail, FedEx,
UPS, or courier

Los Angeles County
Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012-2952
Attention: Amy Ly, Contract Administrator
RFP No. OP39282105

- By Phone to (213) 922 - 2632
- By FAX to (213) 922 - 3883
- By e-mail to LyA@metro.net

Los Angeles County
Metropolitan Transportation Authority
Attention: Amy Ly, Contract Administrator
RFP No. OP39282105

Diversity & Economic Opportunity
Linda Perryman, (213) 922-2626

Ethics or Lobbyist Registration Information, (213) 922-2900

Pre-Qualification Department, (213) 922-4130

A Pre-Proposal Conference will be held on Wednesday, December 5, 2007, at 9:00, in the Olympic Conference Room on the 14th Floor of the Metro Gateway Plaza Building. A job walk will be conducted immediately following the Pre-Proposal Conference. Visits to the worksite require prior approval by Metro. Visitors must be accompanied by a Metro representative. **(Note that Metro does not pay for parking or validate tickets.)**

Metro reserves the right to reject any or all proposals, to waive informalities or irregularities to the extent permitted by law in any proposal received, and to be the sole judge of the merits of the respective proposal received.

Issued by:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

David Vila
Manager, Contract Administration

Attachment 1 - Terms & Conditions
Attachment 2 - Special Provisions

ATTACHMENT 1 – STANDARD TERMS & CONDITIONS

The standard Metro Terms and Conditions that apply to RFP No. OP39282105 are included in this Attachment, and are marked with an “X” in Column “A” below. If you have Internet access and are reviewing the documents listed below on-line, you can click-on any of the document numbers (e.g., PF018) and you will be hyperlinked to the Metro Procurement website (http://www.metro.net/EBB/contract_template_summary.htm) containing the full text of the document.

All unmarked documents do not apply to RFP No. OP39282105.

(A)	(B)	(C)	(D)
Applicable Document	Form No.	Document Title	Revision Date
		Form Of Contract	
X	018	Firm Fixed Price (FFP) Contract	11/24/04
	109	Firm Fixed Price (FFP) Contract (Public Works <\$25K)	11/24/04
	102	EZ Firm Fixed Price (FFP) Contract - Services	07/15/03
	020	Cost Reimbursable (CR) Contract	11/24/04
	080	Time & Material (T&M) Contract	11/24/04
	090	Indefinite Delivery/Indefinite Quantity (IDIQ) Contract	11/24/04
	100	Task Order Form	10/04/04
	101	Purchase Order (PO) Terms & Conditions	07/15/03
		General Conditions	
	042	General Conditions (Construction)	11/09/04
	042a	General Conditions (Construction - Design Build)	06/19/02
	108	General Conditions (Public Works - Short Form)	07/23/04
	110	General Conditions (Public Works - <\$25K)	10/13/05
X	038	General Conditions (Services)	07/23/04
	037	General Conditions (Services - Short Form)	07/23/04
	103	General Conditions (Services - EZ Form)	07/23/04
	097	General Conditions California Codes	05/15/02
X	111	Safety Manual for other than Construction	07/23/04
		Supplemental Conditions	
X	039	Regulatory Requirements	10/22/04
X	104	Audit Clause	07/15/03
		Special-Provisions	
	093	Special Provisions (Construction) Bidder/Proposer must also see Attachment 2, for the Special Provisions applicable to this IFB.	05/02/05
	093a	Special Provisions (Construction - Design Build) Bidder/Proposer must also see Attachment 2, for the Special Provisions applicable to this IFB.	05/02/05
X	089	Special Provisions (Services) Bidder/Proposer must also see Attachment 2, for the Special Provisions applicable to this IFB/RFP.	05/02/05

(A)	(B)	(C)	(D)
Applicable Document	Form No.	Document Title	Revision Date
		Compensation and Payment Provisions	
	<u>045</u>	Compensation & Payment Provisions (Construction)	05/15/02
X	<u>040</u>	Compensation & Payment Provisions (Fixed Price)	02/10/03
	<u>073</u>	Compensation & Payment Provisions (Cost Reimbursable)	02/10/03
	<u>081</u>	Compensation & Payment Provisions (T&M)	05/15/02
		Disadvantage and Small Business Enterprise (D/SBE) Manuals	
	<u>087</u>	DBE Manual (Federal)	05/15/02
	<u>088</u>	SBE Manual (State)	05/15/02
	<u>068</u>	DBE Instructions to Bidders/Proposers and Form	05/15/02
	<u>069</u>	SBE Instructions to Bidders/Proposers and Form	05/15/02
	<u>070</u>	MBE/WBE Instructions to Bidders/Proposers and Form	05/15/02
	<u>059</u>	Bidder/Proposer or Joint Venture MBE/WBE Status & Affidavit (S/D/WBE Forms)	05/15/02
	<u>066</u>	MBE/WBE Subcontractor/Supplier Instructions & List of Proposed Subcontractors/Suppliers (S/D/WBE Forms)	11/05/07
		Bid/Proposal Documents	
	<u>009</u>	Instructions to Bidders	05/02/05
X	<u>010</u>	Instructions to Proposers	05/02/05
		Pre-Qualification	
X	<u>096</u>	Pre-Qualification Application & Forms (contracts > \$100K)	05/15/02

ATTACHMENT 2 –SPECIAL PROVISIONS (SERVICES)

The only Special Provisions (SP's) that apply to RFP No. OP39282105 are marked ("X") below in Column "A". All of Metro's standard SP's may be downloaded from the Metro Procurement Department's website (http://www.metro.net/EBB/contract_template_summary.htm - then see "Special Provisions"). If an SP is marked "X", the standard SP language found at the Metro Procurement Department's website, shall apply to RFP No. OP39282105, **unless** indicated by a modification specified in Column "C".

All unmarked SP's do not apply to RFP No. OP39282105.

Note - If you have Internet access and are reviewing this document on-line, you can click-on any of the SP numbers (e.g., SP-01) and you will be hyperlinked to the Metro Procurement website containing the full text of the SP.

Also note - All Articles, Subarticles, or portions of the Contract noted by an asterisk (*) shall be included in all Subcontracts of any tier.

(A)	(B)	(C)
Applicable SP's	Special Provisions (SERVICES) Number and Title	Modification To Standard Metro Special Provisions (If Any)
	SP-01 DBE Participation (Federally Funded Contracts)	
	SP02 M/WBE Participation (State/Locally Funded Contracts)	
X	SP-03 SBE Participation	No Goal Recommended.
	SP-04 Browz Requirements	
X	SP-05 Organizational Conflicts Of Interest*	
X	SP-06 Notices And Service Thereof*	
X	SP-07 Approved Subcontractors And Suppliers*	
X	SP-08 Release Of Information*	
	SP-09 Ordering (Indefinite Delivery/Quantity Contracts)	
X	SP-10 Insurance	
X	SP-11 Worksite Access/Restoration (January 2002)	
X	SP-12 Loss Prevention	
X	SP-13 Contractor Equipment*	
	SP-14 Final Payment Bond	
	SP-15 Hazardous Material Identification And Material Safety Data	

(A) Applicable SP's	(B) Special Provisions (SERVICES) Number and Title	(C) Modification To Standard Metro Special Provisions (If Any)
	SP-16 Contract Specific Definitions*	
X	SP-17 Clean Up	
X	SP-18 Protection Of Metro Structures, Equipment, And Vegetation	
X	SP-19 Protection Of Existing Vegetation, Structures, Equipment, Utilities, And Improvements*	
	SP-20 Allowability, Allocability and Reasonableness Definitions*	
X	SP-21 Software Licensing Agreement And Provisions For Use*	
	SP-22 Liquidated Damages*	
X	SP-23 The Contractor's License	
	SP-24 Indirect Cost Rates*	
	SP-25 Metro Management Of Contractor's Personnel*	
X	SP-26 Cooperation with Metro During Metro Rail Operations	A. It is expected that the Metro will cooperate with the Contractor to the extent that the Work may be handled in an efficient manner, but the Contractor shall have no claim for damage or extra compensation in the event its Work is delayed by the operator. B. The Contractor shall perform its Work in such manner and at such times as to not endanger or interfere with the safe operation of the tracks and property of the Metro and the traffic moving on such tracks, as well as wires, signals and other property of the Metro, their tenants or licensees, at or in the vicinity of the Work. C. Any proposed plan by the Contractor that may cause infringement on the above clearances due to the Contractor's operations shall be submitted to the Construction Manager in writing and such Work shall not begin until notified by the Construction Manager that such a plan has been approved by the Metro. No damage or extra compensation will be allowed in the event the Contractor's Work is delayed pending the Metro approval. D. The Contractor shall give forty-eight (48) hours written Notice to the Construction Manager before commencing any Work in connection with construction upon or over the Right-of-Way. The Metro shall have the right to order the Contractor to temporarily cease operations in the event of an emergency. The Contractor shall comply with the rules and regulations of the Metro in relation to the proper manner of protecting the tracts, property and personnel of the Metro and the traffic moving on such track, as well as, wires,

(A) Applicable SP's	(B) Special Provisions (SERVICES) Number and Title	(C) Modification To Standard Metro Special Provisions (If Any)
		signals and other property of the Metro. E. If the Contractor desires to move its equipment or materials across the Metro's tracks at locations other than public crossings, it shall obtain prior permission from the Metro through the Construction Manager. The Contractor shall furnish flagmen and/or watchmen to control equipment within the Worksite at the discretion of the Construction Manager. F. The Contractor shall, upon completion of the Work to be performed by the Contractor upon the premises or over the tracks of the Metro, promptly remove from the Metro Right-of-Way, all of the Contractor's tools, implements, materials and equipment, whether brought upon the Right-of-Way or other property by the Contractor or any Subcontractor, employee or agent of the Contractor or any Subcontractor, and leave the Right-of-Way or other property in a clean and presentable condition. The Metro's third rails are normally energized with seven hundred fifty (750) volts of electricity and the Contractor's operation shall not infringe on a clearance of 10'-0" in any direction from the Metro's third rail while the third rails are energized unless authorized by the Metro
	<u>Appendix A – Work Completion Schedule</u>	
	<u>Appendix A – Record Drawings Schedule</u>	
	<u>Appendix A – Milestone Completion Schedule</u>	
	<u>Exhibit 1 – Rate Certification</u>	
	<u>Appendix A - Performance Bond</u>	
	<u>Appendix A – Payment (Material And Labor) Bond</u>	

LETTER OF INVITATION SUPPLEMENT (SBE - STATE & LOCAL FUNDING)

Bidders/Proposers are hereby notified that:

Please Note: As of 6/01/02, there have been significant changes to the required Small Business Enterprise (SBE) submittal forms.

- ☐ A. Metro HAS ESTABLISHED A GOAL FOR THE PARTICIPATION OF SMALL BUSINESS ENTERPRISE (SBE) FIRMS FOR THIS PROJECT IN THE PERCENTAGE OF:
- _____ Percentage (_____ %) of the Total Contract Price.

Note, Bidders/Proposers **must** also refer to Metro's website (http://www.metro.net/EBB/contract_template_summary.htm) to obtain document 069, SBE Supplemental Instructions to Bidders/Proposers, which contains Forms 1, 2, 3, 4, 5, 6, 7 and 7a, that **must be** completed and submitted with the Bid/Proposal.

Also note, a List of Metro Certified Firms is included below for your convenience, and may be used to assist you in your effort to achieve the goal for this solicitation.

- ☒ B. A SBE PARTICIPATION GOAL WAS NOT RECOMMENDED FOR THIS PROJECT

However, pursuant to the SBE Program, if the Bidder/Proposer identify subcontracting opportunities in the solicitation process or during the performance of the contract, Metro expects the Bidder/Proposer to afford maximum opportunities available to SBE firms. Upon Metro's request, the Bidder/Proposer shall submit documentation to satisfy Metro that good faith efforts were made to utilize SBEs throughout the life of the contract.

C. Metro EQUAL OPPORTUNITY POLICY

It is the policy of Metro to ensure that SBE firms have an equal opportunity to receive and participate on state and/or locally-assisted contracts. Metro shall not discriminate on the basis of race, color, national origin, or sex, in the award and performance any state and/or locally-assisted contract or in the administration of its SBE Program.

D. GOALS IN SOLICITATIONS vs. COMMITMENTS IN BIDS & PROPOSALS

There is a difference between the goal established by Metro in this RFP or IFB and the commitment made by a Bidder/Proposer in the bid or proposal. The goal for SBE participation directs the Bidder/Proposer to respond with "Good Faith Efforts" to meet or exceed the established goal for the project. However, the level of SBE participation of which the Bidder/Proposer commits to in its bid or proposal becomes the Contractor's SBE commitment. The contractor's SBE commitment is stated in the Special Provision section of the contract and shall be enforced by Metro.

SECTION 2 – CONTRACT DOCUMENTS

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STATEMENT OF WORK

1.0 Background

Los Angeles County Metropolitan Transportation Authority (Metro) is seeking a qualified contractor to provide labor, equipment, materials, and other related items to perform Overhead Catenary System (OCS) scanning services for Metro Light Rail Lines to determine the current status and condition of the system components. Metro Light Rail Lines are comprised of Metro Blue Line (MBL), Metro Green Line (MGL), Pasadena Gold Line (PGL). Each line includes two tracks, crossovers and maintenance yards. The technical data for each line is listed in the table below:

Rail Lines	Distance (Miles)	Number Of Crossovers	Type of Rail Car	Traction Power Voltage
MBL	22 miles	19	Sumitomo-Nippon Sharyo	750 VDC
MGL	20 miles	23	Siemens P2000	750VDC
PGL	13.5 miles	12	Siemens P2000	750VDC

Metro estimates that each rail line will take one day to perform the scanning services, however, the contractor shall be responsible to verify the number of crossover interlocks and OCS cable length and for planning and executing the work as necessary to achieve the required results.

2.0 Data Accuracy by Parameters

The scanning services performed for each Metro line shall measure, at a minimum, the following parameters on each OCS Line:

- 1) Height and Stagger
The height and stagger measurement shall have an accuracy of +/- 1cm or +/- .393 inches. The resolution of measurement shall be at least 1000 samples per second for each wire. Data shall be exported to and be provided in 2003 MS Excel format.
- 2) Contact Wire Wear
The measurement of contact wire wear shall have an accuracy of +/- .2mm or +/- .007 inches. The graphical presentation of wire wear shall be included in the report. The resolution of measurement shall be at least 1000 samples per second of each wire. Data shall be exported to and be provided in 2003 MS Excel format.
- 3) View of Pantograph Interacting with Contact Wires
The high speed camera(s) shall record the interaction of contact wires to the pantograph. The recording resolution shall be displayed in Super VGA (1024 X 768) pixels in 32 bit color map, at a minimum.
- 4) View of Panoramic Area in the Direction of Train
The high speed camera(s) shall record a panoramic view of the train's direction to determine geographical location of the train. The recording resolution shall be displayed in Super VGA (1024 X 768) pixels in 32 bit color map, at a minimum.

- 5) View of Wheels Interacting with Tracks
The high speed camera(s) shall record the interaction between the wheels and tracks underneath the train. The recording resolution shall be displayed in Super VGA (1024 X 768) pixels in 32 bit color map, at a minimum.
- 6) Thermo Graphic View of Pantograph and Wheels
The thermo graphic (infrared camera) camera(s) shall record the heat intensity of the Pantograph and the OCS wire, and the heat intensity of the wheels to the track. The recording resolution shall be displayed in Super VGA (1024 X 768) pixels in 32 bit color map, at a minimum.
- 7) Accelerometer of Pantograph and Wheels
The accelerometer shall record pantograph speed referenced to the OCS cable and train wheel referenced to the track. The recording resolution shall be displayed in Super VGA (1024 X 768) pixels in 32 bit color map, at a minimum. Data shall be exported to and be provided in 2003 MS Excel format.
- 8) Train GPS position and OCS Pole Numbers
The train GPS position and OCS pole numbers shall be recorded to identify GPS location of the train and also reference to the OCS pole numbers. The recording resolution shall be displayed in Super VGA (1024 X 768) pixels in 32 bit color map, at a minimum. Data shall be exported to and be provided in 2003 MS Excel format.
- 9) Train Speed
The train speed shall be recorded to nearest tenth of a decimal point accuracy. The recording resolution shall be displayed in Super VGA (1024 X 768) pixels in 32 bit color map, at a minimum. Data shall be exported to and be provided in 2003 MS Excel format.
- 10) Pantograph Voltage and Current
The pantograph voltage and current shall be recorded to determine the electrical power consumption of the train. The recording resolution shall be displayed in Super VGA (1024 X 768) pixels in 32 bit color map, at a minimum. Data shall be exported to and be provided in 2003 MS Excel format.
- 11) Measurement of the contact wire in relation to the tracks
The height of contact wire in relation to the track shall be recoded to determine pressure variations of contact wire to the pantograph. The recording resolution shall be displayed in Super VGA (1024 X 768) pixels in 32 bit color map, at a minimum. Data shall be exported to and be provided in 2003 MS Excel format.

3.0 Deliverables

The collection of all scanning data shall be recorded in electronic media (DVD) and twenty (20) copies of the DVD shall be submitted to Metro. In addition, twenty (20) copies of the application software required to view the data shall be supplied to Metro at no cost. The usage of these data and software shall be unlimited to Metro. The contractor shall issue twenty (20) software licenses to Metro for the use in viewing and analyzing the high speed recorded video and data.

At Metro's request, the contractor shall provide technical support at no additional cost to Metro in installation of software and interpretation of the video and data for the period of one (1) year after the date of final acceptance. After one year, Metro reserves the right to exercise a one-year option for technical support and technical interpretation of the video and data.

4.0 Acceptance Test Criteria

A Metro representative will review the video quality and data integrity base on criteria listed on the statement of work at end of each recording session. If the Metro representative is not satisfied with the recorded video quality and data integrity, Metro representative will issue a verbal notice and follow by written non-acceptance letter. The contractor shall be re-run the unacceptable portions of the scan job at no cost to Metro within one (1) month after receipt of Metro's non-acceptance notice.

5.0 Performance Period

Contractor shall complete the scanning services within five (5) months after contract award. It is the responsibility of the contractor to select day(s) to perform the scanning services in which weather conditions do not impact the high speed video and data recording. The contractor shall provide Metro a written notice at least one month prior to the beginning of job start date.

6.0 Safety Requirement

The contractor's employees are required to attend Metro Rail Safety training to understand Metro operation safety rules. The contractor is required to follow all Metro safety regulations during the work.

7.0 Track Allocation

The contractor is required to attend track allocation meetings and coordinate with Metro Rail Operations for OCS scanning schedule and routing to the Rail Operation for approval.

SECTION 3 – BID/PROPOSAL DOCUMENTS

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SUBMITTAL REQUIREMENTS

The proposal shall have the two (2) parts and shall be laid out in the format as shown below. One original and five (5) copies of the proposal, including all submittal forms, are required. The proposals shall:

- Contain concise written materials, samples, and drawings that enable the reviewer to clearly understand the Proposer's capabilities;
- Be submitted in two (2) parts as specified below.

The completed Pre-Qualification Application (see Section 4) should be submitted directly to Metro's Pre-Qualification Office no later than bid/proposal due date. It should not be submitted as part of the proposal package.

1.0 PART 1 – TECHNICAL PROPOSAL

- 1.1 PROPOSAL LETTER (see Section 5); this letter must be completed and executed by an authorized representative of the Proposer. No other letter may replace or be included in addition to the Proposal Letter.
- 1.2 TECHNICAL SUBMITTALS. Each technical proposal package shall include responses/submittals to the areas identified below. The proposal must contain sufficient information for Metro to determine whether the proposal meets the project objectives and technical requirements. This should consist of sufficient technical detail on the proposed method(s), equipment, and project plan to be used to complete specific project task(s), and to deliver reports and drawings.

Section 1. Project Plan

- A. Discuss how proposed equipment to be used will measure the parameters identified in Section 2.0 of the Statement of Work at the required accuracy illustrated by providing sample(s) showing:
 1. Height and Stagger
 2. Contact Wire Wear
 3. Pantograph Interacting with Contact Wires
 4. Panoramic Area of the Train's Direction
 5. Wheel Interacting with Tracks
 6. Thermo graphic view of Pantograph and Wheel
 7. Accelerator of Pantograph and Wheel
 8. Train GPS position and OCS pole numbers
 9. Train Speed
 10. Pantograph Voltage and Current
 11. Measurement of the Contact Wire in Relation to the Tracks
- B. Describe installation, operation, and removal of the contractor's furnished equipment including the contractor's resources to be provided to complete the project. In addition, describe resources including personnel, equipment, and access required of Metro.

- C. Demonstrate your application software has an exporting feature to 2003 MS Excel format by providing three (3) sample(s) of data reports.

Section 2. Past Experience

Demonstrate your company experience in performing major overhead catenary system scanning projects similar in size and complexity within the last three (3) years by providing three (3) references at organizations for whom you have performed scanning services.

Section 3. Project Schedule

Submit a project schedule and a timeline of the events illustrating:

1. the order and length of the events that will take place once the contract is awarded;
2. the project schedule will meet to complete the requirements in the Statement of Work; and
3. steps to be taken in order to mitigate any foreseeable challenges/risks and address issue(s) to cause a minimal level of impact on the project.

2.0 PART 2 – PRICE PROPOSAL

Each price proposal package shall include the following:

- 2.1 Two (2) completed and signed Metro Form 60:
 - A. **Metro Form 60 for the Base Contract** shall cover itself and any joint venture partners and Subcontractors to perform the Scope of Work in the base contract; and
 - B. **Metro Form 60 for the One-Year Option Period** shall cover itself and any joint venture partners and Subcontractors to perform the Scope of Work in the one-year option period.
- 2.2 All certifications contained in this RFP, EXCEPT the Pre-Qualification Application form.

EVALUATION CRITERIA

The technical offer will be evaluated to determine whether it meets the project objectives and technical requirements set forth in the Selection Factors section. Proposals will initially be determined to be:

- o Acceptable;
- o Potentially acceptable (i.e., reasonably susceptible of being made acceptable); or
- o Unacceptable.

Metro may conduct discussions with Proposers on all parts of the proposals to the extent determined to be necessary. A discussion involving technical offers may be conducted with any Proposers who submitted an acceptable or potentially acceptable technical offer. However, Proposers should submit proposals that are acceptable without additional explanation or information. Metro may make a final determination regarding the acceptability of the proposals based solely on the proposals as submitted and may proceed with the award without requesting further information from any Proposers.

When a technical offer has been determined to be unacceptable, the Proposer will be notified and will not be afforded additional opportunities to submit supplemental information amending its offer.

In determining all Technical Proposals for Acceptability, Metro will consider the following selection factors on a Pass/Fail basis.

Selection Factors

The proposer has successfully demonstrated:

Section 1. Project Approach

- A. Thoroughly addressed how the required measurement will be successfully completed with the accuracy specified in the statement of work.
- B. Accuracy of the approach as evidenced by the list of resources (on the part of the Contractor and Metro) i.e. equipment and manpower required to complete the project.
- C. Capability to generate quality reports as illustrated in three (3) samples of work(s) previously completed at least three (3) projects of similar size and complexity.

Section 2. Past Experience

Experience in performing at least three (3) scanning services of a similar size and complexity within three (3) years preceding the date of this solicitation.

Section 3. Project Schedule

Ability to complete the project under the constraints identified within five (5) months after the contract award date.

SECTION 4 – PRE-QUALIFICATION DOCUMENTS

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CONTRACTOR PRE-QUALIFICATION PROGRAM

- A. All contractors, first-tier subcontractors, some material suppliers (supplying directly to the LACMTA), and most other firms competing for award of contracts or subcontracts of \$100,000 or more will be required to complete and submit a Contractor Pre-Qualification Application. Failure to do so may cause your bid/proposal to be rejected as non-responsive.
- B. There are two types of Pre-Qualification Applications, one for construction companies ("Construction Related Projects") and one for businesses providing services other than construction ("Other than Construction Related Projects").
- C. Contractor Pre-Qualification Applications are due to the Pre-Qualification Office no later than bid/proposal due date. To ensure confidentiality, **do not** put copies of pre-qualification documents in your bid/proposal package. Submit all pre-qualification documents directly to the Pre-Qualification Office.
- D. For contact information, please refer to the Letter of Invitation. For additional information and copies of the applications, refer to the Pre-Qualification webpage at the LACMTA website: (<http://www.metro.net/EBB/PQA/vprequal.htm>). The Pre-Qualification Office can also provide applications.

SECTION 5 – BID/PROPOSAL FORMS

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PROPOSAL LETTER

HONORABLE CHAIRMAN AND MEMBERS OF THE BOARD
LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY
ONE GATEWAY PLAZA
LOS ANGELES, CA 90012-2952

SUBJECT: REQUEST FOR PROPOSAL CONTRACT NO. RFP No. OP39282105
Overhead Catenary System Scanning Services

In response to the above referenced Request for Proposals (RFP) and in accordance with the accompanying Instructions to Proposers and Submittal Requirements, we the undersigned hereby offer to perform and complete the work as required in the Contract Documents.

If recommended for contract award, will provide to the Metro all required Certificates of Insurance.

The proposal submitted in response to subject RFP shall be in effect for 90 days after the proposal due date.

Further, the undersigned agrees to execute the Metro prepared Contract within ten calendar days after receipt of Notice of Award and provide to the Metro all required Certificates of Insurance. The Proposer represents that the following person(s) are authorized to negotiate on its behalf with the Metro in connection with this RFP and will provide appropriate evidence of authorization upon request:

Printed Name	Title	Phone
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Printed Name	Title	Phone
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Printed Name	Title	Phone
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In addition to the formal certifications provided, the Proposer certifies that it has:

- A. Examined and is fully familiar with all of the provisions of the RFP Documents and any amendment thereto;
- B. Satisfied itself as to the requirements of the Contract;
- C. Carefully reviewed the accuracy of all statements shown in this Proposal;
- D. Examined the experience, skill and certification (if any) requirements specified in the Statement of Work and that the entities (Contractor, Subcontractor, Supplier) performing the work fulfill the specified requirements, and
- E. Satisfied itself with respect to other matters pertaining to the RFP which in any way affect the performance of the Work.

- F. Unless otherwise noted within this letter, the proposal has been submitted without exception and all Metro Contract Terms and Conditions are acceptable to the Proposer. Noted exceptions will be evaluated for responsiveness and significance, and may initiate discussions with the selected firm to clarify or resolve such exceptions. It is understood that if it is not in the best interests of the Metro to accept proposed exceptions, notice will be provided to the Proposer to accept the Terms and Conditions as stated in the RFP, or be eliminated for further consideration.

Exceptions (if any):

Therefore, the undersigned hereby agrees that the Metro will not be responsible for any errors and/or omissions in the Proposal.

The undersigned acknowledges receipt, understanding and full consideration of the following amendment to the RFP Documents:

Amendment No(s):

The Proposer further certifies that:

- A. The only persons, firms, corporations, joint ventures/partnerships, and/or other parties interested in the Proposal as principals are those listed as such in the Proposal Forms; and
- B. The Proposal is made without collusion with any other person, firm, corporation, joint venture/partnership, and/or other party.
- C. Joint ventures/partnerships are to provide a signed copy of their agreement with their Proposal.

Proposer's
Name: _____

Business
Address: _____

Contractor's License
No.: _____

License Expiration
Date: _____

Classification
Type: _____

Phone: _____ Fax: _____

E-mail Address

Signature of Authorized Official

Type or Print
Name

Title

Date

_____ being duly sworn, deposes and says
Name

That he/she is the _____ of _____
Title Company

and that all statements and information contained in the Proposal and made a part of through attachment and/or reference, are true and correct.

Subscribed and sworn before me before this _____ day of _____, 200__.

Notary Public: _____

My Commission expires: _____

FORM 60 AND INSTRUCTIONS

CONTRACT PRICING PROPOSAL

INSTRUCTIONS TO PROPOSERS

1. The purpose of this form is to provide a standard format by which the Proposer submits to the Metro a summary of incurred and estimated costs (and attached supporting information) suitable for detailed which are review and analysis.
2. In addition to the specific information required by this form, the Proposer is expected, in good faith, to incorporate in and submit with this form any additional data, supporting schedules, or substantiation reasonably required for the conduct of an appropriate review and analysis in the light of the specific facts of this procurement. For effective negotiations, it is essential that there be a clear understanding of:
 - A. The existing, verifiable data,
 - B. The judgmental factors applied in projecting from known data to the estimate, and
 - C. The contingencies used by the Proposer in his proposed price.

In short, the Proposer's estimating process itself needs to be disclosed.

3. When attachment of supporting cost or pricing data to this form is impracticable, the data will be described (with schedules as appropriate) and made available to the Contract Administrator or representative upon request.
4. The formats for the "Cost Elements" and the "Proposed Contract Estimate" are not intended as rigid requirements. These may be presented in different format with the **prior** approval of the Contract Administrator if required for more effective and efficient presentation. In all other aspects this form will be completed and submitted **without change**.
5. By submission of this Proposal the Proposer grants to the Metro, the right to examine, for the purpose of verifying the cost or pricing data submitted, those books, records, documents and other supporting data which will permit adequate evaluation of such cost or pricing data, along with the computations and projections used therein. This right may be exercised in connection with any negotiations/discussions prior to contract award.

ADDITIONAL INSTRUCTIONS "FORM 60"

1. Direct Labor

This category covers all of the types of labor -- engineering (delineating different levels as appropriate), support staff, etc. -- that will be directly charged to the Contract. (The Proposer is free to group labor in any categories that assist in managing the Statement of Work as long as the costs are accumulated for the same categories that are used for estimating purposes. A "time-phased breakdown" of labor hours and rates reflects the fact that the process of estimating and analyzing labor costs normally considers hours and rates separately).

A. Labor Hours

In cases where the Proposer has performed the same or similar Work in the past, the number of labor hours incurred will be considered factual data and must be presented in the proposal. When the Proposer has no previous experience in performing the Work to be procured, the estimate of labor hours must be made by breaking down the projected Work into its constituent parts and projecting the labor hours necessary to perform each part of the Work. In most cases, each part of the Work can be compared to similar Work that the Proposer has performed in the past and this data can be used to support the estimate.

B. Labor Rates

Even if the Proposer has never performed the specific Work to be contracted for, there will be factual (auditable) information regarding the labor rates that have been paid to the various categories of employees to be used on the contract. This information must be included as part of the Proposer's cost or pricing data.*

***Note:** Another factor that is assessed is the number of workers the Proposer expects to employ during the contract performance period. If the number is increasing, average labor rates will normally go down while a reduction in the number of employees will normally increase the rate.

2. Labor Overhead

Indicate the rates used and provide an appropriate explanation. Where agreement has been reached with the Contract Administrator the use of forward pricing rates, describe the nature of the agreement. Provide the method of computation and application of Proposer's overhead expenses, including cost breakdown and showing trends and budgetary data as necessary to provide a basis for evaluation of the reasonableness of proposed rates. Provide the rationale for use of overhead rates which depart significantly from actual rates (reduced volume, a planned major rearrangement, etc.).

3. Travel

Travel shall be itemized to include the number of trips, the number of people traveling, the estimated cost of the transportation (including mode), the per diem cost of each traveler, etc. Provide itemized supporting data on the second page of "Form 60". Travel costs shall be limited to costs consistent with Metro Travel Policy.

4. Subcontractors

Identify and provide total estimated cost for each subcontractor. Attach individual Metro "Form 60(s)" for all proposed subcontractors.

5. Other Direct Costs (ODC)

Proposers charge a variety of costs directly to contracts to obtain more accurate cost allocation. Such costs are frequently sporadic in nature varying greatly from contract effort to another; however, Proposers must submit past data on such costs. (The Contract Administrator/Evaluation Team will assess each type of direct cost in terms of its relationship to the Work on the contract to determine if the Proposer is estimating a level of cost that is reasonable in the circumstances.) (Material costs, if any, shall be itemized and supported on the basis for pricing materials such as vendor quotes, shop estimates, or invoice prices, etc.) Provide itemized supporting data related to ODC on the second page of the "Form 60".

6. General & Administrative (G & A)

If applicable, the allocation base for general and administrative expense is total expense before G & A. Identify the percentage used for G & A and the item numbers to which it is applied. Provide estimated cost.

7. Fee/Profit

Proposer shall provide the estimated fee/profit that is expected to be earned.

The cost and pricing data must be accurate, complete and current, and the judgment factors used in projecting from the data to the estimates must be stated in sufficient detail to enable the Metro to evaluate the proposal.

FORM 60

CONTRACT PRICING PROPOSAL (Services)			Metro "Form 60"	Page _____ of _____
Name of Proposer			DIVISION(S)/LOCATION(S) WHERE SERVICES ARE TO BE PERFORMED	
Home Office Address			CONTRACT NO. OP39282105 Base Contract	
Services to be Performed			TOTAL AMOUNT OF PROPOSAL \$	
DETAILED DESCRIPTION OF COST ELEMENTS				
1. Direct Labor (Specify)	Estimated Hours	Rate/Hour	Est. Cost (\$)	Total Est. Cost
Total Direct Labor				
2. Labor Overhead	O.H Rate	X Base =	Est. Cost	
Total Labor Overhead				
3. Travel*			Est. Cost	
a. Transportation				
b. Per Diem or Subsistence				
Total Travel				
4. Subcontractors/Suppliers**			Est. Cost	
Total Subcontractors/Suppliers				
5. Other Direct Costs*				
6. General & Admin. Expense (_____ % of Item Nos. _____)				
7. Fee				
TOTAL ESTIMATED COST AND FEE				
* Itemize on second page of "Form 60" ** Attach Metro "Form 60" for all proposed subcontractors				

[illegible]

FORM 60

CONTRACT PRICING PROPOSAL (Services)			Metro “Form 60”	Page _____ of _____	
Name of Proposer			DIVISION(S)/LOCATION(S) WHERE SERVICES ARE TO BE PERFORMED		
Home Office Address			CONTRACT NO. OP39282105 One-Year Option Period		
Services to be Performed			TOTAL AMOUNT OF PROPOSAL \$		
DETAILED DESCRIPTION OF COST ELEMENTS					
2.	Direct Labor (Specify)	Estimated Hours	Rate/Hour	Est. Cost (\$)	Total Est. Cost
	Total Direct Labor				
2.	Labor Overhead	O.H Rate	X Base =	Est. Cost	
	Total Labor Overhead				
3.	Travel*			Est. Cost	
	a. Transportation				
	b. Per Diem or Subsistence				
	Total Travel				
4.	Subcontractors/Suppliers**			Est. Cost	
	Total Subcontractors/Suppliers				
5.	Other Direct Costs*				
6.	General & Admin. Expense (_____ % of Item Nos.)				
7.	Fee				
TOTAL ESTIMATED COST AND FEE					
* Itemize on second page of “Form 60” ** Attach Metro “Form 60” for all proposed subcontractors					

METRO TRAVEL AND EXPENSE GUIDELINES

All invoices shall include an itemized listing supported by copies of the original bills, invoices, expense reports and miscellaneous supporting data.

All travel submitted for reimbursement either to Los Angeles or from Los Angeles to other locations, shall have by the Metro's Project Manager.

Time for travel will not be reimbursed except for travel during normal business hours.

A. Auto Mileage

Auto mileage will be reimbursed at the Metro's current mileage rate.

B. Air Travel

Air fares will be reimbursed based on the most direct route at coach class travel rates. Upgrading (coach to a higher class) of airline tickets will only be reimbursed when approved, and only when the business schedule requires immediate travel, and only higher class seats are available. Downgrading (exchange) of airline ticket where the Contractor receives financial or personal gain is not permitted. If a trip is postponed, reservations should be canceled immediately.

Travel arrangements should be made as early as possible (preferably three weeks) to take advantage of advanced reservation rates.

C. Combining Business Travel with Personal Travel

The Contractor's employees may combine personal travel with Metro business only if the personal travel does not increase the cost to the Metro. Arrangement for personal travel should be handled by the Contractor's employee. The Metro will not manage personal travel.

D. Air Travel Insurance

The Metro does not pay for air travel insurance.

E. Accommodations

The Metro will reimburse hotel room fees at the governmental rate. The Metro may reimburse hotel room fees at the standard rate based on single room occupancy in cases where a government rate is not available. The Metro will provide a letter to the Contractor which authorizes hotels to provide rooms at a government rate. This authorization only applies to Metro business travel.

F. Laundry

Laundry and dry cleaning charges will only be paid if a Contractor's employee is on travel for the Metro for a period in excess of six (6) consecutive days.

G. Entertainment

The Metro will not pay for the rental of premium channel movies, use of health club facilities or other forms of entertainment.

H. Auto Rental

The Metro will pay for reasonable car rental charges when required. The Contractor's employees are expected to request the rental of an economy car.

I. Meals

Meals will be reimbursed based on the actual cost up to a maximum of \$50.00 per day of travel. Receipts are required for all meals. In order to be reimbursed, meal receipts (itemized if possible) in the form of receipts, credit card receipts, or cash register tape must be submitted. The Metro will not pay for alcoholic beverages.

In lieu of itemizing meal expenses and submitting receipts, the Contractor's employees may claim the standard \$26.00 per diem for the duration of the travel.

J. Telephone Usage

The Contractor's employees shall submit documentation regarding all telephone calls charged to the Metro. Documentation must include the name of the party being called and the purpose of the call. The Metro shall allow one business call upon arrival and one call prior to departure. The Metro will not pay for additional business calls unless directly related to the Contract. Personal telephone calls are not reimbursable unless the Contractor's employee is on travel for the Metro for more than three consecutive days. In this case, the cost of a call shall not exceed \$5.00 and one call is permitted every other day.

K. Parking and Ground Transportation

Public transportation should be used whenever possible; however, if necessary, rental car expenses including gas will be reimbursed for authorized travel only. Cab fare (on a shared basis whenever possible) is reimbursable. Receipts shall be required to document all parking charges as well as other ground transportation charges.

The Contractor's employees shall rent the lowest automobile classification appropriate for the size or purpose of the group using the vehicle.

1-2 Travelers	Compact
3 Travelers	Medium/Intermediate
4-5 Travelers	Full Size/Standard Equipment
6+ Travelers	Van

The Contractor's employees must fuel rental automobiles prior to turn-in.

L. General Parking

The Contractor's employees should take advantage of "Early Bird Parking" whenever possible. Parking expense incurred while conducting Metro business is reimbursable.

M. Tolls and Fees

Transportation related toll charges incurred while on Metro business is reimbursable.

N. Baggage Handling

Baggage handling service fees within or outside the Los Angeles region are reimbursable at standard reasonable rates.

O. Other Business Expenses

Supplies, equipment rental, reprographics, and facsimile related expenses may be reimbursed when traveling on Metro business. Such expenses shall be billed at cost.

P. Non-Allowable Expenses

The Metro will not provide any reimbursement for personal entertainment expenses, alcoholic beverages, travel expenses for family members, use of health club facilities, movies in hotels, personal items, charitable contributions, etc.

Q. Other Source of Information

Information not addressed herein regarding the allowability of cost reimbursement expenses is contained in the Federal Acquisition Regulations.

SECTION 6 – REQUIRED CERTIFICATIONS

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ETHICS DECLARATION

- A. The following questions are designed to ensure contractors and Metro, including its employees and Board of Directors, are able to comply with their obligations to avoid conflicts of interest issues. Your company should make or cause to be made a reasonably diligent investigation prior to responding to the questions to ensure your responses are correct and you must have an authorized official sign below where indicated.

The authorized official is responding on behalf of your company and your sub-contractors and other persons and entities that your company or its subsidiaries have designated to perform the work requested in the bid/proposal.

An affirmative response to any of the questions will not automatically cause your company to be disqualified. However, failure to answer the questions in good faith or providing material false answers may subject your company to consequences up to and including disqualification of its bid.

If you have any questions please contact the contract administrator assigned to this procurement.

- B. State the names of your company's parent, all subsidiaries, and "related business entities" as that term is defined in California Code of Regulations 18703.1(d). If none, circle "none" under each category below:

Name of parent: (none)

Name of subsidiaries (use additional sheet if necessary): (none)

Name of related businesses (use additional sheet if necessary) (none)

Questions	Yes/No
1. Are any of your employees, officers, shareholders, partners, or directors (including your and those of your subcontractors' and consultants' collectively "Employees") formerly a Metro board member or employee within the previous 12 months?	
2. Are any of your Employees related to any Metro board member or employee?	
3. Are any of your Employees also Metro board members or employees?	
4. Do any Metro board members or employees own any stock in your company, or that of your consultants or subcontractors?	
5. Have you or Employees given any gifts within the previous 12 months to a Metro board member or employee?	

Questions	Yes/No
6. Have you, your Employees or their family members of your parent, subsidiaries and relate business entities as stated above, made any campaign contributions any present Metro Board Member or employee in the past four years?	
7. Have you employed or do you intend to employ as a lobbyist any former Metro board member or employee who has left the Metro within the last twelve months?	
8. Did you or you Employees receive any confidential information concerning this contract?	
9. Did you or any of your Employees perform work within the last 3 years relating to the project or services contemplated to be performed under this contract, including development of the specifications or earlier phases of the project or services to be provided under this contract?	

	No. of Pages Attached
10. If you answered "yes" to any question 1 through 9 above, explain in detail on a separate sheet the facts and information, including names, dates, amounts, and other circumstances relevant to the question.	

You have read and shall abide by the Metro Code of Conduct for Contractors at all times during your relationship with the Metro. Your consultants and subcontractors you retain (if any) to perform any services under the contract you are seeking have or will promptly upon your hiring of those persons, shall read and abide by the Metro Code of Conduct for Contractors. You have read and will continually remain in compliance with the Metro Lobby Ordinance.

C. **DECLARATION**

I, (name) _____, on behalf of (name of bidder/proposer) including _____ its _____ subcontractors and _____ consultants, _____ at which I am employed as (your title) _____, declare that after having made or caused to be made a reasonably diligent investigation both regarding my company and all sub-contractors and consultants designated by the above bidder/proposer, the foregoing responses, and the explanation on the attached sheet, if any, in response to question 10, are correct to the best of my knowledge and belief.

Signature

Date

BIDDER/PROPOSER: _____

GENERAL CERTIFICATIONS

The Bidder/Proposer shall respond either "Yes" or "No" to each of the following where indicated. If the Bidder/Proposer's response is "No", a full explanation shall be provided in the space following the last item.

1.0 CERTIFICATE OF NONDISCRIMINATION

Yes ☐ No ☐

The Bidder/Proposer hereby certifies: that it does not unlawfully discriminate against any employee or applicant for employment with regard to race, sex, color, religion, ancestry, national origin, marital status, age (over 40), or disability (including AIDS, and cancer-related medical condition); that it is in compliance with all applicable Federal, state, and local directives and executive orders regarding nondiscrimination in employment; and that it agrees to pursue positively and aggressively the principle of equal opportunity in employment. The Bidder/Proposer and its Subcontractors shall comply with the provisions of the Fair Employment and Housing Act Gov. Code § 12900 and the applicable regulations promulgated thereunder. The Bidder/Proposer agrees specifically to adhere to the following:

- A. Establish and observe employment policies that actively promote opportunities for minority persons and women at all job levels.
- B. Communicate this policy to all company employees, outside recruiting services, especially those serving minority communities and women, and minority communities and women at large.
- C. State in all solicitations or advertisements for employees that the Bidder/Proposer will consider all qualified applicants for employment without regard to race, sex, color, religion, ancestry, national origin, marital status, age (over 40), or disability (including AIDS, and cancer-related medical condition).

2.0 AFFIRMATIVE ACTION

Yes ☐ No ☐

The Bidder/Proposer certifies that it and those Subcontractors with subcontracts in excess of ten thousand dollars (\$10,000) are maintaining Affirmative Action Programs consistent with those required under Federal Executive Order 11246. The detailed requirements are set forth in the Contract Compliance Manual.

3.0 FRAUDULENT USE OF DBE FRONTSYes ☐ No ☐

Only legitimate DBE's are eligible to participate in Metro contracts as DBEs. The Bidder/Proposer certifies that it has not knowingly and willfully used "fronts" as defined in section 100.6 of Metro's Contract Compliance Manual (Federal) to meet the Disadvantaged Business Enterprise Anticipated Level of Participation (DALP). The use of "fronts" and "pas through" Subcontracts to non-disadvantaged firms may constitute a criminal violation¹.

4.0 WHISTLEBLOWER REQUIREMENTSYes ☐ No ☐

The Bidder/Proposer certifies that it will take no action, or adopt any rule, regulation or policy which is contrary to the provisions set forth in California Labor Code § 1101.

A full explanation of all "No" answers shall be provided below.

Bidder/Proposer hereby declares under the penalty of perjury under the laws of the State of California that the certifications made above in No. 1-4 are true and correct.

Executed on _____, 20____, at _____, _____
(Date) (City) (State)

_____	_____	_____
Typewritten or Printed Name	Signature of Authorized Official	Title

¹ Any indication of fraud, waste, abuse, or mismanagement of these funds should be immediately reported to the Metro Small Business Diversity and Labor Compliance Office, at (213) 922-6000; the Metro Inspector General Office at (213) 344-7300 or the toll free hotline number (800) 221-1142; or to the Office of Inspector General, U.S. Department of Transportation at the toll-free hotline number (800) 424-9071; or to the following field office: 201 Mission Street, Suite 2210; San Francisco, CA 94105-1926; (415) 744-3133.