

**Request for Proposals (RFP) for  
Design, Engineering, and Project Management Support Services to  
Reconstruct a Portion of the Sespe Creek Overflow Railroad Bridge  
on the Santa Paula Branch Line**

**Summary**

The Ventura County Transportation Commission (VCTC) is seeking proposals from qualified consultants to provide design, engineering, and project management support services to reconstruct a portion of the Sespe Creek Overflow Railroad Bridge on the Santa Paula Branch Line (SPBL). A detailed Scope of Work and Contract Template are attached.

**Key Dates**

Responses must be submitted by **Friday, May 12, 2023, no later than 4:00 p.m. Pacific** time. VCTC reserves the right to modify the dates and times listed in this proposal at any time.

**Proposal Submission**

Proposals shall be submitted in writing with **one signed original and two (2) hard copies** and one **electronic copy**. VCTC must receive both formats to consider a proposal. Hardcopies must be identical to the electronic version. Submissions of a paper version that differs from the electronic version may result in disqualification.

The hard copies shall be submitted to:

Ventura County Transportation Commission  
Attn: Amanda Fagan  
751 E. Daily Dr., Suite 420  
Camarillo, CA 93010

The electronic copies shall be submitted to:

Amanda Fagan  
e-mail: [afagan@goventura.org](mailto:afagan@goventura.org)

Additional information is available in Section 5 below.

**VCTC Contact**

Amanda Fagan, Director of Planning & Sustainability, [afagan@goventura.org](mailto:afagan@goventura.org)

**Section 1. Background & Overview**

VCTC purchased the Santa Paula Branch Line railroad in 1995, and in 2021, entered into a 35-year Railroad Lease and Operations Agreement with Sierra Northern Railway. The Santa Paula Branch Line consists of 32 miles of railroad right-of-way with 29 miles of serviceable track stretching from Montalvo/East Ventura to Piru, generally along the State Route 126 corridor. The railroad carries freight, tourist/excursion, railbikes, television and film production, and research and development rail services.

The Sespe Creek Overflow bridge is located at approximately Mile Post 423.44, west of Fillmore, California. The bridge was constructed in 1969 and has a total length of 450 feet, vertical clearance of 14 feet, and 15 spans of 29 feet-10 inches each. The 2020, 2021, and 2022 Bridge Inspection Reports are available for reference. Additional information on the pre-disaster condition and construction of the bridge is available in Appendix C, 2021 Bridge Inspection Report.

On the early morning of January 10, 2023, heavy rain, stream flow, and debris accumulated during a series of storms and washed out three spans, or approximately 90 feet, of the Sespe Creek Overflow railroad bridge. Three spans on the western end of the bridge were destroyed and require reconstruction to restore pre-disaster design, capacity, and function to restore rail service on the bridge.

On January 14, 2023, the President of the United States issued a disaster declaration for California Severe Winter Storms, Flooding, Landslides, and Mudslides (DR-4683-CA), including Ventura County. It is anticipated that VCTC will seek reimbursement from the Federal Emergency Management Agency (FEMA) for costs to replace the Sespe Creek Overflow Bridge.

The purpose of the broader effort is compliance with all applicable State and Federal Environmental Laws and Permitting Requirements, design and construction to restore the pre-disaster design, capacity, and function of the Sespe Creek Overflow railroad bridge.

Given the urgent nature of the need to restore rail services and repair the bridge, VCTC is conducting an accelerated procurement process for the initial design and planning phase of the project. The goal is to commence design work on or about June 15, 2023, and to have design complete with plans and specifications and bid documents prepared in advance of August 15, 2023, in anticipation of release of a Request for Bids to begin construction concurrent with the September 8, 2023, VCTC Commission meeting.

## Section 2. Scope of Work

The purpose of this solicitation is to develop and deliver the design, plans and specifications, environmental compliance and permitting, and project management support services to reconstruct damaged portions of the Sespe Creek Overflow Bridge.

The scope of services requested includes the following:

- Compliance with all applicable State and Federal Environmental Laws and Permitting Requirements, including but not limited to:
  - o State
    - California Environmental Quality Act (CEQA)
    - California Endangered Species Act



- California Native American Historic Resource Protection Act
- Porter Cologne Water Quality Control Act
- California Fish and Game Code
- California Clean Air Act
- California Migratory Bird Act
- Other State Laws and Executive Orders
- Federal
  - National Environmental Policy Act (NEPA)
  - Endangered Species Act
  - National Historic Preservation Act
  - Clean Water Act
  - Clean Air Act
  - Migratory Bird Treaty Act
  - Other Federal Laws and Executive Orders
- Structural design and engineering, and development of plans and specifications, to restore pre-disaster design, capacity, and function of the Sespe Creek Overflow railroad bridge, consistent with Federal Railroad Administration (FRA), California Public Utilities Commission (CPUC), and Southern California Regional Rail Authority (SCRRA) standards;
- Evaluate the potential for cost effective design variations to mitigate future hazards, i.e., extending the bridge for one additional span (an additional 29'-10");
- Project management support services, including assistance to VCTC to prepare construction bid documents; and
- Coordination with the Railroad Operator, Sierra Northern Railway.

**Deliverables include:**

- Construction-ready plans and specifications for bridge reconstruction;
- Memo documenting identification and evaluation of potential design variations, including costs and benefits;
- Construction bid documents (Request for Bids) and detailed cost estimate; and,
- Documentation of environmental consultations, permits, and compliance.

**Section 3. Submittal Requirements**

All proposals should be clear, concise, and provide sufficient information to minimize questions and assumptions. Proposals should be limited to 20 pages (no smaller than 12-point font shall be used and all page sizes greater than the letter size of 8.5" x 11" will be counted as two pages). Proposer shall comply with the following:

1. Provide a **Cover Letter** that includes the following:
  - (1) Name, title, address, phone number, and email address of the individual to whom correspondence and other contacts should be directed during the selection process;
  - (2) Understanding of the scope of work and approach, including potential strategies and considerations specific to the project and any additional task(s) that may add value to the project;
  - (3) Summary of the qualifications and benefits of selecting the proposing firm to perform the requested services;

- (4) Key assumptions for clarification; and
  - (5) Detailed scope of work based on the contents of this solicitation.
2. Provide a detailed **Project Schedule**, including project milestones, meetings, and deliverables.
  3. Identify any **experience and history** the firm has had performing this type of work or service, particularly projects with similar scope. The referenced projects should be of comparable size, scope, and magnitude where the proposed approach/methodology was successfully implemented within the past five (5) years.
  4. Identify the functional and technical **qualifications** of staff assigned to perform the work. Brief resumes of key staff should be included. Designate a **project manager** who will provide a single point of contact for the management and coordination of all aspects of the work. The project manager shall be responsible for coordinating and tracking all deliverables, communication with the VCTC program manager, and reporting progress and results.
  5. Provide a **Cost Proposal** that includes a detailed rate schedule, materials costs, and other components to demonstrate the fee basis. The cost estimate shall include how the pricing is calculated based on items such as personnel names, classifications, hourly rates, overhead rates, services, materials, and any other cost items necessary to perform the tasks listed in the scope of work. The Cost Proposal must be submitted in a sealed envelope separate from the remainder of the proposal package.

**Section 4. Evaluation Criteria**

Proposals will be consistently evaluated based on the following criteria:

<b>CRITERIA</b>	<b>MAXIMUM POINTS</b>
Understanding of the work to be done	25
Experience with similar kinds of work	20
Quality of staff for work to be done	15
Capability of developing innovative or advanced techniques	10
Familiarity with state and federal procedures	10
Financial responsibility	10
Demonstrated Technical Ability	10
Total	100

After ranking, cost negotiations will begin with the most qualified consultant and only their cost proposal will be opened. Should negotiations fail or result in a price that the Selection Committee does not consider fair and reasonable, negotiations will be formally terminated, and VCTC will then undertake negotiations with the second most qualified consultant.

## Section 5. Selection Process & Timelines

MILESTONE	TIME (PACIFIC) & DATE	LOCATION/ADDITIONAL INFORMATION
Release date	April 7, 2023	The RFP will be available on VCTC's website at: <a href="https://www.goventura.org/work-with-vctc/contracts">https://www.goventura.org/work-with-vctc/contracts</a>
Questions due to VCTC	April 21, 2023	Submit all inquiries via email to: <a href="mailto:afagan@goventura.org">afagan@goventura.org</a>
Proposals due	May 12, 2023 no later than 4:00p.m. Pacific	Proposals shall be received in writing with one signed original and two (2) hard copies to:  Ventura County Transportation Commission Attn: Amanda Fagan 751 E. Daily Dr., Suite 420 Camarillo, CA 93010  Proposals shall also be received electronically to: Amanda Fagan <a href="mailto:afagan@goventura.org">afagan@goventura.org</a>  VCTC must receive both the electronic and hard copy versions to consider a proposal. Late proposals will not be accepted. Proposers are responsible for submitting their proposals completely and on time.
Evaluation		An Evaluation Committee will review proposals to select the submission that best meets the needs of VCTC. Evaluations will be conducted using a methodology derived from the evaluation criteria described above.
Interviews/Demonstrations (At VCTC's discretion)	May 15 - 20, 2023 (if needed)	VCTC may elect to interview one, some, none, or all proposers.
Contractor Selection and Award	June 9, 2023	Selected Consultant will be notified in writing. Any award is contingent upon the successful negotiation of final contract terms. If contract negotiations cannot be concluded successfully, VCTC reserves the right to negotiate with another Consultant or cancel the solicitation. Negotiations shall be confidential and not subject to disclosure to competing Consultant unless and until an agreement is reached, all in accordance with the applicable law, including the CPRA.
Contract Execution	June 15, 2023	

## **Section 6. Terms & Conditions**

### **6.1 Solicitation Terms & Conditions**

1. VCTC reserves the right to alter, amend, or modify any provisions of this solicitation, including modification of the deadlines and schedule and/or the scope of work, or to withdraw this solicitation, in whole or in part, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of VCTC to do so.
2. VCTC reserves the right to request clarification of any proposal term from Proposers.
3. VCTC may contact the references provided; contact any Proposer to clarify any response; contact any current users of a Proposer's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process.
4. The type of documentation required from the Proposer to satisfy VCTC will be commensurate with the size and complexity of the contract and Proposers should submit accordingly. If the information submitted by the Proposer, or available from other sources, is insufficient to satisfy VCTC as to the Proposer's qualifications, experience and/or contractual responsibility, VCTC may request additional information from the Proposer or may deem the proposal non-responsive.
5. VCTC reserves the right to waive informalities and minor irregularities in proposals received and/or the RFP process.
6. VCTC reserves the right to reject any or all proposals received prior to contract award; to negotiate with any, all, or none of the Proposers; and to award a contract to one or more Proposers. If agreement cannot be reached with the highest-ranked firm, VCTC may terminate negotiations with that firm and commence negotiations with the next most qualified firm. If VCTC is unable to negotiate a satisfactory agreement with the top-ranked Proposer, with terms and conditions VCTC determines, in its sole judgment, to be fair and reasonable, then VCTC may commence negotiations with the next most qualified Proposer in sequence, until an agreement is reached. If necessary, VCTC may repeat this process until a final contract has been negotiated or VCTC may make a determination to reject all submittals and not enter into an agreement with any Proposer.
7. VCTC's determination of the Proposer's responsibility, for the purposes of this solicitation, shall be final.
8. Unless otherwise specified, VCTC reserves the right to award contracts to multiple Consultants.
9. VCTC shall not be obligated to accept the lowest priced proposal but will make an award based on the best interests of the Commission after all factors have been evaluated.
10. Any irregularities or lack of clarity in the solicitation should be brought to the VCTC Staff designee's attention as soon as possible so that corrective addenda may be furnished to Proposers if deemed necessary by VCTC.
11. Any final contract will include VCTC's standard insurance and indemnification requirements, substantially in the form outlined in Appendix A. Proposals must include any exception to VCTC's standard insurance and/or indemnification requirements and shall include any and all of Proposer's proposed terms and conditions, including the Proposer's standard contract language. The omission of these documents may render a proposal non-responsive.
12. Alterations, modifications or variations to a proposal may not be considered unless authorized by the solicitation or by addendum or amendment.
13. Proposals which appear unrealistic in terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected.
14. Proposals may be withdrawn by written notice received prior to the proposal opening time.

15. The price and amount of this proposal must have been arrived at independently and without consultation, communication, agreement, or disclosure with or to any other Consultant or prospective Consultant.
16. No attempt may be made at any time to induce any firm or person to refrain from submitting a proposal or to submit any intentionally high or noncompetitive proposal. All proposals must be made in good faith and without collusion.
17. Prices offered by Proposers in their proposals are an irrevocable offer for the term of the contract and any contract extensions. The awarded Consultant agrees to provide the purchased services at the costs, rates and fees as set forth in their proposal in response to this RFP. No other costs, rates or fees shall be payable to the awarded Consultant for implementation of their proposal.
18. VCTC is not liable for any costs incurred by Proposers prior to entering into a formal contract. Costs of developing the proposals or any other such expenses incurred by the Proposer in responding to the RFP, are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by VCTC.
19. Proposal will become a public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law. Each Proposer may clearly label applicable parts of a proposal as "CONFIDENTIAL" and shall subsequently describe the exemption that applies for release of applicable parts of a proposal. By submitting a proposal, Proposer thereby agrees to indemnify, defend, and hold harmless VCTC for any costs and/or liability associated with withholding such information marked confidential and/or otherwise honoring such a designation by Proposer. The failure to label information as confidential prior to submission of a Proposal shall constitute a complete waiver of any and all claims for damages caused by any release of the information by VCTC.
20. A proposal submitted in response to this solicitation must identify any subcontractors and outline the contractual relationship between the Proposer and each subcontractor. An official of each proposed subcontractor must sign and include as part of the proposal submitted in response to this solicitation, a statement to the effect that the subcontractor has read and will agree to abide by the Proposer's obligations. VCTC may approve or disapprove the use of particular subcontractors.
21. If the Consultant elects to use subcontractors, VCTC requires that the awarded Consultant provide proof of payment of any subcontractors used for this project. Proposals shall include a plan by which VCTC will be notified of such payments.
22. This project includes disadvantaged business enterprise (DBE) requirements. Proposer must take the following steps to ensure the use of small and minority businesses, women's business enterprises, and labor surplus area firms when possible, pursuant to 2 C.F.R. Section 200.321. Proposer shall take the following steps, and shall require all subcontractors to take the following steps:
  - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
  - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

23. If the Consultant elects to use subcontractors, Consultant shall ensure compliance related to the use of small and minority businesses, women's business enterprises, and labor surplus area firms, when possible, in accordance with applicable federal law and requirements. DBEs and other small businesses are strongly encouraged to participate in the performance of contracts financed in whole or in part with federal funds. Proposer should ensure that DBEs and other small businesses have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and reasonable steps for this assurance. The proposer shall not discriminate on the basis of race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, or disability or AIDS/HIV status in the award and performance of subcontracts. Proposers are encouraged to use services offered by financial institutions owned and controlled by DBEs. Proposer also represents that it and its subsidiaries do not and will not discriminate against any employee or applicant for employment on the basis of the foregoing.
24. Each Proposer must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this solicitation. Any such relationship that might be perceived or represented as a conflict should be disclosed. VCTC reserves the right to disqualify any Proposer on the grounds of actual or apparent conflict of interest.
25. Each Proposer must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, suspensions, debarments, any civil or criminal litigation or investigation pending which involves the Proposer or in which the Proposer has been judged guilty or liable. Failure to comply with the terms of this provision will disqualify any proposal. VCTC reserves the right to reject any proposal based upon the Proposer's prior history with VCTC or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures.
26. VCTC reserves the right to negotiate final contract terms with any Proposers selected. The contract between the parties will consist of the solicitation together with any modifications thereto, and the awarded Consultant's proposal, together with any modifications and clarifications thereto that are submitted at the request of VCTC during the evaluation and negotiation process. In the event of any conflict or contradiction between or among these documents, the documents shall control in the following order of precedence: the final executed contract, the solicitation, any modifications and clarifications to the awarded Consultant's proposal, and the awarded Consultant's proposal. Specific exceptions to this general rule may be noted in the final executed contract.
27. VCTC will not be responsible for or bound by any oral communication or any other information or contact that occurs outside the official communication process specified herein, unless confirmed in writing by the VCTC Contact.
28. Any contract resulting from this solicitation shall not be effective unless and until approved by the Commission or Executive Director, as applicable.
29. VCTC will not be liable for Federal, State, or Local excise taxes.
30. Submission of a proposal for this solicitation shall constitute an agreement to all terms and conditions specified in the solicitation, except such terms and conditions that the Proposer expressly excludes.
31. Proposer understands and acknowledges that the representations above are material and important and will be relied on by VCTC in evaluation of the proposal. Any Proposer misrepresentation shall be treated as fraudulent concealment from VCTC of the true facts relating to the proposal.
32. Proposals shall be kept confidential until a contract is awarded in accordance with applicable law, including the CPRA.

33. No announcement concerning the award of a contract as a result of this solicitation may be made without the prior written approval of VCTC.
34. By submitting a proposal, Proposer represents and warrants that it has thoroughly examined and is familiar with work required under this RFP, that Proposer has conducted such additional investigation as it deems necessary and convenient, that Proposer is capable of providing the services requested by VCTC in a manner that meets the stated objectives and specifications as outlined in this RFP, and that Proposer has reviewed and inspected all materials submitted in response to this RFP. Once the consultant has been selected, a failure to have read the conditions, instructions, and specifications herein shall not be cause to alter the contract or for Consultant to requested additional compensation.
35. This project may be funded by FEMA Thus, by submitting a proposal you agree to comply and assist VCTC in complying with all federal requirements associated with the expenditure or acquisition of FEMA funds.

## **6.2 Contract Terms & Conditions**

1. The awarded Consultant will be the sole point of contract responsibility. VCTC will look solely to the awarded Consultant for the performance of all contractual obligations which may result from an award based on this solicitation, and the awarded Consultant shall not be relieved for the non-performance of any or all subcontractors.
2. The awarded Consultant shall maintain, for the duration of its contract, insurance coverages as required by VCTC. Work on the contract shall not begin until after the awarded Consultant has submitted acceptable evidence of the required insurance coverages.
3. All work performed in connection with construction shall be performed in compliance with all applicable laws, ordinances, rules and regulations of federal, state, county or municipal governments or agencies (including, without limitation, all applicable federal and state labor standards, including the prevailing wage provisions of sections 1770 et seq. of the California Labor Code), and (b) all directions, rules and regulations of any fire marshal, health officer, building inspector, or other officer of every governmental agency now having or hereafter acquiring jurisdiction.
4. To the fullest extent permitted by law, Consultant shall indemnify, defend, protect and hold harmless (with legal counsel approved by VCTC) VCTC, its Boards, Commissions, and their officials, employees and agents, and those of VCTC's partner agencies that utilize the subject data ("Indemnified Parties"), from and against any and all liability, claims, demands, damage, loss, obligations, causes of action, proceedings, awards, fines, judgments, penalties, costs and expenses, including attorneys' fees, court costs, expert and witness fees, and other costs and fees of litigation, arising or alleged to have arisen, in whole or in part, out of or in connection with (1) Consultant's breach or failure to comply with any of its obligations contained in the Contract, including any obligations arising from the Consultant's compliance with or failure to comply with applicable laws, including all applicable federal and state labor requirements including, without limitation, the requirements of California Labor Code section 1770 et seq. or (2) negligent, reckless, or willful acts, errors, omissions or misrepresentations committed by Consultant, its officers, employees, agents, subcontractors, or anyone under Consultant's control, in the performance of work or services under the Contract (collectively "Claims" or individually "Claim").
5. In addition to Consultant's duty to indemnify, Consultant shall have a separate and wholly independent duty to defend Indemnified Parties at Consultant's expense by legal counsel approved by VCTC, from and against all Claims, and shall continue this defense until the Claims are resolved, whether by settlement, judgment or otherwise. No finding or

judgment of negligence, fault, breach, or the like on the part of Consultant shall be required for the duty to defend to arise. VCTC shall notify Consultant of any Claim, shall tender the defense of the Claim to Consultant, and shall assist Consultant, as may be reasonably requested, in the defense.

6. If Consultant elects to use subcontractors, Consultant shall require its subcontractors to indemnify Indemnified Parties and to provide insurance coverage to the same extent as Consultant. If the Consultant elects to use subcontractors, the Consultant shall not allow any subcontractor to commence work until all insurance required of subcontractor is obtained.
7. The provisions of this Section shall survive the expiration or termination of the Contract.

## **Appendix B. Protest Procedures**

### **RESOLUTION 91-05**

#### **A RESOLUTION OF THE VENTURA COUNTY TRANSPORTATION COMMISSION ADOPTING CONTRACT PROTEST PROCEDURES**

##### **SECTION I:**

##### **THE VENTURA COUNTY TRANSPORTATION COMMISSION DOES HEREBY DETERMINE AND FIND AS FOLLOWS:**

- A. The Ventura County Transportation Commission (hereinafter, "VCTC") does from time to time solicit bids from Consultants for work and/or proposals for professional services; and
- B. There is a potential that an Interested Party (as defined in Section II.A, below), may at some time wish to protest the determinations hereinafter set forth as protestable; and
- C. It is in the interest of the health, safety and general welfare of the residents of Ventura County and potential Interested Parties that the Commission establish procedures for protests to contracts awarded by, and bids or proposals on contracts received by VCTC, as hereinafter set forth:

##### **SECTION II.**

##### **NOW, THEREFORE, THE VENTURA COUNTY TRANSPORTATION COMMISSION DOES HEREBY RESOLVE AS FOLLOWS:**

##### **A. GENERAL.**

- a. This policy specifies procedures for Interested Parties (as hereinafter defined) protesting the following staff actions:
  - b. A written notice, by, or on behalf of, the Executive Director denying a bidder's or proposer's request for a change in contract requirement; and
  - c. A written recommendation to Ventura County Transportation Commission ("VCTC") or a decision made by, or on behalf of, the Executive Director to disqualify a proposer, bidder or subcontractor; and
  - d. A written recommendation by, or on behalf of, the Executive Director that VCTC award a contract to a particular bidder or proposer.
- e. This policy does not govern any VCTC staff decision not listed in this Section II.A.
- f. When a protest has been properly filed, pursuant to the procedures hereinafter set forth, prior to contract award, the VCTC shall not award the contract prior to deciding the protest. When a protest has been properly filed before the opening of bids, bids shall not be opened prior to the VCTC decision on the protest. When a protest has been filed properly after the contract is awarded, the contract shall not be executed until the protest is resolved by the VCTC.
- g. Materials submitted as a part of the protest resolution process will be available to the public except to the extent that:
- h. The information is designated proprietary by the person submitting the information to VCTC. If the person submitting material to VCTC considers that the material contains proprietary

material which should be withheld, a statement advising of this fact shall be affixed to the front page of the material submitted and the alleged proprietary information must be specifically identified in the body of the materials wherever it appears.

## **B. FILING A PROTEST**

- a. Protests may be filed only by "Interested Parties". "Interested Parties" are defined as (a) bidders who have responded, and prospective bidders who may respond, to a request for bids, (b) prospective professional services Consultants who may respond, and professional service Consultants who have responded, to a request for proposals on a VCTC contract and/or a generally funded contract, and (c) subcontractors or suppliers at any tier who have a substantial economic interest in an award, a provision of the specifications, or a bid or proposal submitted to VCTC by a prime Consultant, or in the interpretation of the provisions of such documents.
- b. Protests to a contract requirement must be filed at least ten (10) working days prior to bid opening or the deadline for receiving proposals. Protests to VCTC staff actions must be filed within five (5) working days of receipt by the bidder or proposer from the Executive Director, or a person authorized to act on behalf of the Executive Director, or written notice of the VCTC staff action.
- c. Protests shall be addressed to Ventura County Transportation Commission, 950 County Square Drive, Suite 207, Ventura, California, 93003, or such other address as may appear on the request for proposal for bid solicitation.
- d. Protests shall be in writing and contain a statement of the ground(s) for protest. At least ten (10) copies of the protest shall be submitted by the protestor in the time and manner specified in this section.
- e. The Executive Director, or an authorized person acting on behalf of the Executive Director, shall provide notice, by telephone, telephone facsimile (FAX) or by letter, to all bidders and/or persons who have submitted proposals on the contract which is subject to the protest known to VCTC. Such notice shall state that a protest has been filed with VCTC and identify the name of the protestor. The notice shall be given not more than five (5) working days after receipt of a properly filed protest. The notice shall state that bidders will receive further information relative to the protest only by submitting a written request for further information to the Executive Director.

## **C. VCTC PRELIMINARY RESPONSE TO A PROTEST: MEETING WITH STAFF TO ATTEMPT EARLY RESOLUTION OF THE PROTEST**

- a. Not more than ten (10) working days after receipt of a properly filed protest, the Executive Director, or a person authorized to act on his or her behalf, shall prepare and distribute to the protestor and to all persons specified in Section B.5, above:
- b. A written preliminary response to the protest. This response shall include a brief explanation of the reasons why the protested VCTC staff action is justified; and
- c. The time, date and place of the meeting described in Section C.2, below.
- d. The Executive Director and/or appropriate VCTC staff shall meet with the protestor to discuss and attempt to resolve the protest within thirty (30) days of the response required by section C.1(a) above
- e. After the meeting required by Section C.2, above the protestor shall within five (5) working days give the Executive Director written notice that either the protest is withdrawn or, alternately, that the protestor requests further consideration of the protest. In the event that the protestor fails

to file the notice required by this Section C.3 at the office of the Executive Director within five (5) working days after the meeting, the protest shall be deemed withdrawn.

#### **D. FURTHER INVESTIGATION**

- a. If a protest is not withdrawn pursuant to Section C.3, above, the Executive Director shall, within thirty (30) days of receipt of the notice from the protestor described in Section C.3, above, further investigate the protest with the assistance of the VCTC staff.
- b. The Executive Director may contract for third-party consulting services when necessary to investigate a protest. The Executive Director may negotiate with the protestor and other interested parties the sharing of the cost of such consulting services.
- c. As part of the investigation, the Executive Director shall establish a reasonable time within which VCTC, the protestor, and other interested parties shall exchange all documents and arguments relevant to the protest; provided, however, that such time shall not exceed thirty (30) days without the concurrence of the protestor and the Executive Director.

#### **E. INTENDED DECISION: COMMENTS BY PROTESTOR AND OTHER PARTIES**

- a. Following investigation, the Executive Director shall, within thirty (30) days, prepare and distribute to the protestor and all persons specified in Section B.5:
- b. An intended decision recommending actions which the Executive Director believes the VCTC should take to resolve the protest and specifying the reasons for the recommended action of the VCTC.
- c. A statement of the date within which the protestor and other persons must submit written comments with respect to the intended decision. Such date shall allow a reasonable period for rebuttal and shall vary according to the complexity of the particular protest;
- d. Given written notice to all Interested Parties of the time, date and place of the VCTC meeting at which the protest will be considered.
- e. The following materials shall be included in the agenda package sent to VCTC members prior to the VCTC meeting and shall be available to any person at the VCTC office at least five (5) working days before the hearing:
- f. The intended decision described in Section E.1(a), above.
- g. All written comments received within the submittal period described in Section E.1(b), above.
- h. If the Executive Director has revised his/her intended decision since its distribution pursuant to Section E.2(a), above, a written description of the new intended decision and the reasons for revision.

#### **F. VCTC CONSIDERATION**

- a. At the hearing, VCTC staff and any person may present evidence relating to the protest. At the beginning of the hearing, the Chair of the VCTC may announce time limits on testimony and other procedural rules which, in the opinion of the Chair, are reasonably necessary to preclude repetitious or irrelevant testimony and afford all persons wishing to testify the opportunity to be heard.
- b. In rendering its decision on the protest:

- c. VCTC may adopt or amend the intended decision and findings of fact prepared by the Executive Director and Staff; or
- d. VCTC may make findings and adopt a decision different from the findings and intended decision of the Executive Director; or
- e. VCTC may elect to defer its decision and direct VCTC staff to:
- f. Further investigate the protest; or
- g. Hire an impartial hearing officer to conduct a hearing and prepare a written recommended decision, including findings of fact, to be returned to VCTC for decision which shall be made pursuant to the procedures outlined in this Section F.

**ARTICLE I – INTRODUCTION**

- A. This AGREEMENT is between the following named, hereinafter referred to as, CONSULTANT and the Ventura County Transportation Commission, hereinafter referred to as, VCTC:

The name of the “CONSULTANT” is as follows:

NAME OF CONSULTANT

Incorporated in the State of STATE

The Project Manager for the CONSULTANT will be: \_\_\_\_\_

The Contract Administrator for VCTC will be: \_\_\_\_\_

- B. The work to be performed under this AGREEMENT is described in Article III Statement of Work and the approved CONSULTANT’s Cost Proposal dated (DATE). The approved CONSULTANT’s Cost Proposal is attached hereto (Attachment #) and incorporated by reference. If there is any conflict between the approved Cost Proposal and this AGREEMENT, this AGREEMENT shall take precedence.
- C. CONSULTANT agrees to the fullest extent permitted by law, to indemnify, protect, defend, and hold harmless VCTC, its officers, officials, agents, employees and volunteers from and against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation, court costs and reasonable attorneys’ and expert witness fees, arising out of any failure to comply with applicable law, any injury to or death of any person(s), damage to property, loss of use of property, economic loss or otherwise arising out of the performance of the work described herein, to the extent caused by a negligent act or negligent failure to act, errors, omissions, recklessness or willful misconduct incident to the performance of this AGREEMENT on the part of CONSULTANT, except such loss or damage which was caused by the sole negligence, or willful misconduct of VCTC, as determined by a Court of competent jurisdiction. The provisions of this section shall survive termination or suspension of this AGREEMENT.
- D. CONSULTANT in the performance of this AGREEMENT, shall act in an independent capacity. It is understood and agreed that CONSULTANT (including CONSULTANT’s employees) is an independent contractor and that no relationship of employer-employee exists between the Parties hereto. CONSULTANT’s assigned personnel shall not be entitled to any benefits payable to employees of City.
- E. VCTC is not required to make any deductions or withholdings from the compensation payable to CONSULTANT under the provisions of the AGREEMENT and is not required to issue W-2 Forms for income and employment tax purposes for any of CONSULTANT’s assigned personnel. CONSULTANT, in the performance of its obligation hereunder, is only subject to the control or direction of the VCTC as to the designation of tasks to be performed and the results to be accomplished.
- F. Any third-party person(s) employed by CONSULTANT shall be entirely and exclusively under the direction, supervision, and control of CONSULTANT. CONSULTANT hereby indemnifies and holds VCTC harmless from any and all claims that may be made against City based upon any contention by any third party that an employer-employee relationship exists by reason of this AGREEMENT.
- G. Except as expressly authorized herein, CONSULTANT’s obligations under this AGREEMENT are not assignable or transferable, and CONSULTANT shall not subcontract any work, without the prior written approval of the VCTC. However, claims for money due or which become due to CONSULTANT from City under this AGREEMENT may be assigned to a financial institution or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the VCTC.

- H. CONSULTANT shall be as fully responsible to the VCTC for the negligent acts and omissions of its contractors and subcontractors or subconsultants, and of persons either directly or indirectly employed by them, in the same manner as persons directly employed by CONSULTANT.
- I. No alteration or variation of the terms of this AGREEMENT shall be valid, unless made in writing and signed by the parties authorized to bind the parties; and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.
- J. The consideration to be paid to CONSULTANT as provided herein, shall be in compensation for all of CONSULTANT's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.

## **ARTICLE II – CONSULTANT'S REPORTS OR MEETINGS**

- A. CONSULTANT shall submit progress reports at least once a month. The report should be sufficiently detailed for the VCTC's Contract Administrator to determine, if CONSULTANT is performing to expectations, or is on schedule; to provide communication of interim findings, and to sufficiently address any difficulties or special problems encountered, so remedies can be developed.
- B. CONSULTANT's Project Manager shall meet with VCTC's Contract Administrator, as needed, to discuss progress on the AGREEMENT.

## **ARTICLE III – STATEMENT OF WORK**

### **A. CONSULTANT Services**

The purpose of this solicitation is to develop and deliver the design, plans and specifications, environmental compliance and permitting, and project management support services to reconstruct damaged portions of the Sespe Creek Overflow Bridge. The scope of services requested includes the following:

- a. Compliance with all applicable State and Federal Environmental Laws and Permitting Requirements, including but not limited to:
  - i. State (California Environmental Quality Act, California Endangered Species Act, California Native American Historic Resource Protection Act, Porter Cologne Water Quality Control Act, California Fish and Game Code, California Clean Air Act, California Migratory Bird Act, Other State Laws and Executive Orders)
  - ii. Federal (National Environmental Policy Act, Endangered Species Act, National Historic Preservation Act, Clean Water Act, Clean Air Act, Migratory Bird Treaty Act, Other Federal Laws and Executive Orders)
- b. Structural design and engineering, and development of plans and specifications, to restore pre-disaster design, capacity, and function of the Sespe Creek Overflow railroad bridge, consistent with Federal Railroad Administration (FRA), California Public Utilities Commission (CPUC), and Southern California Regional Rail Authority (SCRRA) standards;
- c. Evaluate the potential for cost effective design variations to mitigate future hazards, including but not limited to extending the bridge for one additional span;
- d. Project management support services, including assistance to VCTC to prepare construction bid documents; and
- e. Coordination with the Railroad Operator, Sierra Northern Railway.

Attachment A. Contract Template

B. Right of Way

All work shall take place within the existing Santa Paula Branch Line right-of-way owned by the Ventura County Transportation Commission.

C. Surveys

The CONSULTANT is responsible for conducting any field surveys required to complete the scope of services.

D. Subsurface Investigations

The CONSULTANT has responsibility for making any subsurface investigations that may be required to complete the scope of work.

E. VCTC Obligations

All data applicable to the project and in possession of VCTC, another agency, or government agency that are to be made available to CONSULTANT are referred to in the AGREEMENT. Any other assistance or services to be furnished to CONSULTANT are to be stated clearly.

F. Conferences, Site Visits, Inspection of Work

This AGREEMENT provides for conferences as needed, visits to the site, and inspection of the work by representatives of the VCTC, State, and/or FEMA. Costs incurred by CONSULTANT for meetings, subsequent to the initial meeting shall be included in the fee.

G. Checking Shop Drawings

Payment for checking shop drawings by CONSULTANT may be included in the AGREEMENT fee.

H. CONSULTANT Services During Construction

CONSULTANT's services may be requested during the course of construction as material testing, construction surveys, etc., are completed. Payment for these services will be on a time and material basis based on the rates specified under this AGREEMENT.

I. Documentation and Schedules

CONSULTANT shall document the results of the work to the satisfaction of VCTC, and if applicable, the State and FEMA. This may include preparation of progress and final reports, plans, specifications and estimates, or similar evidence of attainment of the AGREEMENT objectives.

J. Deliverables and Number of Copies

The CONSULTANT shall furnish three (3) hard copies and one (1) electronic copy of deliverables, including reports, brochures, sets of plans, specifications, and maps.

**ARTICLE IV – PERFORMANCE PERIOD**

- A. This AGREEMENT shall go into effect on (DATE), contingent upon approval by VCTC, and CONSULTANT shall commence work after notification to proceed by VCTC'S Contract Administrator. The AGREEMENT shall end on (DATE), unless extended by AGREEMENT amendment.
- B. CONSULTANT is advised that any recommendation for AGREEMENT award is not binding on VCTC until the AGREEMENT is fully executed and approved by VCTC.

**ARTICLE V – ALLOWABLE COSTS AND PAYMENTS**

- A. The method of payment for this AGREEMENT will be based on lump sum. The total lump sum price paid to CONSULTANT will include compensation for all work and deliverables, including travel and equipment described in Article III Statement of Work. No additional compensation will be paid to CONSULTANT, unless there is a change in the scope of the work or the scope of the project. In the instance of a change in the scope of work or scope of the project, adjustment to the total lump sum compensation will be negotiated between CONSULTANT and VCTC. Adjustment in the total lump sum compensation will not be effective until authorized by AGREEMENT amendment and approved by VCTC.
- B. Progress payments may be made monthly in arrears based on the percentage of work completed by CONSULTANT. If CONSULTANT fails to submit the required deliverable items according to the schedule set forth in Article III Statement of Work, VCTC shall have the right to delay payment or terminate this AGREEMENT in accordance with the provisions of Article VI Termination.
- C. CONSULTANT shall not commence performance of work or services until this AGREEMENT has been approved by VCTC and notification to proceed has been issued by VCTC'S Contract Administrator. No payment will be made prior to approval of any work, or for any work performed prior to approval of this AGREEMENT.
- D. CONSULTANT will be reimbursed within thirty (30) days upon receipt by VCTC'S Contract Administrator of itemized invoices in duplicate. Invoices shall be submitted no later than thirty (30) calendar days after the performance of work for which CONSULTANT is billing. Invoices shall detail the work performed on each milestone, on each project as applicable. Invoices shall follow the format stipulated for the approved Cost Proposal and shall reference this AGREEMENT number and project title. Final invoice must contain the final cost and all credits due VCTC that include any equipment purchased under the provisions of Article XI Equipment Purchase. The final invoice must be submitted within sixty (60) calendar days after completion of CONSULTANT'S work unless a later date is approved by the VCTC. Invoices shall be mailed to VCTC's Contract Administrator at the following address:

Ventura County Transportation Commission  
Attn: Amanda Fagan  
751 E. Daily Dr., Suite 420  
Camarillo, CA 93010

- E. The total amount payable by VCTC shall not exceed \$\_\_\_\_\_.

**ARTICLE VI – TERMINATION**

- A. This AGREEMENT may be terminated by VCTC, provided that VCTC gives not less than thirty (30) calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate. Upon termination, VCTC shall be entitled to all work, including but not limited to, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date, whether completed or not.
- B. VCTC may temporarily suspend this AGREEMENT, at no additional cost to VCTC, provided that CONSULTANT is given written notice (delivered by certified mail, return receipt requested) of temporary suspension. If VCTC gives such notice of temporary suspension, CONSULTANT shall immediately suspend its activities under this AGREEMENT. A temporary suspension may be issued concurrent with the notice of termination.

- C. Notwithstanding any provisions of this AGREEMENT, CONSULTANT shall not be relieved of liability to VCTC for damages sustained by City by virtue of any breach of this AGREEMENT by CONSULTANT, and City may withhold any payments due to CONSULTANT until such time as the exact amount of damages, if any, due City from CONSULTANT is determined.
- D. In the event of termination, CONSULTANT shall be compensated for work satisfactorily completed consistent with this AGREEMENT. Upon termination, VCTC shall be entitled to all work, including but not limited to, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date, whether completed or not.

#### **ARTICLE VII – COST PRINCIPLES AND ADMINISTRATIVE REQUIREMENTS**

- A. The CONSULTANT agrees that 48 CFR 31, Contract Cost Principles and Procedures, shall be used to determine the allowability of individual terms of cost.
- B. The CONSULTANT also agrees to comply with Federal procedures in accordance with 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- C. Any costs for which payment has been made to the CONSULTANT that are determined by subsequent audit to be unallowable under 48 CFR 31 or 2 CFR 200 are subject to repayment by the CONSULTANT to VCTC.
- D. When a CONSULTANT or Subconsultant is a Non-Profit Organization or an Institution of Higher Education, the Cost Principles for Title 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards shall apply.

#### **ARTICLE VII – RETENTION OF RECORD/AUDITS**

For the purpose of determining compliance with Gov. Code § 8546.7, the CONSULTANT, Subconsultants, and VCTC shall maintain all books, documents, papers, accounting records, Independent CPA Audited Indirect Cost Rate workpapers, and other evidence pertaining to the performance of the AGREEMENT including, but not limited to, the costs of administering the AGREEMENT. All parties, including the CONSULTANT's Independent CPA, shall make such workpapers and materials available at their respective offices at all reasonable times during the AGREEMENT period and for three (3) years from the date of final payment under the AGREEMENT and records for real property and equipment acquired with federal funds must be retained for three (3) years after final disposition. VCTC, Caltrans Auditor, FEMA, or any duly authorized representative of the Federal government having jurisdiction under Federal laws or regulations (including the basis of Federal funding in whole or in part) shall have access to any books, records, and documents of the CONSULTANT, Subconsultants, and the CONSULTANT's Independent CPA, that are pertinent to the AGREEMENT for audits, examinations, workpaper review, excerpts, and transactions, and copies thereof shall be furnished if requested without limitation. CONSULTANT agrees to permit any of the above listed parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

#### **ARTICLE IX – AUDIT REVIEW PROCEDURES**

- A. Any dispute concerning a question of fact arising under an interim or post audit of this AGREEMENT that is not disposed of by AGREEMENT, shall be reviewed by VCTC'S Chief Financial Officer.
- B. Not later than thirty (30) calendar days after issuance of the final audit report, CONSULTANT may request a review by VCTC'S Chief Financial Officer of unresolved audit issues. The request for review will be submitted in writing.
- C. Neither the pendency of a dispute nor its consideration by VCTC will excuse CONSULTANT from full and timely performance, in accordance with the terms of this AGREEMENT.
- D. CONSULTANT and subconsultant AGREEMENTs, including cost proposals and Indirect Cost Rates (ICR), may be subject to audits or reviews such as, but not limited to, an AGREEMENT audit, an

incurred cost audit, an ICR Audit, or a CPA ICR audit work paper review. If selected for audit or review, the AGREEMENT, cost proposal and ICR and related work papers, if applicable, will be reviewed to verify compliance with 48 CFR 31 and other related laws and regulations. In the instances of a CPA ICR audit work paper review it is CONSULTANT's responsibility to ensure federal, VCTC, or local government officials are allowed full access to the CPA's work papers including making copies as necessary. The AGREEMENT, cost proposal, and ICR shall be adjusted by CONSULTANT and approved by VCTC Contract Administrator to conform to the audit or review recommendations. CONSULTANT agrees that individual terms of costs identified in the audit report shall be incorporated into the AGREEMENT by this reference if directed by VCTC at its sole discretion. Refusal by CONSULTANT to incorporate audit or review recommendations, or to ensure that the federal, VCTC or local governments have access to CPA work papers, will be considered a breach of AGREEMENT terms and cause for termination of the AGREEMENT and disallowance of prior reimbursed costs.

- E. CONSULTANT's Cost Proposal may be subject to a CPA ICR Audit Work Paper Review and/or audit by the Independent Office of Audits and Investigations (IOAI). IOAI, at its sole discretion, may review and/or audit and approve the CPA ICR documentation. The Cost Proposal shall be adjusted by the CONSULTANT and approved by the VCTC Contract Administrator to conform to the Work Paper Review recommendations included in the management letter or audit recommendations included in the audit report. Refusal by the CONSULTANT to incorporate the Work Paper Review recommendations included in the management letter or audit recommendations included in the audit report will be considered a breach of the AGREEMENT terms and cause for termination of the AGREEMENT and disallowance of prior reimbursed costs.

- a. During IOAI's review of the ICR audit work papers created by the CONSULTANT's independent CPA, IOAI will work with the CPA and/or CONSULTANT toward a resolution of issues that arise during the review. Each party agrees to use its best efforts to resolve any audit disputes in a timely manner. If IOAI identifies significant issues during the review and is unable to issue a cognizant approval letter, VCTC will reimburse the CONSULTANT at an accepted ICR until a FAR (Federal Acquisition Regulation) compliant ICR {e.g. 48 CFR Part 31; GAGAS (Generally Accepted Auditing Standards); CAS (Cost Accounting Standards), if applicable; in accordance with procedures and guidelines of the American Association of State Highways and Transportation Officials (AASHTO) Audit Guide; and other applicable procedures and guidelines} is received and approved by IOAI.

Accepted rates will be as follows:

- i. If the proposed rate is less than one hundred fifty percent (150%) - the accepted rate reimbursed will be ninety percent (90%) of the proposed rate.
- ii. If the proposed rate is between one hundred fifty percent (150%) and two hundred percent (200%) - the accepted rate will be eighty-five percent (85%) of the proposed rate.
- iii. If the proposed rate is greater than two hundred percent (200%) - the accepted rate will be seventy-five percent (75%) of the proposed rate.
- b. If IOAI is unable to issue a cognizant letter per paragraph E.1. above, IOAI may require CONSULTANT to submit a revised independent CPA-audited ICR and audit report within three (3) months of the effective date of the management letter. IOAI will then have up to six (6) months to review the CONSULTANT's and/or the independent CPA's revisions.
- c. If the CONSULTANT fails to comply with the provisions of this paragraph E, or if IOAI is still unable to issue a cognizant approval letter after the revised independent CPA audited ICR is submitted, overhead cost reimbursement will be limited to the accepted ICR that was established upon initial rejection of the ICR and set forth in paragraph E.1. above for all rendered services. In this event, this accepted ICR will become the actual and final ICR for reimbursement purposes under this AGREEMENT.

- d. CONSULTANT may submit to VCTC final invoice only when all of the following items have occurred: (1) IOAI accepts or adjusts the original or revised independent CPA audited ICR; (2) all work under this AGREEMENT has been completed to the satisfaction of VCTC; and, (3) IOAI has issued its final ICR review letter. The CONSULTANT MUST SUBMIT ITS FINAL INVOICE TO VCTC no later than sixty (60) calendar days after occurrence of the last of these items. The accepted ICR will apply to this AGREEMENT and all other agreements executed between VCTC and the CONSULTANT, either as a prime or subconsultant, with the same fiscal period ICR.

#### **ARTICLE X – SUBCONTRACTING**

- A. Nothing contained in this AGREEMENT or otherwise, shall create any contractual relation between the VCTC and any Subconsultants, and no subagreement shall relieve the CONSULTANT of its responsibilities and obligations hereunder. The CONSULTANT agrees to be as fully responsible to the VCTC for the acts and omissions of its Subconsultants and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the CONSULTANT. The CONSULTANT's obligation to pay its Subconsultants is an independent obligation from the VCTC's obligation to make payments to the CONSULTANT.
- B. The CONSULTANT shall perform the work contemplated with resources available within its own organization and no portion of the work shall be subcontracted without written authorization by the VCTC Contract Administrator, except that which is expressly identified in the CONSULTANT's approved Cost Proposal.
- C. Any subagreement entered into as a result of this AGREEMENT, shall contain all the provisions stipulated in this entire AGREEMENT to be applicable to Subconsultants unless otherwise noted.
- D. CONSULTANT shall pay its Subconsultants within Fifteen (15) calendar days from receipt of each payment made to the CONSULTANT by the VCTC.
- E. Any substitution of Subconsultants must be approved in writing by the VCTC Contract Administrator in advance of assigning work to a substitute Subconsultant.
- F. Prompt Progress Payment

CONSULTANT or subconsultant shall pay to any subconsultant, not later than fifteen (15) days after receipt of each progress payment, unless otherwise agreed to in writing, the respective amounts allowed CONSULTANT on account of the work performed by the subconsultants, to the extent of each subconsultant's interest therein. In the event that there is a good faith dispute over all or any portion of the amount due on a progress payment from CONSULTANT or subconsultant to a subconsultant, CONSULTANT or subconsultant may withhold no more than 150 percent of the disputed amount. Any violation of this requirement shall constitute a cause for disciplinary action and shall subject the licensee to a penalty, payable to the subconsultant, of 2 percent of the amount due per month for every month that payment is not made.

In any action for the collection of funds wrongfully withheld, the prevailing party shall be entitled to his or her attorney's fees and costs. The sanctions authorized under this requirement shall be separate from, and in addition to, all other remedies, either civil, administrative, or criminal. This clause applies to both DBE and non-DBE subconsultants.

- G. Prompt Payment of Withheld Funds to Subconsultants

The VCTC may hold retainage from CONSULTANT and shall make prompt and regular incremental acceptances of portions, as determined by the VCTC, of the contract work, and pay retainage to CONSULTANT based on these acceptances. The VCTC shall designate one of the methods below in

the contract to ensure prompt and full payment of any retainage kept by CONSULTANT or subconsultant to a subconsultant.

No retainage will be held by the VCTC from progress payments due to CONSULTANT. CONSULTANTS and subconsultants are prohibited from holding retainage from subconsultants. Any delay or postponement of payment may take place only for good cause and with the VCTC's prior written approval. Any violation of these provisions shall subject the violating CONSULTANT or subconsultant to the penalties, sanctions, and other remedies specified in Section 3321 of the California Civil Code. This requirement shall not be construed to limit or impair any contractual, administrative or judicial remedies, otherwise available to CONSULTANT or subconsultant in the event of a dispute involving late payment or nonpayment by CONSULTANT, deficient subconsultant performance and/or noncompliance by a subconsultant. This clause applies to both DBE and non-DBE subconsultants.

- H. Any violation of these provisions shall subject the violating CONSULTANT or subconsultant to the penalties, sanctions and other remedies specified therein. These requirements shall not be construed to limit or impair any contractual, administrative, or judicial remedies otherwise available to CONSULTANT or subconsultant in the event of a dispute involving late payment or nonpayment by CONSULTANT, deficient subcontract performance, or noncompliance by a subconsultant.

#### **ARTICLE XI – EQUIPMENT PURCHASE AND OTHER CAPITAL EXPENDITURES**

- A. For purchase of any item, service, or consulting work not covered in CONSULTANT's approved Cost Proposal and exceeding five thousand dollars (\$5,000), with prior authorization by VCTC's Contract Administrator, three competitive quotations must be submitted with the request, or the absence of proposal must be adequately justified.
- B. Any equipment purchased with funds provided under the terms of this AGREEMENT is subject to the following:
- a. CONSULTANT shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two years and an acquisition cost of five thousand dollars (\$5,000) or more. If the purchased equipment needs replacement and is sold or traded in, VCTC shall receive a proper refund or credit at the conclusion of the AGREEMENT, or if the AGREEMENT is terminated, CONSULTANT may either keep the equipment and credit VCTC in an amount equal to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in accordance with established VCTC procedures; and credit VCTC in an amount equal to the sales price. If CONSULTANT elects to keep the equipment, fair market value shall be determined at CONSULTANT's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to by VCTC and CONSULTANT, if it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by VCTC.
  - b. Regulation 2 CFR 200 requires a credit to Federal funds when participating equipment with a fair market value greater than five thousand dollars (\$5,000) is credited to the project.

#### **ARTICLE XII – STATE PREVAILING WAGE RATES**

- A. No CONSULTANT or Subconsultant may be awarded an AGREEMENT containing public work elements unless registered with the Department of Industrial Relations (DIR) pursuant to Labor Code §1725.5. Registration with DIR must be maintained throughout the entire term of this AGREEMENT, including any subsequent amendments.
- B. The CONSULTANT shall comply with all of the applicable provisions of the California Labor Code requiring the payment of prevailing wages. The General Prevailing Wage Rate Determinations

applicable to work under this AGREEMENT are available and on file with the Department of Transportation's Regional/District Labor Compliance Officer (<https://dot.ca.gov/programs/construction/labor-compliance>). These wage rates are made a specific part of this AGREEMENT by reference pursuant to Labor Code §1773.2 and will be applicable to work performed at a construction project site. Prevailing wages will be applicable to all inspection work performed at VCTC construction sites, at VCTC facilities and at off-site locations that are set up by the construction contractor or one of its subcontractors solely and specifically to serve VCTC projects. Prevailing wage requirements do not apply to inspection work performed at the facilities of vendors and commercial materials suppliers that provide goods and services to the general public.

- C. General Prevailing Wage Rate Determinations applicable to this project may also be obtained from the Department of Industrial Relations website at <http://www.dir.ca.gov>.
- D. Payroll Records
- a. Each CONSULTANT and Subconsultant shall keep accurate certified payroll records and supporting documents as mandated by Labor Code §1776 and as defined in 8 CCR §16000 showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by the CONSULTANT or Subconsultant in connection with the public work. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following:
    - i. The information contained in the payroll record is true and correct.
    - ii. The employer has complied with the requirements of Labor Code §1771, §1811, and §1815 for any work performed by his or her employees on the public works project.
  - b. The payroll records enumerated under paragraph (1) above shall be certified as correct by the CONSULTANT under penalty of perjury. The payroll records and all supporting documents shall be made available for inspection and copying by VCTC representatives at all reasonable hours at the principal office of the CONSULTANT. The CONSULTANT shall provide copies of certified payrolls or permit inspection of its records as follows:
    - i. A certified copy of an employee's payroll record shall be made available for inspection or furnished to the employee or the employee's authorized representative on request.
    - ii. A certified copy of all payroll records enumerated in paragraph (1) above, shall be made available for inspection or furnished upon request to a representative of VCTC, the Division of Labor Standards Enforcement and the Division of Apprenticeship Standards of the Department of Industrial Relations. Certified payrolls submitted to VCTC, the Division of Labor Standards Enforcement and the Division of Apprenticeship Standards shall not be altered or obliterated by the CONSULTANT.
    - iii. The public shall not be given access to certified payroll records by the CONSULTANT. The CONSULTANT is required to forward any requests for certified payrolls to the VCTC Contract Administrator by both email and regular mail on the business day following receipt of the request.
  - c. Each CONSULTANT shall submit a certified copy of the records enumerated in paragraph (1) above, to the entity that requested the records within ten (10) calendar days after receipt of a written request.
  - d. Any copy of records made available for inspection as copies and furnished upon request to the public or any public agency by VCTC shall be marked or obliterated in such a manner as

Attachment A. Contract Template

to prevent disclosure of each individual's name, address, and social security number. The name and address of the CONSULTANT or Subconsultant performing the work shall not be marked or obliterated.

- e. The CONSULTANT shall inform VCTC of the location of the records enumerated under paragraph (1) above, including the street address, city and county, and shall, within five (5) working days, provide a notice of a change of location and address.
  - f. The CONSULTANT or Subconsultant shall have ten (10) calendar days in which to comply subsequent to receipt of written notice requesting the records enumerated in paragraph (1) above. In the event the CONSULTANT or Subconsultant fails to comply within the ten (10) day period, he or she shall, as a penalty to VCTC, forfeit one hundred dollars (\$100) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Such penalties shall be withheld by VCTC from payments then due. CONSULTANT is not subject to a penalty assessment pursuant to this section due to the failure of a Subconsultant to comply with this section.
- E. When prevailing wage rates apply, the CONSULTANT is responsible for verifying compliance with certified payroll requirements. Invoice payment will not be made until the invoice is approved by the VCTC Contract Administrator.
- F. Penalty
- a. The CONSULTANT and any of its Subconsultants shall comply with Labor Code §1774 and §1775. Pursuant to Labor Code §1775, the CONSULTANT and any Subconsultant shall forfeit to the VCTC a penalty of not more than two hundred dollars (\$200) for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the Director of DIR for the work or craft in which the worker is employed for any public work done under the AGREEMENT by the CONSULTANT or by its Subconsultant in violation of the requirements of the Labor Code and in particular, Labor Code §§1770 to 1780, inclusive.
  - b. The amount of this forfeiture shall be determined by the Labor Commissioner and shall be based on consideration of mistake, inadvertence, or neglect of the CONSULTANT or Subconsultant in failing to pay the correct rate of prevailing wages, or the previous record of the CONSULTANT or Subconsultant in meeting their respective prevailing wage obligations, or the willful failure by the CONSULTANT or Subconsultant to pay the correct rates of prevailing wages. A mistake, inadvertence, or neglect in failing to pay the correct rates of prevailing wages is not excusable if the CONSULTANT or Subconsultant had knowledge of the obligations under the Labor Code. The CONSULTANT is responsible for paying the appropriate rate, including any escalations that take place during the term of the AGREEMENT.
  - c. In addition to the penalty and pursuant to Labor Code §1775, the difference between the prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing wage rate shall be paid to each worker by the CONSULTANT or Subconsultant.
  - d. If a worker employed by a Subconsultant on a public works project is not paid the general prevailing per diem wages by the Subconsultant, the prime CONSULTANT of the project is not liable for the penalties described above unless the prime CONSULTANT had knowledge of that failure of the Subconsultant to pay the specified prevailing rate of wages to those workers or unless the prime CONSULTANT fails to comply with all of the following requirements:
    - i. The AGREEMENT executed between the CONSULTANT and the Subconsultant for the performance of work on public works projects shall include a copy of the

requirements in Labor Code §§ 1771, 1775, 1776, 1777.5, 1813, and 1815.

- ii. The CONSULTANT shall monitor the payment of the specified general prevailing rate of per diem wages by the Subconsultant to the employees by periodic review of the certified payroll records of the Subconsultant.
- iii. Upon becoming aware of the Subconsultant's failure to pay the specified prevailing rate of wages to the Subconsultant's workers, the CONSULTANT shall diligently take corrective action to halt or rectify the failure, including but not limited to, retaining sufficient funds due the Subconsultant for work performed on the public works project.
- iv. Prior to making final payment to the Subconsultant for work performed on the public works project, the CONSULTANT shall obtain an affidavit signed under penalty of perjury from the Subconsultant that the Subconsultant had paid the specified general prevailing rate of per diem wages to the Subconsultant's employees on the public works project and any amounts due pursuant to Labor Code §1813.

Pursuant to Labor Code §1775, VCTC shall notify the CONSULTANT on a public works project within fifteen (15) calendar days of receipt of a complaint that a Subconsultant has failed to pay workers the general prevailing rate of per diem wages.

If VCTC determines that employees of a Subconsultant were not paid the general prevailing rate of per diem wages and if VCTC did not retain sufficient money under the AGREEMENT to pay those employees the balance of wages owed under the general prevailing rate of per diem wages, the CONSULTANT shall withhold an amount of moneys due the Subconsultant sufficient to pay those employees the general prevailing rate of per diem wages if requested by VCTC.

### **ARTICLE XIII – EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this contract, CONSULTANT agrees as follows:

- A. CONSULTANT will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. CONSULTANT will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action 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. CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- B. CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- C. CONSULTANT will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with CONSULTANT'S legal duty to furnish information.

Attachment A. Contract Template

- D. CONSULTANT will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of CONSULTANT'S commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- E. CONSULTANT will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- F. CONSULTANT will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- G. In the event of CONSULTANT'S noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- H. CONSULTANT will include the portion of the sentence immediately preceding paragraph and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. CONSULTANT will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

*Provided*, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, that if the applicant so participating is a State, Territorial, or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and

subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

#### **ARTICLE XV – CONTRACT WORK HOURS AND SAFETY STANDARDS ACT COMPLIANCE**

- A. Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- B. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (b)(1) of this section the CONSULTANT and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages.

Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$26 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

- C. Withholding for unpaid wages and liquidated damages. VCTC shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.
- D. Subcontracts. CONSULTANT or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section.

#### **ARTICLE XVI – CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT**

- A. Clean Air Act. CONSULTANT agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
  - a. CONSULTANT agrees to report each violation to the (name of applicant entering into the contract) and understands and agrees that the (name of the applicant entering into the contract) will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
  - b. CONSULTANT agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

- B. Federal Water Pollution Control Act. CONSULTANT agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
  - a. CONSULTANT agrees to report each violation to the (name of the applicant entering into the contract) and understands and agrees that the (name of the applicant entering into the contract) will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
  - b. CONSULTANT agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

**ARTICLE XVII – DEBARMENT AND SUSPENSION**

- A. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the contractor is required to verify that none of the contractor’s principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- B. CONSULTANT must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- C. This certification is a material representation of fact relied upon by (insert name of recipient/subrecipient/applicant). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (insert name of recipient/subrecipient/applicant), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- D. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**ARTICLE XVIII – ANTI-LOBBYING AMENDMENT**

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended). Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier-to-tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

**ARTICLE XIX – PROCUREMENT OF RECOVERED MATERIALS**

- A. In the performance of this contract, CONSULTANT shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—
  - a. Competitively within a timeframe providing for compliance with the contract performance schedule;
  - b. Meeting contract performance requirements; or
  - c. At a reasonable price.

- B. Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
- C. CONSULTANT also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

#### **ARTICLE XX – ACCESS TO RECORDS**

The following access to records requirements apply to this contract:

- A. CONSULTANT agrees to provide VCTC, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of CONSULTANT which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
- B. CONSULTANT agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- C. CONSULTANT agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.
- D. In compliance with the Disaster Recovery Act of 2018, VCTC and CONSULTANT acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

#### **ARTICLE XXI – DHS SEAL, LOGO, AND FLAGS**

CONSULTANT shall not use the Department of Homeland Security (DHS) seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

#### **ARTICLE XXII – COMPLIANCE WITH FEDERAL LAW, REGULATION, AND EXECUTIVE ORDERS**

This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. CONSULTANT will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives as currently applicable and as may be amended from time to time whether or not specifically referenced herein.

#### **ARTICLE XXIII – NO OBLIGATION BY FEDERAL GOVERNMENT**

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the VCTC, CONSULTANT, or any other party pertaining to any matter resulting from the contract.

#### **ARTICLE XXIV – PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS**

CONSULTANT acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the CONTRACTOR'S actions pertaining to this contract.

#### **ARTICLE XXV – INSURANCE**

Before beginning any work under this Contract, CONSULTANT, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the CONSULTANT and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, CONSULTANT shall provide proof satisfactory to VCTC of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work to VCTC. CONSULTANT shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the CONSULTANT'S

Attachment A. Contract Template

Proposal. CONSULTANT shall not allow any subcontractor to commence work on any subcontract until CONSULTANT has obtained all insurance required herein for the subcontractor(s). CONSULTANT shall maintain all required insurance listed herein for the duration of this Agreement.

- A. Workers' Compensation. CONSULTANT shall, at its sole cost and expense, maintain Workers' Compensation insurance as required by the State of California with Statutory Limits and Employer's Liability insurance with no less than \$1,000,000 per accident for bodily injury or disease.. In the alternative, CONSULTANT may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the Contract Administrator, as defined in Section 10.9. The insurer, if insurance is provided, or the CONSULTANT, if a program of self-insurance is provided, shall waive all rights of subrogation against VCTC and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.
  
- B. Commercial General and Automobile Liability Insurance.
  - a. Commercial General Liability (CGL). Insurance Services Office Form CG 0001 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit. No endorsement shall be attached limiting the coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 or GL 0002 (most recent editions) covering comprehensive General Liability Insurance.
  
  - b. Automobile Liability. Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if CONSULTANT has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition).
  
  - c. Additional requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:
    - i. The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
    - ii. Any failure of CONSULTANT to comply with reporting provisions of the policy shall not affect coverage provided to VCTC and its officers, employees, agents, and volunteers.
  
- C. Professional Liability Insurance.
  - a. General requirements. CONSULTANT, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than \$3,000,000 per claim or per occurrence covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed one hundred fifty thousand dollars (\$150,000) per claim.
  
  - b. Claims-made limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:

Attachment A. Contract Template

- i. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- ii. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- iii. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, CONSULTANT shall purchase an extended period coverage for a minimum of five (5) years after completion of work under this Agreement or the work. VCTC shall have the right to exercise, at the CONSULTANT's sole cost and expense, any extended reporting provisions of the policy, if the CONSULTANT cancels or does not renew the coverage.
- iv. A copy of the claim reporting requirements must be submitted to VCTC for review prior to the commencement of any work under this Agreement.

D. All Policies Requirements

- a. Acceptability of insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.
- b. Verification of coverage. Prior to beginning any work under this Agreement, CONSULTANT shall furnish VCTC with complete copies of all policies delivered to CONSULTANT by the insurer, including complete copies of all endorsements attached to those policies. All copies of policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If VCTC does not receive the required insurance documents prior to the CONSULTANT beginning work, this shall not waive the CONSULTANT's obligation to provide them. VCTC reserves the right to require complete copies of all required insurance policies at any time.
- c. Notice of Cancellation of Coverage. A certified endorsement shall be attached to all insurance obtained pursuant to this Agreement stating that coverage shall not be suspended, voided, canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to VCTC. In the event that any coverage required by this section is cancelled, CONSULTANT shall provide written notice to VCTC at CONSULTANT's earliest possible opportunity and in no case later than ten (10) working days after CONSULTANT is notified of the change in coverage.
- d. Additional insured; primary insurance. VCTC and its officers, employees, agents, and volunteers, and those of VCTC's partner agencies that utilize the subject data, shall be covered on the General Liability and Automobile Liability policies as additional insureds with respect to each of the following: liability arising out of activities performed by or on behalf of CONSULTANT, including VCTC's general supervision of CONSULTANT; products and completed operations of CONSULTANT, as applicable; premises owned, occupied, or used by CONSULTANT; and automobiles owned, leased, or used by the CONSULTANT in the course of providing services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to VCTC or its officers, employees, agents, or volunteers.

A certified endorsement must be attached to all policies stating that coverage is primary insurance with respect to VCTC and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by VCTC shall be called upon to contribute to a loss under the coverage.

- E. Deductibles and Self-Insured Retentions. CONSULTANT shall disclose to and obtain the approval of VCTC for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. Further, if the CONSULTANT's insurance policy includes a self-insured retention that must be paid by a named insured as a precondition of the insurer's liability, or which has the effect of providing that payments of the self-insured retention by others, including additional insureds or insurers do not serve to satisfy the self-insured retention, such provisions must be modified by special endorsement so as to not apply to the additional insured coverage required by this agreement so as to not prevent any of the parties to this agreement from satisfying or paying the self-insured retention required to be paid as a precondition to the insurer's liability. Additionally, the certificates of insurance must note whether the policy does or does not include any self-insured retention and also must disclose the deductible.

During the period covered by this Agreement, only upon the prior express written authorization of Contract Administrator, CONSULTANT may increase such deductibles or self-insured retentions with respect to VCTC, its officers, employees, agents, and volunteers. The Contract Administrator may condition approval of an increase in deductible or self-insured retention levels with a requirement that CONSULTANT procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

- F. Subcontractors. CONSULTANT shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.
- G. Variation. VCTC may approve a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that VCTC's interests are otherwise fully protected.
- H. Remedies. In addition to any other remedies VCTC may have if CONSULTANT fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, VCTC may, at its sole option exercise any of the following remedies, which are alternatives to other remedies VCTC may have and are not the exclusive remedy for CONSULTANT's breach:

Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;

Order CONSULTANT to stop work under this Agreement or withhold any payment that becomes due to CONSULTANT hereunder, or both stop work and withhold any payment, until CONSULTANT demonstrates compliance with the requirements hereof; and/or terminate this Agreement.

## **ARTICLE XXVI - INDEMNIFICATION REQUIREMENTS**

To the fullest extent permitted by law, CONSULTANT shall indemnify, defend, protect and hold harmless (with legal counsel approved by VCTC) VCTC, its Boards, Commissions, and their officials, employees and agents, and those of VCTC's partner agencies that utilize the subject data ("Indemnified Parties"), from and against any and all liability, claims, demands, damage, loss, obligations, causes of action, proceedings, awards, fines, judgments, penalties, costs and expenses, including attorneys' fees, court costs, expert and witness fees, and other costs and fees of litigation, arising or alleged to have arisen, in whole or in part, out of or in connection with (1) CONSULTANT's breach or failure to comply with any of its obligations contained in this Contract, including any obligations arising from the CONSULTANT's compliance with or failure to

Attachment A. Contract Template

comply with applicable laws, including all applicable federal and state labor requirements including, without limitation, the requirements of California Labor Code section 1770 et seq. or (2) negligent, reckless, or willful acts, errors, omissions or misrepresentations committed by CONSULTANT, its officers, employees, agents, subcontractors, or anyone under CONSULTANT's control, in the performance of work or services under this Contract (collectively "Claims" or individually "Claim").

- A. In addition to CONSULTANT's duty to indemnify, CONSULTANT shall have a separate and wholly independent duty to defend Indemnified Parties at CONSULTANT's expense by legal counsel approved by VCTC, from and against all Claims, and shall continue this defense until the Claims are resolved, whether by settlement, judgment or otherwise. No finding or judgment of negligence, fault, breach, or the like on the part of CONSULTANT shall be required for the duty to defend to arise. VCTC shall notify CONSULTANT of any Claim, shall tender the defense of the Claim to CONSULTANT, and shall assist CONSULTANT, as may be reasonably requested, in the defense.
- B. If CONSULTANT elects to use subcontractors, CONSULTANT agrees to require its subcontractors to indemnify Indemnified Parties and to provide insurance coverage to the same extent as CONSULTANT. If the CONSULTANT elects to use subcontractors, the CONSULTANT shall not allow any subcontractor to commence work until all insurance required of subcontractor is obtained.
- C. The provisions of this Section shall survive the expiration or termination of this Contract.

[SIGNATURES ON FOLLOWING PAGE]

Attachment A. Contract Template

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date first herein written above.

VENTURA COUNTY TRANSPORTATION COMISSION

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

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

Martin R. Erickson

Executive Director

APPROVED AS TO FORM: VCTC

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

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

Steven T. Mattas, General Counsel

[CONTRACTOR's LEGAL NAME]

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

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

**APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any. Signature of Contractor's Authorized Official

\_\_\_\_\_  
Name and Title of Contractor's Authorized Official

\_\_\_\_\_  
Date

## **Appendix B. Protest Procedures**

### **RESOLUTION 91-05**

#### **A RESOLUTION OF THE VENTURA COUNTY TRANSPORTATION COMMISSION ADOPTING CONTRACT PROTEST PROCEDURES**

##### **SECTION I:**

##### **THE VENTURA COUNTY TRANSPORTATION COMMISSION DOES HEREBY DETERMINE AND FIND AS FOLLOWS:**

- A. The Ventura County Transportation Commission (hereinafter, "VCTC") does from time to time solicit bids from Consultants for work and/or proposals for professional services; and
- B. There is a potential that an Interested Party (as defined in Section II.A, below), may at some time wish to protest the determinations hereinafter set forth as protestable; and
- C. It is in the interest of the health, safety and general welfare of the residents of Ventura County and potential Interested Parties that the Commission establish procedures for protests to contracts awarded by, and bids or proposals on contracts received by VCTC, as hereinafter set forth:

##### **SECTION II.**

##### **NOW, THEREFORE, THE VENTURA COUNTY TRANSPORTATION COMMISSION DOES HEREBY RESOLVE AS FOLLOWS:**

##### **A. GENERAL.**

- a. This policy specifies procedures for Interested Parties (as hereinafter defined) protesting the following staff actions:
  - b. A written notice, by, or on behalf of, the Executive Director denying a bidder's or proposer's request for a change in contract requirement; and
  - c. A written recommendation to Ventura County Transportation Commission ("VCTC") or a decision made by, or on behalf of, the Executive Director to disqualify a proposer, bidder or subcontractor; and
  - d. A written recommendation by, or on behalf of, the Executive Director that VCTC award a contract to a particular bidder or proposer.
- e. This policy does not govern any VCTC staff decision not listed in this Section II.A.
- f. When a protest has been properly filed, pursuant to the procedures hereinafter set forth, prior to contract award, the VCTC shall not award the contract prior to deciding the protest. When a protest has been properly filed before the opening of bids, bids shall not be opened prior to the VCTC decision on the protest. When a protest has been filed properly after the contract is awarded, the contract shall not be executed until the protest is resolved by the VCTC.
- g. Materials submitted as a part of the protest resolution process will be available to the public except to the extent that:
- h. The information is designated proprietary by the person submitting the information to VCTC. If the person submitting material to VCTC considers that the material contains proprietary

material which should be withheld, a statement advising of this fact shall be affixed to the front page of the material submitted and the alleged proprietary information must be specifically identified in the body of the materials wherever it appears.

## **B. FILING A PROTEST**

- a. Protests may be filed only by "Interested Parties". "Interested Parties" are defined as (a) bidders who have responded, and prospective bidders who may respond, to a request for bids, (b) prospective professional services Consultants who may respond, and professional service Consultants who have responded, to a request for proposals on a VCTC contract and/or a generally funded contract, and (c) subcontractors or suppliers at any tier who have a substantial economic interest in an award, a provision of the specifications, or a bid or proposal submitted to VCTC by a prime Consultant, or in the interpretation of the provisions of such documents.
- b. Protests to a contract requirement must be filed at least ten (10) working days prior to bid opening or the deadline for receiving proposals. Protests to VCTC staff actions must be filed within five (5) working days of receipt by the bidder or proposer from the Executive Director, or a person authorized to act on behalf of the Executive Director, or written notice of the VCTC staff action.
- c. Protests shall be addressed to Ventura County Transportation Commission, 950 County Square Drive, Suite 207, Ventura, California, 93003, or such other address as may appear on the request for proposal for bid solicitation.
- d. Protests shall be in writing and contain a statement of the ground(s) for protest. At least ten (10) copies of the protest shall be submitted by the protestor in the time and manner specified in this section.
- e. The Executive Director, or an authorized person acting on behalf of the Executive Director, shall provide notice, by telephone, telephone facsimile (FAX) or by letter, to all bidders and/or persons who have submitted proposals on the contract which is subject to the protest known to VCTC. Such notice shall state that a protest has been filed with VCTC and identify the name of the protestor. The notice shall be given not more than five (5) working days after receipt of a properly filed protest. The notice shall state that bidders will receive further information relative to the protest only by submitting a written request for further information to the Executive Director.

## **C. VCTC PRELIMINARY RESPONSE TO A PROTEST: MEETING WITH STAFF TO ATTEMPT EARLY RESOLUTION OF THE PROTEST**

- a. Not more than ten (10) working days after receipt of a properly filed protest, the Executive Director, or a person authorized to act on his or her behalf, shall prepare and distribute to the protestor and to all persons specified in Section B.5, above:
- b. A written preliminary response to the protest. This response shall include a brief explanation of the reasons why the protested VCTC staff action is justified; and
- c. The time, date and place of the meeting described in Section C.2, below.
- d. The Executive Director and/or appropriate VCTC staff shall meet with the protestor to discuss and attempt to resolve the protest within thirty (30) days of the response required by section C.1(a) above
- e. After the meeting required by Section C.2, above the protestor shall within five (5) working days give the Executive Director written notice that either the protest is withdrawn or, alternately, that the protestor requests further consideration of the protest. In the event that the protestor fails

to file the notice required by this Section C.3 at the office of the Executive Director within five (5) working days after the meeting, the protest shall be deemed withdrawn.

#### **D. FURTHER INVESTIGATION**

- a. If a protest is not withdrawn pursuant to Section C.3, above, the Executive Director shall, within thirty (30) days of receipt of the notice from the protestor described in Section C.3, above, further investigate the protest with the assistance of the VCTC staff.
- b. The Executive Director may contract for third-party consulting services when necessary to investigate a protest. The Executive Director may negotiate with the protestor and other interested parties the sharing of the cost of such consulting services.
- c. As part of the investigation, the Executive Director shall establish a reasonable time within which VCTC, the protestor, and other interested parties shall exchange all documents and arguments relevant to the protest; provided, however, that such time shall not exceed thirty (30) days without the concurrence of the protestor and the Executive Director.

#### **E. INTENDED DECISION: COMMENTS BY PROTESTOR AND OTHER PARTIES**

- a. Following investigation, the Executive Director shall, within thirty (30) days, prepare and distribute to the protestor and all persons specified in Section B.5:
- b. An intended decision recommending actions which the Executive Director believes the VCTC should take to resolve the protest and specifying the reasons for the recommended action of the VCTC.
- c. A statement of the date within which the protestor and other persons must submit written comments with respect to the intended decision. Such date shall allow a reasonable period for rebuttal and shall vary according to the complexity of the particular protest;
- d. Given written notice to all Interested Parties of the time, date and place of the VCTC meeting at which the protest will be considered.
- e. The following materials shall be included in the agenda package sent to VCTC members prior to the VCTC meeting and shall be available to any person at the VCTC office at least five (5) working days before the hearing:
- f. The intended decision described in Section E.1(a), above.
- g. All written comments received within the submittal period described in Section E.1(b), above.
- h. If the Executive Director has revised his/her intended decision since its distribution pursuant to Section E.2(a), above, a written description of the new intended decision and the reasons for revision.

#### **F. VCTC CONSIDERATION**

- a. At the hearing, VCTC staff and any person may present evidence relating to the protest. At the beginning of the hearing, the Chair of the VCTC may announce time limits on testimony and other procedural rules which, in the opinion of the Chair, are reasonably necessary to preclude repetitious or irrelevant testimony and afford all persons wishing to testify the opportunity to be heard.
- b. In rendering its decision on the protest:

- c. VCTC may adopt or amend the intended decision and findings of fact prepared by the Executive Director and Staff; or
- d. VCTC may make findings and adopt a decision different from the findings and intended decision of the Executive Director; or
- e. VCTC may elect to defer its decision and direct VCTC staff to:
- f. Further investigate the protest; or
- g. Hire an impartial hearing officer to conduct a hearing and prepare a written recommended decision, including findings of fact, to be returned to VCTC for decision which shall be made pursuant to the procedures outlined in this Section F.

## APPENDIX C. 2021 Bridge Inspection Report

## BRIDGE INSPECTION REPORT

INSPECTION TYPE: Annual

### STRUCTURE INFORMATION

### INSPECTION INFORMATION

Milepost 423.44  
 Location Santa Paula Branch Line  
Fillmore, CA  
 Stream X (Sespe Creek overflow) Overpass \_\_\_\_\_ Other \_\_\_\_\_  
 Train Operating Speed: Freight: 10 mph Passenger: 15 mph

Date 15-Dec-21 Time 11:15 AM  
 Inspector Name Todd Kelley, PE  
 Telephone Number 303-501-1240  
 Company Wilson & Company

**DECK** Type: Ballast Number of Tks 1 Visual Condition Rating 5  
RAIL Weight: 80# Type: Jointed Visual Condition Rating: 3  
 Notes: Low west approach. Slight horizontal misalignment across bridge  
TIES Type: Timber Tie Condition Rating: 5  
 Notes: \_\_\_\_\_  
BALLAST Depth: 12 in Ballast Condition Rating: 3  
 Notes: Low ballast across bridge, low shoulders  
DECK PLANKS Type: N/A Condition Rating: \_\_\_\_\_ Notes: \_\_\_\_\_  
OTHER Type: \_\_\_\_\_ Condition Rating: \_\_\_\_\_

### SUPERSTRUCTURE

Visual Condition Rating 5  
 Type: Culvert: Number barrels \_\_\_\_\_ Round or Rect \_\_\_\_\_ Size \_\_\_\_\_  
 Approx Lngth. \_\_\_\_\_ Concrete \_\_\_\_\_ Steel \_\_\_\_\_  
 Bridge: Steel \_\_\_\_\_ Timber \_\_\_\_\_ Concrete 450'  
 Type: Truss \_\_\_\_\_ Deck Girder \_\_\_\_\_ Through \_\_\_\_\_  
 Trestle \_\_\_\_\_ Girder \_\_\_\_\_  
 Num Spans 15 Approx. Span Lengths 30'  
 Notes: Concrete double box girder - built 1969

### SUBSTRUCTURE

Visual Condition Rating 5  
 Bent: 5 Type Concrete Notes Steel piles  
 Abutment: 5 Type Concrete Notes Steel piles  
 Wingwalls: \_\_\_\_\_ Type \_\_\_\_\_ Notes \_\_\_\_\_  
 Embank \_\_\_\_\_ Type \_\_\_\_\_ Notes \_\_\_\_\_  
 Footing \_\_\_\_\_ Type \_\_\_\_\_ Notes \_\_\_\_\_  
 Inaccessible areas: \_\_\_\_\_

### STREAM CHANNEL

Visual Condition Rating 5  
 Stream Depth 3' to 5' Scour Evidence yes Moving Water yes  
 Notes Local scour at individual bents

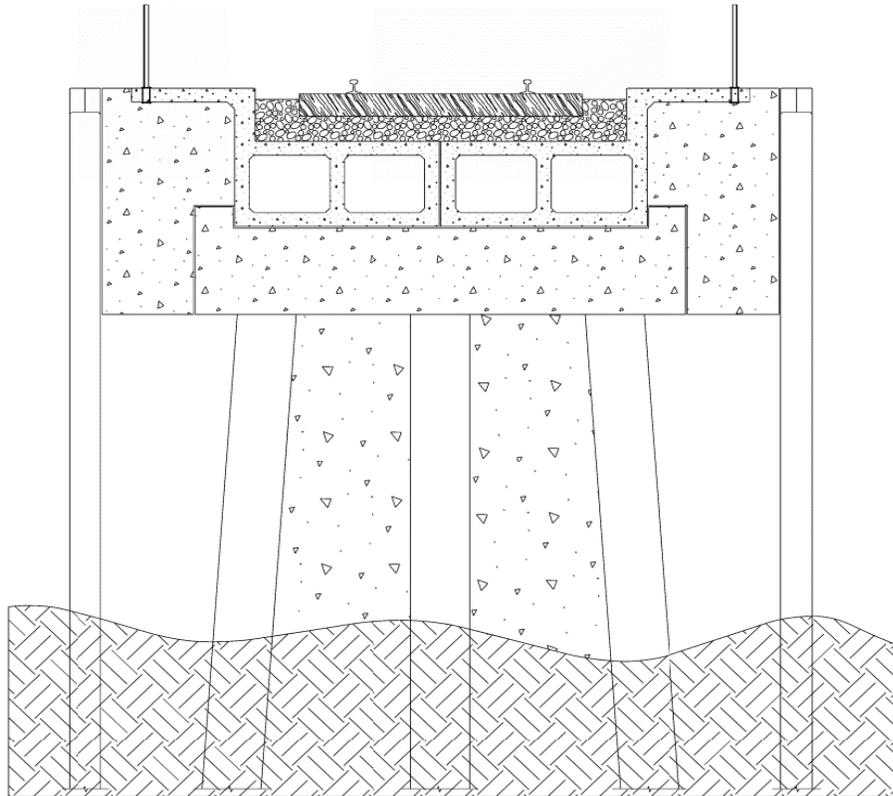
### OVERALL RATING

High Priority \_\_\_\_\_ Medium Priority \_\_\_\_\_ Low Priority X



MAINLINE/SUBDIVISION: VCTC

BRIDGE INSPECTION REPORT --- CONCRETE STRUCTURE/CONCRETE ABUTMENT			
Span: 1	Alignment: TANGENT	Vert. Clear: 14'	Bridge No. 423.44
DETAILS - ABUT NUMBER: 1		Span Length:	29'-10"



**Description: Looking East (2) 80"x30" Concrete box, concrete abutment with steel piles**

**Remarks:**

1. Moderate abutment scour - 4' pile exposed - southwest wingwall more exposed - see photo
2. Tree under abutment - see photo
3. Spall with exposed rebar between Girder 1 and 2, Span 1 - see photo
4. Deep erosion from heavy water on north slope - see photo
5. Ballast leaking onto bearing seats, Abutment 1 - see photo

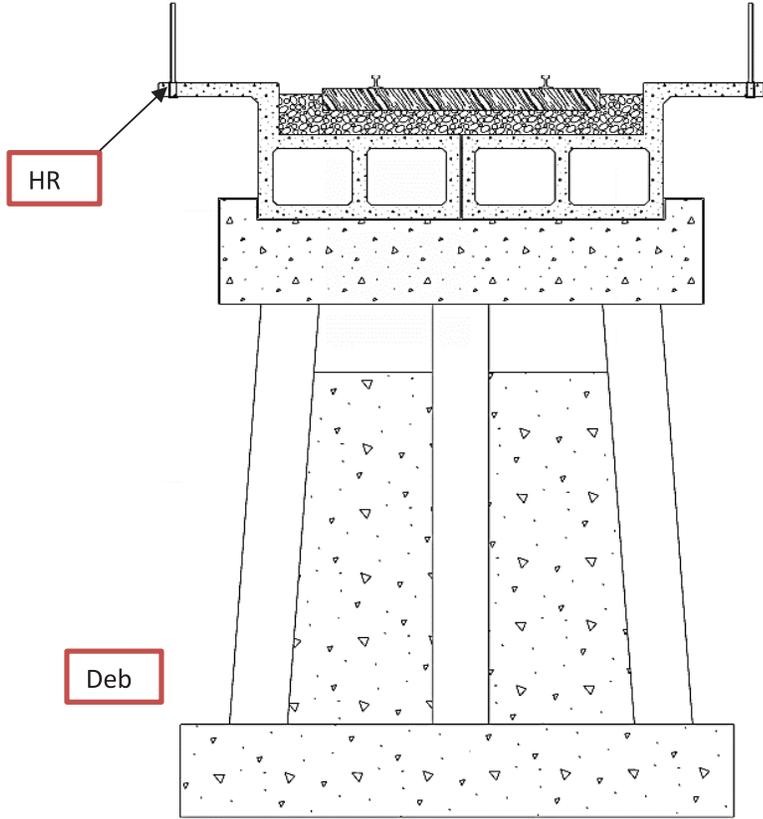
Inspected By:	Todd Kelley, PE	Date Inspected:	12/15/2021
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MAINLINE/SUBDIVISION: VCTC

BRIDGE INSPECTION REPORT --- CONCRETE STRUCTURE			
Span: 4	Alignment: TANGENT	Vert. Clear: 14'	Bridge No. 423.44
DETAILS - PIER NUMBER: 4		Span Length:	29'-10"



**Description:** Looking East (2) 80"x30" Concrete box, concrete bent cap with steel piles

**Remarks:**

1. Handrail embed has failed. Posts now held with thru bolts on Span #4.
2. 1' scour under cap
3. Deb - Debris on pier upstream side

Inspected By:	Todd Kelley, PE	Date Inspected:	12/15/2021
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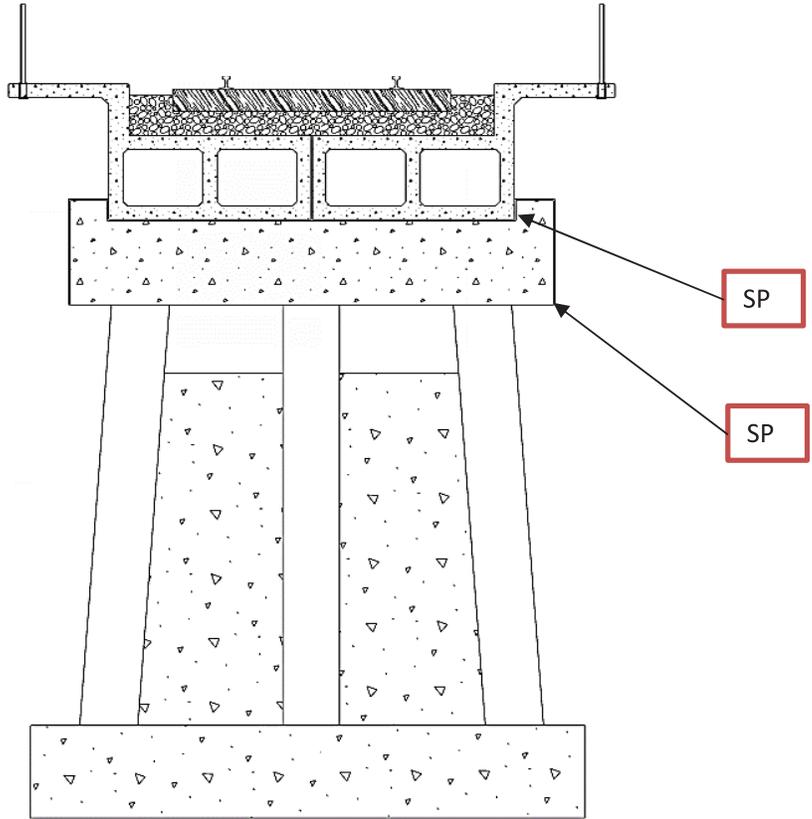






MAINLINE/SUBDIVISION: VCTC

BRIDGE INSPECTION REPORT --- CONCRETE STRUCTURE			
Span: 13	Alignment: TANGENT	Vert. Clear: 14'	Bridge No. 423.44
DETAILS - PIER NUMBER: 13		Span Length:	29'-10"



**Description:** Looking East (2) 80"x30" Concrete box, concrete bent cap with steel piles

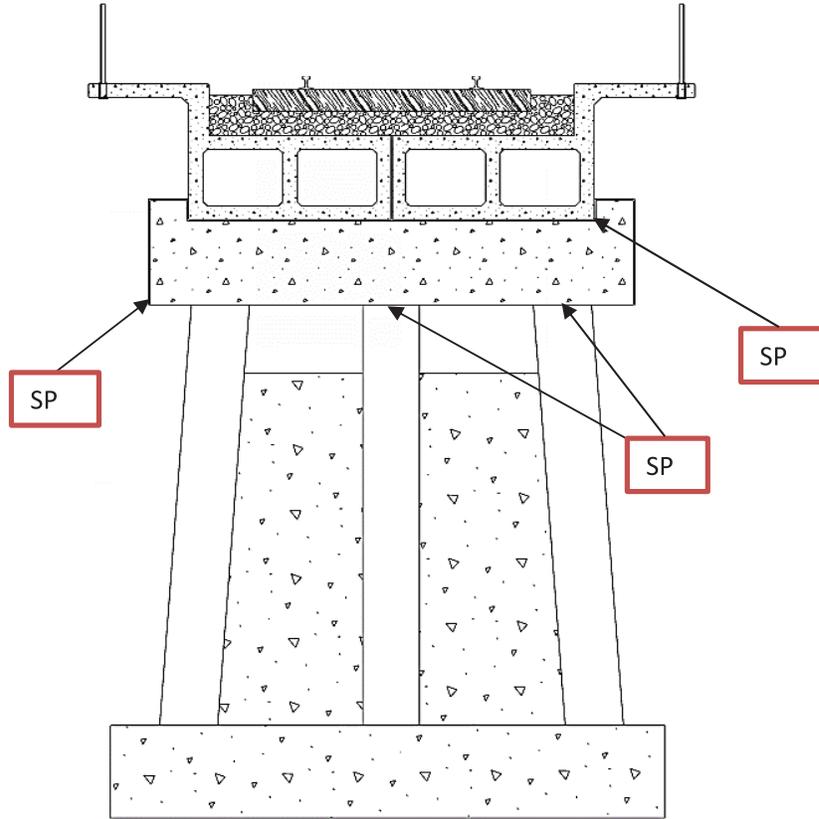
**Remarks:**

1. Minor spall on SE corner of pier cap
2. Drift debris at upstream end
3. Span 13 has curb spall
4. Beam spall on girder 2, southside near pier 14 - see photo

Inspected By:	Todd Kelley, PE	Date Inspected:	12/15/2021
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MAINLINE/SUBDIVISION: VCTC

BRIDGE INSPECTION REPORT --- CONCRETE STRUCTURE			
Span: 14	Alignment: TANGENT	Vert. Clear: 14'	Bridge No. 423.44
DETAILS - PIER NUMBER: 14		Span Length:	29'-10"



**Description:** Looking East (2) 80"x30" Concrete box, concrete bent cap with steel piles

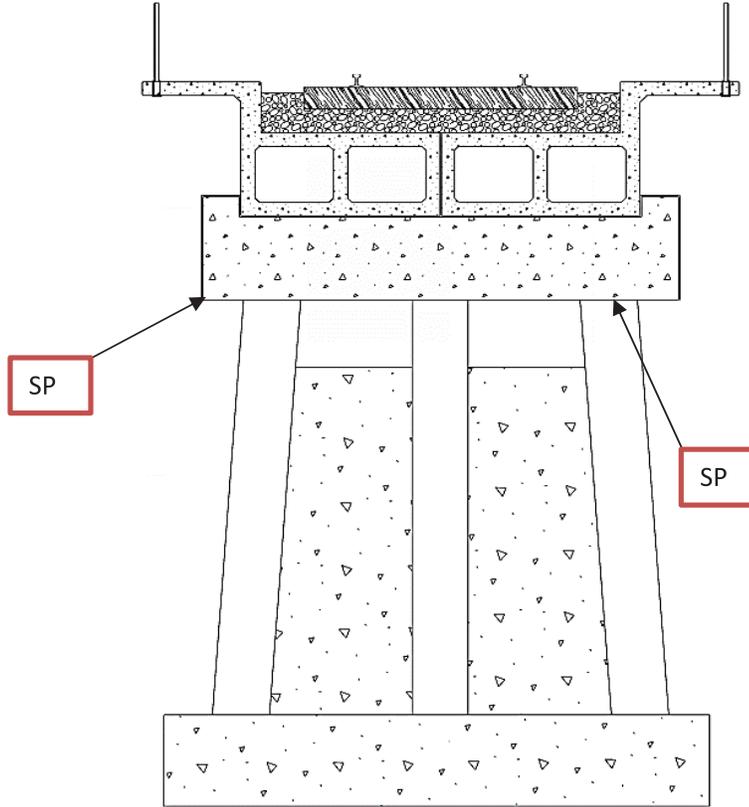
**Remarks:**

1. SP - Spall along underside of cap with exposed rebar - east side - see photo
2. Missing bike path clearance sign on north side
3. SP - Spall NE bottom corner of cap - see photo
4. SP - Minor beam spall southside along span

Inspected By:	Todd Kelley, PE	Date Inspected:	12/15/2021
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MAINLINE/SUBDIVISION: VCTC

BRIDGE INSPECTION REPORT --- CONCRETE STRUCTURE			
Span: 15	Alignment: TANGENT	Vert. Clear: 14'	Bridge No. 423.44
DETAILS - PIER NUMBER: 15		Span Length:	29'-10"



**Description:** Looking East (2) 80"x30" Concrete box, concrete bent cap with steel piles

**Remarks:**

1. SP - Spall along underside of cap with exposed rebar - west side - see photo
2. Span 15 impact damage - see photo

Inspected By:	Todd Kelley, PE	Date Inspected:	12/15/2021
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## Inspection Photos



423.44 Looking East



423.44 Looking West

## Inspection Photos



423.44 Looking Southwest



423.44 Looking Northwest

## Inspection Photos



**423.44 Channel Condition Looking Upstream**



**423.44 Channel Condition Looking Downstream**

## Inspection Photos



**423.44 Ballast leaking onto bearing seats, Abutment 1**



**423.44 Low ballast along ties**

## Inspection Photos



**423.44 Walkway spall on Span 2 and multiple locations**



**423.44 Handrail embed failed. Post held with bolts, Span 3, 4 and 15**

## Inspection Photos



**423.44 Scour - Abutment 1**



**423.44 Tree under Abutment 1**

## Inspection Photos



**423.44 Spall with exposed rebar between Girder 1 and 2, Span 1**



**423.44 Deep erosion from heavy water on Northwest slope**

**Inspection Photos**



**423.44 Scour at pier wall (typ.)**



**423.44 Debris upstream on Pier 4**

**Inspection Photos**



**423.44 Minor spall on bottom corner of pier cap, Pier 6**



**423.44 Small spalls on the underside of cap at Pier 7**

## Inspection Photos



**423.44 Minor spall midspan, Span 11**



**423.44 Debris – Multiple locations**

## Inspection Photos



**423.44 Minor spall - South side Span 13**



**423.44 Spall NE bottom corner of cap, Pier 14**

**Inspection Photos**



**423.44 Spall with exposed rebar – Pier 14 East side**



**423.44 Spall along underside of cap with exposed rebar – West side Pier 15**

## Inspection Photos



423.44 Span 15 impact damage



423.44 Debris at Abutment 16