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October 8, 2010

Gentlemen/Ladies:

**SUBJECT: REQUEST FOR PROPOSALS (RFP): 0-1748
TRANSIT PLANNING GIS DATA EVALUATION**

The Orange County Transportation Authority (Authority) invites proposals from qualified consultants to provide Transit Planning GIS Data Evaluation to review and evaluate transit-related data. The budget for this project is \$50,000 for a nine (9) month agreement.

Please submit your proposal to the attention of Maria Cruz-Thompson. Proposals must be submitted at or before **11:00 a.m., November 11, 2010**. Your proposal must include the Exhibit B, Price Summary Sheet form.

Proposals received after the date and time specified above will not be accepted.

Proposals shall be submitted in one of the following manners:

1. Facsimile:

**Orange County Transportation Authority
Attention: Maria Cruz-Thompson, RFP 0-1748
Facsimile Number: (714) 560-5792**

2. Email:

**Orange County Transportation Authority
Attention: Maria Cruz-Thompson, RFP 0-1748
Email Address: mthompson@octa.net**

Questions, comments, and clarification shall be received no later than **2:00 p.m., October 18, 2010**. Please send written questions to mthompson@octa.net. On the subject line of your e-mail, please specify: Questions, RFP 0-1748.

Proposals shall not exceed 25 pages.

Offerors are requested to provide the following information in their proposals:

1) **Qualifications of Offerors:**

Offerors shall provide a description of knowledge, experience and familiarity with the socioeconomic, land-use, and travel patterns of Southern California, transportation infrastructure and public transit services in Orange County, California.

Offerors shall provide a description of experience in both short and long range transit planning, and in compiling and using technical data in support of planning efforts, performance monitoring, and management reporting.

Offerors shall provide a description of experience in geographic information system (GIS) capabilities and technologies, and with the application of GIS to the transit planning discipline.

Offerors shall identify subcontractors by company name, address, contact person, telephone number, and project function.

Offerors shall provide as a minimum three (3) references for the projects cited as related experience, and furnish the name, title, address and telephone number of the person(s) at the client organization who is most knowledgeable about the work performed. Offerors may also supply references from other work not cited in this section as related experience

2) **Proposed Staffing:**

Offerors shall provide a narrative of proposed personnel demonstrating their qualifications, applicable professional accreditation, education, and experience performing similar engagements.

Offerors shall identify key personnel's, at a minimum, knowledge, experience, or familiarity with socioeconomic, land-use, travel patterns of Southern California, transportation infrastructure public transit services in Orange County, California.

Offerors shall identify key personnel's experience in both short and long range transit planning, and in compiling and using technical data in support of planning efforts, performance monitoring, and management reporting.

Offerors shall identify key personnel's experience in geographic information system (GIS) capabilities and technologies, and with the application of GIS to the transit planning discipline.

Offerors shall identify key personnel proposed to perform the work in the support of this project. Offeror shall provide resumes of proposed key personnel. **(Resumes shall be a minimum of 2 pages)**

Offerors shall provide estimated labor hours of each proposed key personnel for this project.

3) **Work Plan:**

Offerors shall provide a narrative, which addresses the Scope of Work which shows the Offeror's approach, timeline of completion of services, and understanding in providing the services specified in the Scope of Work, Exhibit A.

4) **Price/Cost Proposal:**

Proposed prices must be submitted in accordance with "Price Summary Sheet" form, Exhibit B, which requests firm-fixed-price which shall include all direct costs, indirect costs, meals, travel expenses, and profits to provide tasks described in Exhibit A.

The Authority will evaluate the offers received based on the following criteria:

- 1) Qualifications of the Firm (25%) – Experience, knowledge, and familiarity of socioeconomic, land-use, and travel patterns of Southern California; Transportation infrastructure and public transit services in Orange County, California; Experience in both short and long range transit planning and compiling and using technical data in support of planning efforts, performance monitoring, and management; Experience in geographic information system (GIS) capabilities; and technologies, and with the application of GIS to the transit planning discipline and in providing same or similar services to that identified in the Scope of Work, Exhibit A.
- 2) Proposed Staffing (25%) – Qualifications, experience, and knowledge of key personnel in providing the required services as identified in the Scope of Work, Exhibit A; key personnel's experience in both short and long range transit planning, and in compiling and using technical data in support of planning efforts, performance monitoring, and management reporting; key personnel's experience in geographic information system (GIS) capabilities; and technologies, and with the application of GIS to the transit planning discipline; key personnel's level of involvement in performing related work cited in "Qualifications of the Firm" section.
- 3) Work Plan (25%) – Depth of Offeror's understanding of Authority's requirements, overall quality of work plan, timeline of completion of services as identified in Scope of Work, Exhibit A.
- 4) Cost and Price (25%) – Competitiveness in comparison to other proposed offers received.

CONTRACT TYPE

It is anticipated that the Agreement resulting from this solicitation, if awarded, will be a firm-fixed price contract specifying firm-fixed-price which shall include direct costs, indirect costs, meals, travel, and profit for individual tasks specified in the Scope of Work, included in this RFP as Exhibit A.

EVALUATION AND AWARD

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

Offerors are requested to provide a statement to the effect that the proposal shall remain valid for a period of not less than 90 days from the date of submittal.

The successful Offeror will be required to comply with all applicable Equal Employment Opportunity Laws and Regulations.

Sincerely,

A handwritten signature in cursive script that reads "Maria Cruz-Thompson".

Maria Cruz-Thompson

Buyer

Contracts Administration and Materials Management

Enclosures: Exhibit A - Scope of Work
Exhibit B - Price Summary Sheet
Exhibit C - Proposed Agreement No. C-0-1748
Exhibit D - Level 1 Safety Specifications

SCOPE OF WORK

TRANSIT PLANNING GIS DATA EVALUATION

INTENT

The intent of the Orange County Transportation Authority (OCTA) is to acquire the services of a Consultant to review transit planning data resources available at the OCTA in a geographic information system (GIS) environment, assess, evaluate and document the strengths and weaknesses of the data for planning purposes, and describe a set of GIS information products to be derived from the data for the purposes of planning transit services and monitoring the performance of the transit system and its components. The Consultant shall also recommend improvements to the data collection or processing to improve the data for the purposes of conducting transit planning and monitoring activities.

BACKGROUND

Effective in March 2010, the OCTA directly or by contract operates mass transit services through its bus system of 77 routes, in coordination with Metrolink commuter rail services and other local municipal and regional transit providers. The OCTA's family of bus services includes local, community, rail feeder, and intracounty and intercounty express routes as well as paratransit service. The fixed route bus system records roughly 180,000 daily weekday boardings on approximately 450 peak vehicles. Additionally, beginning September 2010, the OCTA is expanding Metrolink commuter rail service as part of the Metrolink Service Expansion Program (MSEP). The OCTA is planning to implement new bus services as part of the Renewed Measure M funding, as well as other future rapid transit services, including express bus services. Further, OCTA may enhance or restructure routes to expand ridership, increase convenience, improve transfers, reduce trip durations, or serve un-met transit needs, as the result of ongoing planning efforts. Suitable analytical data is needed to effectively support all of these activities.

INTRODUCTION

Over the previous year, the OCTA has executed two projects to make new data sources and related analytical processes available for transit planning: 1) the on-board origin-destination survey responses; and 2) daily origin-destination trip tables derived from farebox transaction records. While these are two standard data types used for transit planning, their compilation methods are innovative and have not been employed in the past for similar data collection efforts. Since these data sets and their collection methods are new, OCTA would like to evaluate and assess the data before each is used in actual transit planning efforts and products. The OCTA would also like to determine how to consolidate these data with other available data and produce useful information products. Thus, the main goals of this project are to determine the following:

- Degree to which the data are representative of transit travel patterns and demand;
- Strengths, weaknesses, and appropriate uses of the data;
- The most useful information products that can be derived from the data; and
- How the data collection or processing efforts can be improved.

Some of the objectives of the project are to determine the following:

- ✓ How can the available data be used to support transit model validation and assess changes in demand for transit travel?
- ✓ What formats that would be appropriate for packaging this data for planning purposes?
- ✓ The effectiveness of transit centers in terms of passenger throughput and diversion of through passengers.
- ✓ Performance measures to monitor the effects of service changes and make comparisons between service changes or other time-frames.
- ✓ Whether the available data supports the estimation of demand headways.

DATA SOURCES

An on-board bus survey is conducted by a data collection contractor, while the program is administered by OCTA staff. Survey responses are entered directly into a relational database management system build around MS SQL Server. Separately, an origin-destination trip table is derived from available farebox and other operational data and is processed and stored within OCTA's enterprise data warehouse. Additionally, transit service (routes, patterns, trips, stops, and schedule data are available to support this project. Each of these is briefly described below.

2009-2010 On-Board Bus Survey

Like previous on-board surveys, this project collects data about bus riders' origins and destinations, trip purposes, access and egress modes, as well as limited socioeconomic data, including auto ownership and availability, household drivers and licensing, fare type, age, and household income. However, rather than conducting a statistically sampled survey over a short, intense time period the current survey is an ongoing effort that attempts to survey almost all morning and mid-day trips over the course of a single year --approximately 70% of trips in these time periods are targeted for surveying. The returned survey responses are expanded to represent the total number of boardings on each surveyed bus trip. Using this method, more passengers are surveyed at a reduced overall cost compared to a more traditionally conducted on-board passenger survey and the amount of geocoded results is roughly similar. The first year of data collection concludes September 30, 2010 and a second year then begins on October 1, 2010.

Farebox Trip Table

The OCTA's electronic farebox records all boarding transactions throughout the entire fixed route fleet. Approximately sixty-percent (60%) of all boarding passengers use electronic fare media (a bus pass) as their method of payment. Passengers swipe their bus pass each time they board a bus and the farebox records each transaction. The data recorded include date, time, location (x-y coordinate and bus stop), route, direction, fare type, pass sequence ID, and other data elements. Using the pass sequence ID and transaction date, unique bus riders can be identified and their boardings (pass swipes) can be tracked from location to location. By applying some logic and exploiting time and location relationships, sequences of boardings can be chained together to build estimated unlinked trips and then linked together to form complete passenger itineraries. Such itineraries reveal origin boardings, destination alightings, and transfer locations. This data is accumulated on a daily basis.

Bus and Drive Alone Travel Statistics

A custom GIS application is available to graphically select user-defined locations and automatically populate an origin-destination (O-D) trip matrix based on the selected locations. All of the records in the trip table can then be submitted to both a transit and auto trip itinerary planning engine to calculate the least cost path (based on travel time). The characteristics of the resulting trips are then stored in a database and the results are made available for analysis and display. The types of information available for analyses include trip durations, trip distances, and average trip speeds. Comparisons can then be made between transit and auto modes for the same O-D pairs.

Additional Supporting Data

In addition to the above-mentioned data, other sources below are available to help in the data assessment, definition of useful information products, or otherwise support the project. The Consultant shall consider each of them, unless specified below.

Transit Service Supply

Bus service supply data are separately available for each service change (three per year). The available data, geographic and tabular, are bus route features (routes and patterns by direction), locations of bus stops and timepoints, bus trips and schedules, and necessary cross-reference tables. Bus routes can be segmented at timepoints. The geographic data can be made available in any ESRI-supported format, such as shapefile.

2001 Onboard Survey

A system-wide on-board bus survey was last conducted in 2001 to determine the demographic characteristics, travel patterns and needs of bus riders, and to obtain geocoded trip data for use in regional transportation modeling efforts. Data was collected during a six-week period in June and July, on weekdays during the Early Am, AM Peak, and Midday periods. There are approximately 10,000 geocoded records. The raw survey responses are available, as well as summary reports of the survey results and findings.

Boarding Counts

The farebox transaction records used to construct the Farebox Trip Table above are also independently available. Boarding summaries at the bus stop level can be extracted by date, time, route or route-pattern, direction, and fare type. The data can then be mapped and analyzed in a geoprocessing environment with other GIS data layers. Additionally, boarding and alighting counts, as well as running times, are available for selected trips throughout each year from an on-going ride-check, or passenger counting program.

Passenger Count Reporting (PCR)

PCR is an in-house database and web application that gathers passenger attributes and boarding and alighting passenger counts on a stop-by-stop basis for a subset of our bus trips. It provides several reports to analyze this data. PCR data has been collected since February 2000, is grouped by service change, and is stored in an Oracle database. This data is used to determine bus schedule adjustments and to satisfy state requirements.

Automatic Passenger Counts (APC)

Roughly one-half of OCTA's bus fleet has sensors to automatically record passenger boarding and alighting activity. Because only a portion of the fleet is equipped and it has been difficult to move vehicles around to cover all routes, the APC data will not be evaluated as part of this project. If future budget is available to equip the entire fleet, the resulting data may be considered at that time, under a separate project.

Metrolink Ridership

The Southern California Regional Rail Authority (Metrolink) commissions a biennial Onboard Survey to obtain a current assessment of rider demographics, trip characteristics, customer satisfaction and travel patterns of Metrolink patrons. The survey gathers data relating to ridership profiles, trip characteristics, customer satisfaction and motivation, ridership tenure and retention, and employment

characteristics. It is designed to yield statistically valid demographic and trip characteristic data at the system, line, and time-segment level, which is proportionately representative at the station level. Major origin/destination travel patterns can be identified at the line level for regional transportation modeling needs. Additionally, limited on/off counts are periodically collected by Metrolink staff for the a.m. peak period.

ANALYTICAL CAPABILITIES

The OCTA operates and maintains an extensive ESRI-based geographic information system (GIS) and associated spatial and tabular databases. In addition to standard GIS data sets (land-use, demographics, employment sites, etc.), and the data capture, storage, management, geoprocessing, and visualization capabilities of the GIS, the environment supports the automation of processing steps and the development of focused, customized business applications. Some examples of custom processes and tools available at OCTA for this project are described below.

Service Frequencies by Segment

Bus service frequencies (headways) are calculated from bus stop and schedule data and linked to route or street segments for mapping or further geoprocessing. Service frequencies can be summarized by route, route segment, or roadway segment (to reveal the composite headways of multiple routes on the same roadway), or at stop locations. Summaries can be compiled for any quarterly service change for any time period, such as AM, Midday, or PM Peak.

Boardings by Segment

A GIS-based query interface exists to extract boarding counts from the data warehouse. A separate process has been prototyped to segment routes at timepoints and then summarize boarding counts for all stops along each segment. Further, geoprocessing techniques can be employed to compare boardings by segment between two dates. For example, boardings could be compared service change to service change, or year to year.

Route Cost Model (RCM)

The RCM is an ArcGIS and MS ACCESS-based tool for estimating and forecasting the resource and cost requirements associated with various levels of transit service. Resources estimates and forecasts are derived using data for one or more Routes, Patterns, Days, and Time Periods derive, including the length of each route/pattern, number of trips, and time schedule (scheduled time at route time points). From this input data, the following are derived:

- Average travel speed (miles per hour)
- One-way in-service mileage
- Headway – service interval (minutes)
- Span of service (minutes)

These data elements are used to calculate other service parameters and resources estimates and/or forecasts:

- Round-trip running time (minutes)
- Minimum cycle time (minutes)
- Vehicles in service
- Actual cycle time (minutes)
- Recovery percentage
- Vehicle service hours – VSH
- Vehicle service miles – VSM
- Number of Trips

By modifying speed, one-way mileage, headway, trips, and recovery percentage, resources estimates and forecasts for alternative service configurations can be determined.

WORK PLAN

The entire work plan and all of its activities and tasks shall be performed by the Consultant and the Consultant shall provide all equipment and materials needed to execute the work, unless otherwise noted in this scope of work. Below is a suggested work plan to meet project objectives. The Consultant can submit a similar or alternate work plan in their proposal, as long as the OCTA believes the outcome will meet the project objectives. The Consultant shall not commence any task until directed to do so in writing by the OCTA's project manager.

The tasks below are organized as four separate, sequential stages: 1) compile and evaluate existing data and examples of analyses; 2) meet with OCTA staff to determine information needs and desires; 3) specify information products; and 4) document study results. Each preceding stage must be successfully completed and accepted before any work begins on a subsequent stage. Successful completion includes the delivery of all specified deliverables, meeting all requirements, without any omissions, errors, or other defects as determined by the OCTA. Also, all deliveries (initial, intermediate, and final) must be made on-time and within the allocated budget according to time and price schedules agreed upon in the executed agreement resulting from this solicitation.

To conclude each stage (task), or at any time during a stage, as determined by the OCTA, work activities and products shall be reviewed to evaluate their status, gauge progress, and plan out next steps. The OCTA will use information gained from these reviews to decide whether to continue or hold work, accept work, closeout a task and move to the next stage, or cancel the current stage and/or the remainder of the project. Such decisions will be made solely at the OCTA's discretion. Adherence to the project

schedule, work quality, and the likelihood of success will be important inputs to such decisions.

The general task descriptions below serve as an outline or examples to help Consultants formulate their proposals. The Consultant shall describe its intended approach in its proposal and demonstrate its success at executing a similar previous project(s). Further, Consultant must commit to have its core project staff on-site at the OCTA's administrative offices located at 600 South Main Street, Orange, CA 92868 often enough to ensure ample and speedy communication.

TASK 1 – COMPILE, REVIEW, AND ASSESS EXISTING DATA

The Consultant shall attend a kick-off and subsequent meetings at OCTA's administrative office in Orange, CA to discuss project execution, including coordination, project goals and objectives, available data content and formats, methods for assessing the data, deliverable requirements, and any other topics requested by the OCTA project manager. The OCTA will describe and provide example data and demonstrate how the data are accessed at OCTA. The Consultant shall then review all of the example data to build necessary familiarity with the data, assess the robustness and appropriateness of the data for transit planning and monitoring, and begin to develop concepts of how the data can be compiled, combined, processed, and presented by OCTA to meet transit planning and monitoring needs.

Deliverables:

The Consultant shall draft and deliver a technical memorandum which shall be available via electronic and hard copy describing the results of the task, focusing on the data evaluation and possible information products. During this task, the Consultant shall frequently seek and incorporate OCTA input. In its proposal, the Consultant shall include a description of possible methods it could employ to perform the data evaluation.

After the documentation is finalized and approved by the Authority, the Consultant will deliver two hardcopies of each document and an editable electronic copy of each, in MS Word format, on CD-ROM or DVD

Anticipated duration: 5 weeks

TASK 2 – DETERMINE INFORMATION NEEDS

The Consultant shall arrange and facilitate a meeting or meetings with approximately eight OCTA staff members to discuss current and future transit planning and monitoring efforts and the types of technical data and information products that would be useful to those efforts, such as maps, summaries of technical data, or management reports. The Consultant shall prepare and present examples of possible information products or technical tools and discuss any processing that would need to occur to prepare the products. These examples would serve to generate ideas and help initiate creative discussions.

Deliverables:

Based on the results of these meetings and discussions, The Consultant shall draft a Transit Planning Data Needs document and deliver it for OCTA review and comment. The draft document will describe all of the identified business needs and any information products that are contemplated to satisfy those needs, independent of existing data availability. The OCTA shall review the draft document and provide comments within a two week period. The Consultant shall then make any needed modifications and submit the final version of the document incorporating OCTA's comments.

After the documentation is finalized and approved by the Authority, the Consultant will deliver two hardcopies of each document and an editable electronic copy of each, in MS Word format, on CD-ROM or DVD

Anticipated duration: 6 weeks (including two weeks for OCTA review)

TASK 3 – SPECIFY INFORMATION PRODUCTS

After the OCTA's approval of Task 2 results, the Consultant shall compile two lists of information products: 1) that could be produced to satisfy the identified needs using existing data sources; and 2) a separate list of any important data products that cannot be derived from currently available data. For the first list, the Consultant shall then provide examples of each product and describe each in detail, including the specific source data, necessary and recommended processing steps, appropriate quality assurance and quality control strategies, and any other steps needed to produce a high-quality information product. For the second list, the Consultant shall identify the specific data needed to produce each product along with possible sources of the data or how the data might be acquired or developed.

Deliverables:

The Consultant shall document the above and any other results from this task in a technical memorandum shall be available via electronic and hard copy, which it will provide to OCTA for review and comment. The document shall also describe ways of improving the data collection or content, or enhancing OCTA's processing techniques. The OCTA shall provide comments within two weeks. The Consultant shall then incorporate any requested revisions and resubmit the document for review and approval.

After the documentation is finalized and approved by the Authority, the Consultant will deliver two hardcopies of each document and an editable electronic copy of each, in MS Word format, on CD-ROM or DVD

Anticipated duration: 6 weeks (including two weeks for OCTA review)

TASK 4 – DOCUMENTATION AND CLOSEOUT

After the OCTA's verification and approval of the Task 3 results, the Consultant will develop and provide documentation of the project results and any needed next steps. OCTA staff will review the document and provide any comments within two weeks. The Consultant shall then make any requested modifications and resubmit the documentation.

Deliverables:

After the documentation is finalized and approved by the Authority, the Consultant will deliver two hardcopies of each document and an editable electronic copy of each, in MS Word format, on CD-ROM or DVD.

The final project document will provide a summary of the project and project results, and will incorporate the memorandums and any other approved documentation from the previous tasks into a seamless project report.

Anticipated duration: 5 weeks (including two weeks for OCTA review)

Schedule

The following table outlines the anticipated project duration of about 22 weeks, and those of each task, including time for coordination, scheduling, and execution.

The fourteen (14) weeks is an estimated time needed for OCTA to review deliverables, provide input, acceptance, and contract close-out is included.

Task	Project Duration in weeks Including OCTA Review	Acceptance and Contract Close-out in weeks	Projected Total Weeks
1	5		
2	6		
3	6		
4	5		
Total	22 weeks	14 weeks	36 weeks

This is meant as a guideline for initial project scheduling purposes. The Consultant should include a suggested schedule in its proposal, based on its understanding of the OCTA's requirements and the Consultant's proposed work plan.

PRICE SUMMARY SHEET

INFORMAL REQUEST FOR PROPOSALS (RFP) 0-1748

REQUEST FOR PROPOSAL NO.: 0-1748

DESCRIPTION OF SERVICES: TRANSIT PLANNING GIS DATA
EVALUATION

COMPANY'S NAME AND ADDRESS: _____

NAME AND TELEPHONE NO. OF
AUTHORIZED REPRESENTATIVE: _____

_____()_____

FACSIMILE NO.: _____()_____

EMAIL ADDRESS: _____

Enter below the proposed price for Transit Planning GIS Data Evaluation as described in the Scope of Work, Exhibit A. It is anticipated that the Agreement resulting from this solicitation, if awarded, shall be firm-fixed-price contract specifying firm-fixed prices for tasks specified in Exhibit A, Scope of Work. The firm-fixed-price shall include direct costs, indirect costs, and profits.

<u>Tasks</u>	<u>Description</u>	<u>Firm Fixed Price</u>
1	Compile, Review, and Assess Existing Data	\$ _____ .00
2	Determine Information Needs	\$ _____ .00
3	Specify Information Products	\$ _____ .00
4	Documentation and Closeout	\$ _____ .00
TOTAL FIRM FIXED PRICE PAYMENT		\$ _____ .00

In signing this form, consultant acknowledges receipt of Exhibit A entitled "Scope of Work," Exhibit B entitled "Price Summary Sheet," Exhibit C entitled "Proposed Agreement No. C-0-1748," and Exhibit D entitled "Level 1 Safety Specifications," which are appended hereto and by this reference incorporated herein.

1. I acknowledge receipt of RFP 0-1748 _____ and Addendum No. (s) _____

ARTICLE A. This offer shall remain firm for 90 days from date of proposal submission.

AUTHORIZED TO BIND OFFER: _____

PRINT SIGNER'S NAME AND TITLE: _____

DATE SIGNED: _____

EXHIBIT C

PROPOSED AGREEMENT NO. C-0-1748

1 PROPOSED AGREEMENT NO. C-0-1748

2 BETWEEN

3 ORANGE COUNTY TRANSPORTATION AUTHORITY

4 AND

5 _____
6 THIS AGREEMENT is effective this _____ day of _____, 2010, by and
7 between the Orange County Transportation Authority, 550 South Main Street, P.O. Box 14184, Orange,
8 California 92863-1584, a public corporation of the state of California (hereinafter referred to as
9 "AUTHORITY"), and _____ (hereinafter referred to as
10 "CONSULTANT").

11 **WITNESSETH:**

12 WHEREAS, AUTHORITY requires assistance from CONSULTANT to review transit planning
13 data resources available at the AUTHORITY in a geographic information system (GIS) environment;
14 and

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

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

18 WHEREAS, CONSULTANT wishes to perform these services;

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

21 **ARTICLE 1. COMPLETE AGREEMENT**

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

B. AUTHORITY's failure to insist in any one or more instances upon CONSULTANT's performance of any terms or conditions of this Agreement shall not be construed as a waiver or relinquishment of AUTHORITY's right to such performance or to future performance of such terms or conditions and CONSULTANT's obligation in respect thereto shall continue in full force and effect. Changes to any portion of this Agreement shall not be binding upon AUTHORITY except when specifically confirmed in writing by an authorized representative of AUTHORITY by way of a written amendment to this Agreement and issued in accordance with the provisions of this Agreement.

ARTICLE 2. AUTHORITY DESIGNEE

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

ARTICLE 3. SCOPE OF WORK

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

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

<u>Names</u>	<u>Functions</u>
_____	_____
_____	_____
_____	_____
_____	_____

C. No person named in paragraph B of this Article, or his/her successor approved by AUTHORITY, shall be removed or replaced by CONSULTANT, nor shall his/her agreed-upon function or level of commitment hereunder be changed, without the prior written consent of AUTHORITY. Should the services of any key person become no longer available to CONSULTANT, the resume and

qualifications of the proposed replacement shall be submitted to AUTHORITY for approval as soon as possible, but in no event later than seven (7) calendar days prior to the departure of the incumbent key person, unless CONSULTANT is not provided with such notice by the departing employee. AUTHORITY shall respond to CONSULTANT within seven (7) calendar days following receipt of these qualifications concerning acceptance of the candidate for replacement.

ARTICLE 4. TERM OF AGREEMENT

This Agreement shall commence upon execution by both parties, and shall continue in full force and effect through August 30, 2011, 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	Compile, Review, and Assess Existing Data	\$_____.00
2	Determine Information Needs	\$_____.00
3	Specify Information Products	\$_____.00
4	Documentation and Closeout	\$_____.00
TOTAL FIRM FIXED PRICE PAYMENT		\$_____.00

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 completed all work required under the task. AUTHORITY's payment in full for any task completed shall not constitute AUTHORITY's final acceptance of CONSULTANT's work under such task.

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

1. Agreement No. C-0-1748;
2. Specify the task number for which payment is being requested;
3. The time period covered by the invoice;
4. Total monthly invoice (including project-to-date cumulative invoice amount);
5. Monthly Progress Report; and
6. Certification signed by the CONSULTANT or his/her designated alternate that a) The invoice is a true, complete and correct statement of reimbursable costs and progress; b) The backup information included with the invoice is true, complete and correct in all material respects; c) All payments due and owing to subcontractors and suppliers have been made; d) Timely payments will be made to subcontractors and suppliers from the proceeds of the payments covered by the certification and; e) The invoice does not include any amount which CONSULTANT intends to withhold or retain from a subcontractor or supplier unless so identified on the invoice.
7. Any other information as agreed or requested by AUTHORITY to substantiate the validity of an invoice.

ARTICLE 6. MAXIMUM OBLIGATION

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

ARTICLE 7. NOTICES

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

To CONSULTANT:

To AUTHORITY:

Orange County Transportation Authority

550 South Main Street

P.O. Box 14184

Orange, CA 92863-1584

ATTENTION: _____

ATTENTION: Maria Cruz-Thompson

(_____) _____ - _____

(714) 560 – 5605, mthompson@octa.net

ARTICLE 8. INDEPENDENT CONTRACTOR

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

ARTICLE 9. INSURANCE

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

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

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

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

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

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

C. CONSULTANT shall include on the face of the Certificate of Insurance the Agreement Number C-0-1748; and, the Buyer's Name, Maria Cruz-Thompson.

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

ARTICLE 10. ORDER OF PRECEDENCE

Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (1) the provisions of this Agreement, including all exhibits; (2) the provisions of RFP 0-

1748; (3) CONSULTANT's proposal dated _____; (4) all other documents, if any, cited herein or incorporated 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 (CAMP), who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to CONSULTANT. The decision of the Director, CAMP, 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 the decision of any AUTHORITY official or representative on a question of law, which questions shall be settled in accordance with the laws of the state of California.

ARTICLE 13. TERMINATION

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

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

ARTICLE 14. INDEMNIFICATION

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

ARTICLE 15. ASSIGNMENTS AND SUBCONTRACTS

A. Neither this Agreement nor any interest herein nor claim hereunder may be assigned by

CONSULTANT either voluntarily or by operation of law, nor may all or any part of this Agreement be subcontracted by CONSULTANT, without the prior written consent of AUTHORITY. Consent by AUTHORITY shall not be deemed to relieve CONSULTANT of its obligations to comply fully with all terms and conditions of this Agreement.

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

Subcontractor Name/Addresses

Functions

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

ARTICLE 18. CODE OF CONDUCT

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

ARTICLE 19. FEDERAL, STATE AND LOCAL LAWS

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

ARTICLE 20. EQUAL EMPLOYMENT OPPORTUNITY

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

ARTICLE 21. PROHIBITED INTERESTS

CONSULTANT covenants that, for the term of this Agreement, no director, member, officer or employee of AUTHORITY during his/her tenure in office or for one (1) year thereafter shall have any

interest, direct or indirect, in this Agreement or the proceeds thereof.

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

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

ARTICLE 24. FINISHED AND PRELIMINARY DATA

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

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

ARTICLE 25. FORCE MAJEURE

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

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

IN WITNESS WHEREOF, the parties hereto have caused this Agreement No. C-0-1748 to be executed on the date first above written.

CONSULTANT

ORANGE COUNTY TRANSPORTATION AUTHORITY

By _____

By _____

Name:

Carolina Coppolo

Title:

Manager

Contracts Administration and Materials Management

APPROVED AS TO FORM:

By _____

Kennard R. Smart, Jr.

General Counsel

EXHIBIT D
LEVEL 1 SAFETY SPECIFICATIONS

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.