

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
(LAVTA)

REQUEST FOR PROPOSALS

FOR

**Design and Print Timetables, Brochures and
On-Street Static Information Inserts**

RFP# 2016-03

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
1362 Rutan Court, Suite 100
Livermore, CA 94551

March 7, 2016

Key RFP Dates

Date of Issuance:	March 7, 2016	
Written Questions/Request Due:	March 16, 2016	4:00 pm PT
Responses to Questions/Requests Due:	March 21, 2016	
Proposals Due:	March 28, 2016	2:00 pm PT
Contract Award (estimated):	April 11, 2016	
Contract Execution (estimated):	April 22, 2016	

Contact Information:
Beverly Adamo, Director of Administrative Services
(925) 455-7555
procurements@lavta.org

March 7, 2016

SUBJECT: NOTICE OF REQUEST FOR PROPOSALS
Design and Print Timetables, Brochures and On-Street Static Information
Inserts

RFP #2016-03

The Livermore Amador Valley Transit Authority (LAVTA), operator of the Wheels bus system, is accepting proposals from qualified firms to Design and Print Timetables, Brochures and On-Street Static Information Inserts as defined in the Request for Proposal #2016-03.

This project shall include the furnishing of all labor and services as set forth in the Scope of Work section of the Request for Proposal (RFP).

All Questions and Requests for Clarification must be submitted in writing by **March 16, 2016 at 4:00 p.m.** **Proposals must be received in the LAVTA Administrative Offices by 2:00 p.m. on March 28, 2016.** **No proposals will be accepted after this time and date.** Any proposal or amendment to proposal received after the closing time will be returned unopened to the sender. No Proposer may withdraw its proposal for a period of one hundred twenty (120) days after the opening of proposals. Each Proposer will be notified of award of contract, if award is made. LAVTA reserves the right to reject any and all proposals, or to waive any irregularities or informalities in any proposal or in the proposal procedure, or to postpone the proposal opening for good cause.

Proposals shall be submitted to the following:

Livermore Amador Valley Transit Authority
1362 Rutan Court, Suite 100
Livermore, CA 94551
Attention: Beverly Adamo, Director of Administrative Services

Full compliance with all Safety and Health Standards, Equal Employment Opportunity, and Americans with Disabilities Act laws and regulations will be required of the Proposer.

LAVTA intends for this procurement to be primarily conducted electronically via distribution on the procurement page of www.wheelsbus.com; however, upon request, copies of the RFP may be obtained by contacting LAVTA at (925) 455-7555.

/s/ Beverly Adamo

March 7, 2016

Beverly Adamo
Director of Administrative Services
Livermore Amador Valley Transit Authority

Date

SECTION I

INSTRUCTIONS TO PROPOSERS

1.0 INSTRUCTIONS TO PROPOSERS

1.1 Examination of Proposal Documents

The work to be performed under this contract consists of the furnishing of all labor, insurance, materials, and equipment necessary to perform the requirements specified in the Scope of Work. By submitting a proposal, Proposer represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work to achieve the Livermore Amador Valley Transit Authority's ("Authority" or "LAVTA") objectives.

1.2 Addenda

Any Authority changes to the requirements will be made by written addendum to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. The Authority will not be bound to any modifications to or deviations from the requirements set forth in this RFP as the result of oral instructions. Proposers shall acknowledge receipt of addenda in their proposals.

1.3 Authority Contact

All questions and/or contacts with LAVTA staff regarding this RFP are to be directed to the Procurement Officer:

Beverly Adamo, Director of Administrative Services
Livermore Amador Valley Transit Authority
1362 Rutan Court, Suite 100
Livermore, CA 94551
Phone: (925) 455-7563

1.4 Pre-Proposal Conference

N/A

1.5 Questions and Requests for Clarification

Should a Proposer have questions concerning or require clarifications of this RFP, the Proposer shall notify the Authority in writing. Should it be found that the point in question is not clearly and fully set forth, the Authority will issue a written addendum clarifying the matter, which will be posted on the agency's interactive website; www.wheelsbus.com.

Submitting Request

- (a) All questions and/or requests for clarification must be put in writing and must be received by the Authority no later than 4:00 p.m. on March 16, 2016.
- (b) Request for clarification, questions and comments must be clearly labeled, "Written Questions." The Authority is not responsible for failure to respond to a request that has not been labeled as such.

- (c) Any of the following methods of delivering written questions are acceptable as long as the questions are received no later than the date and time specified above:
- (1) U.S. Mail: Livermore Amador Valley Transit Authority, 1362 Rutan Court, Suite 100, Livermore, CA 94551.
 - (2) Personal Courier: Director of Administrative Services, 1362 Rutan Court, Suite 100, Livermore, CA 94551.
 - (3) Facsimile: The Authority's fax number is (925) 443-1375.
 - (4) E-Mail: procurements@lavta.org.

1.6 Authority Responses

Responses from the Authority will be posted on the Authority's website, www.wheelsbus.com by March 21, 2016. LAVTA reserves the right to postpone this deadline for its own convenience.

1.7 Submission of Proposals

- (a) Date and Time - Proposals must be received in the LAVTA Administrative Offices at or before 2:00 p.m. on March 28, 2016. Proposals received after the above-specified date and time will be returned to Proposers unopened.
- (b) Address - Proposals shall be submitted to the following:

**Livermore Amador Valley Transit Authority
1362 Rutan Court, Suite 100
Livermore, CA 94551
Attn: Beverly Adamo, Director of Administrative Services**

1.8 Identification of Proposals

Proposer shall submit five (5) originals AND one (1) electronic version of its proposal on a CD or USB drive in a sealed box addressed as shown above, bearing the Proposer's name and address and clearly marked as follows:

"LAVTA Design and Print Timetables, Brochures and On-Street Static Information Inserts Proposal, RFP #2016-03"

1.9 Acceptance of Proposals

- (a) The Authority reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals or proposal procedures.

- (b) The Authority reserves the right to withdraw or cancel this RFP at any time without prior notice and the Authority makes no representations that any contract will be awarded to any Proposer responding to this RFP.
- (c) The Authority reserves the right to postpone proposal openings for its own convenience.
- (d) The Authority reserves the right to request additional information to clarify any proposal.

1.10 Pre-Contractual Expenses

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

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

1. Preparing its proposal in response to this RFP;
2. Submitting that proposal to the Authority;
3. Preparing and interviewing for the solicitation;
4. Giving a demonstration to the Authority;
5. Negotiating with the Authority on any matter related to this proposal; or
6. Any other expenses incurred by Proposer prior to date of award, if any of the Agreement.

1.11 Joint Offers

Where two or more firms desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. The Authority intends to contract with a single firm rather than with multiple firms doing business as a joint venture.

1.12 Protest Procedures

Protests based upon the content of this Request for Proposals shall be filed in writing with Michael Tree, LAVTA Executive Director, within ten (10) calendar days after the Request for Proposals is first advertised. The protest must clearly specify in writing the grounds and evidence on which the protest is based. LAVTA shall issue a written decision on the protest prior to the opening of proposals. A protest may be renewed by refiling the protest within fifteen (15) calendar days after the mailing of the notice of the recommended award.

Any proposer may protest the recommended award on any ground not based upon the content of the Request for Proposals by filing a protest with LAVTA Executive Director, within fifteen (15) calendar days after the mailing of the notice of the recommended award. The protest must clearly specify in writing the grounds and evidence on which the protest is based. Protesters shall have an opportunity to appear and be heard before the board prior to final award of the contract.

Copies of the complete proposal protest procedure are available at the office of the Authority.

1.13 Contract Type

Following the completion of all contractual requirements, the Contractor shall provide the services within the approved scope, schedule and price as set forth in the Agreement. (See Appendix B - Sample Agreement).

SECTION II

SCOPE OF WORK

SCOPE OF WORK

Design and Print Timetables, Brochures and On-Street Static Information Inserts

1. INTRODUCTION

1.1. Request for Proposals

LAVTA is issuing this Request for Proposals (RFP) soliciting proposals from qualified firms to Design and Print Timetables, Brochures and Printed On-Street Information (ride guide inserts, etc.) as defined in this Scope of Work.

LAVTA will utilize the “Best Value” method of procurement, in conformance with applicable procurement guidelines. Respondents to this RFP must demonstrate an understanding of the work to be performed.

1.2. Scope of Work

Livermore Amador Valley Transit Authority

Livermore Amador Valley Transit Authority (LAVTA), also known as Wheels, was formed in 1985 under the provisions of the California Joint Exercise of Powers Act, Government Code Sections 6500 *et seq.* and represents the Cities of Livermore, Pleasanton and Dublin as well as the unincorporated portions of eastern Alameda County. LAVTA is responsible for the provision of the public transit fixed route and paratransit service within an approximate 40 square mile service area with a population of approximately 200,000.

The LAVTA Board of Directors is the governing body which establishes transit policy. The Board is composed of seven (7) members, two representatives appointed from the city council of each member city of Dublin, Livermore and Pleasanton and one member representing the County of Alameda. The Board is organized into two standing committees, namely, (1) Finance and Administration, and (2) Projects and Services. Other committees are appointed for the duration of specific projects only.

The Executive Director oversees the operation of the transit system in accordance with the policy direction prescribed by the Board of Directors and is responsible for the overall administration of the fixed route and paratransit system. At present, the Executive Director is supported by a staff of fourteen (14) employees. Consultants are retained as needed to provide specialized planning, marketing and technical assistance.

LAVTA contracts with a private company, MV Transportation, for the operation and maintenance of the fixed route services and with Medical Transportation Management for paratransit services. The services of the private companies were solicited through a Request for Proposals process.

LAVTA receives capital and operating assistance from a variety of sources, including the Federal Transit Administration (FTA) of the United States Department of Transportation, the State of California Transportation Development Act (TDA), State Transit Assistance (STA), Regional Measure 2 (RM2) funds, Measure B funds, and a number of other funding sources.

LAVTA currently publishes its timetables in a bus book which is typically updated and printed twice a year concurrent with service changes, and made available to passengers at no charge. Due to the time and cost associated with design and printing of the book, as well as the prevalence and availability of electronic information, LAVTA desires to shift to timetables.

Scope of Services

The Livermore Amador Valley Transit Authority (LAVTA), the public transportation agency serving the Tri-Valley region, is soliciting proposals for graphic design and printing of public timetables, customer information brochures and on-street static information inserts.

Overview

LAVTA intends to award a one year contract, with two additional one-year options exercisable at LAVTA's sole discretion. The total contract length with options shall not exceed three years. In submitting its proposal, the proposer fully understands its prices shall remain firm for the contract period.

Graphic Design Technical Requirements

The successful Proposer will be responsible for the following tasks:

- Developing initial design layout template for timetables, bus system map, brochures, and on-street inserts.
- Having initial meeting with agency on service changes and setting agreed to timelines and deliverables.
- Obtaining all planning documents, electronic files and related files to ensure the public timetables, customer information brochures and on-street static information inserts are accurate.
- Obtaining the most recently available base maps to be used for all maps and signs. Electronic copies of the base maps shall be provided to LAVTA.
- Creating and updating the timetable schedule, bus service brochure and Schematic Street sign files so they will be camera-ready for printing.
- Ensuring all materials produced are ADA compliant.
- Providing all camera-ready files in the necessary format to the printer.
- Providing all appropriate electronic files for placement on the Wheels website.
- Providing additional assistance on other related projects as needed.
- Packaging and delivery of printed information materials to LAVTA.

The contractor shall produce artwork in electronic format for both printing of bus schedule timetables, customer information brochures and display of map graphics to be placed on LAVTA's website. In addition, contractor shall produce on-street static information inserts for placement in the field (at bus shelters, for example). All artwork produced under this contract will become and remain the property of LAVTA. The contractor is to furnish

electronic files containing the artwork to LAVTA as requested for LAVTA's use during the life of the contract. At the end of the contract, a final, complete set of electronic files is to be furnished to LAVTA.

The following requirements must be met:

- Contractor will produce, edit and/or revise all text maps and other graphics to develop the individual timetables, brochures and on-street static information inserts using the family of fonts in the 2015 Wheels Transit Guide. (To be provided by LAVTA.) LAVTA reserves the right to alter the specified font and timetable design during the life of the contract.
- Bus schedule times will be inserted into timetable artwork from Excel files furnished by the LAVTA scheduling staff.
- Bus route maps will be inserted into the timetables
- All transmission of artwork between Contractor and LAVTA, and between artwork contractor and designated printing contractor is to be done electronically via the internet. Email or FTP sites may be used as appropriate.
- Prior to submission of final art to designated printing contractor, a proof is to be supplied to LAVTA for review and approval. This is to be sent to LAVTA electronically as an editable pdf file. Note that LAVTA has its own Adobe Acrobat license for its use; however, the Contractor must have its own Adobe Acrobat license and software to enable the creation of editable pdf proofs.
- Final approved art is to be supplied electronically in InDesign file format. This is to be accomplished by uploading files to the printing contractor's FTP site. In addition to the transmission of final art to the designated printing contractor.
- In addition to the transmission of final art to the printing contractor, the artwork contractor is to supply Adobe Illustrator files of route maps and inset maps to LAVTA for posting on LAVTA's website. Only files of route maps and inset maps that have changed must be sent to LAVTA. These files must be sent to LAVTA no later than **two days** after final approved art is sent to the printing contractor.

Changes and Errors

Once the necessary files have been submitted to the Contractor, should LAVTA find any errors or have any changes to the file at any point during the design or update process, the following will apply:

- **Errors Caused by Contractor:** Any error that is the fault of the Contractor will be corrected free of charge by the Contractor.
- **Insignificant Errors and/or Changes caused by LAVTA:** Any errors that are the fault of LAVTA and will take 14 minutes or less to correct will be corrected free of charge by the Contractor.
- **Significant Errors and/or Changes caused by LAVTA:** Any changes and/or errors that are the fault of LAVTA that take 15 minutes or more to correct, by the Contractor in accordance with the revision fees established in the Agreement. For billing purposes, any revision fees incurred by LAVTA must be billed separately from the normal charges. Any applicable revision fees must be identified in the proposal.

Time Elements

LAVTA bus operators choose their work typically two-three times per year. Route and schedule changes are developed in conjunction with these driver “picks.” It follows that the demand for timetable graphic work coincides with these “picks.” Therefore, there is a high level of demand for graphic work at two-three distinct times of the year, with periods of relative inactivity in between them. Timetable production is generally done **six to eight** weeks before schedule changes with the goal of having printed copies available for public distribution three weeks before effective dates. Occasionally, special route and schedule changes are done in addition to these two times per year.

It is important that timetables are prepared and available to the public in advance of schedule changes. Therefore, artwork production and timetable printing must be done on relatively tight timeframes, once the Scheduling staff finalized their route and schedule changes.

It is a requirement of this contract that graphic artwork be completed and final art transmitted to the printing contractor within 30 calendar days of receiving initial route and schedule changes from LAVTA. This includes the time needed for review and approval of artwork by LAVTA staff. Exceptions to this timeframe are only to be allowed with prior written consent from LAVTA.

In order to facilitate the scheduling of Contractor’s staff time, LAVTA will provide an estimated schedule for change dates for the upcoming rolling 12 month period. In additional, more detailed time frames will be relayed to the Contractor through continued communication throughout the year.

Questions

Deadline for questions is March 16, 2016. LAVTA will provide written responses to all proposers on March 21, 2016.

Evaluation/Selection Criteria

If a proposal has been determined to meet all Qualification Requirements (Section III, 1.0, Proposal Content) and is not otherwise rejected, it is then evaluated based upon pricing and Evaluation Criteria for determining the competitive range or selection of a proposal for potential award.

The criteria are listed in their relative order of importance. Any and all Deviations, Clarifications, Reservations, and any additional or contradictory terms included in a proposal that did not result in rejection will be evaluated in this Section according to what evaluation criteria they affect.

Evaluation will be weighted as to the specific percentage after each criterion. “Responsibility” is a pass/fail criterion. “Responsiveness” will be evaluated as a component of each applicable element. Proposals which deviate significantly from the specifications may be considered non responsive.

Proposer's Qualifications, Experience and References – 50%

- Proposer is to provide a brief history of any experience, i.e., how many years in business, total number of graphic artists on staff, responsible official, etc.

- Proposer shall detail firm's experience of in creating detailed maps (submit samples of previous work with at least three transit or other public agencies).
- Technical expertise, experience, and qualifications of proposer's personnel.
- Ability to meet computer/internet requirements (i.e. computer environment, software packages used, high speed internet access, etc.).
- Past experience in developing similar materials for other transit agencies.
- Proposers must provide evidence of financial stability and disclose any past (within last 3 years) or pending litigation filed against proposer.
- Evidence of ability to provide insurance.

Understanding the Scope of Work – 10%

- Proposer is to detail their comprehension of LAVTA requirements. The proposer is to detail what services it would provide and detail of firm's ability to perform the scope of services required.

Price will be evaluated separately for each category of services – 40%

Pricing Schedules

Proposals will be evaluated on two separate pricing schedules, one for graphic design and one for printing. See Appendices A and B.

Category A: Graphic Design Pricing

The nature of the artwork required will vary depending on the route or schedule change made at a given time. Proposers must provide their straight hourly rate for costs associated with graphic work required and time required to electronically transmit proofs and final artwork. Proposers must provide an estimated average number of hours to complete this work per design item required (e.g. timetables, brochures, station information inserts). Invoices are to show itemized time accounting for each individual timetable and electronic transmission. Time is to be billed in 15 minute increments on a pro rata basis.

Category B: Timetable, Brochure and Insert Printing

The following are specifications for the Contractor to follow regarding timetable/customer information brochure printing:

- *Colors*
The color of the inks to be used on all schedules is PMS 201 and PMS 285. Each printing will required two colors, plus screens as design mandates.
- *Paper Stock/Laminating*
Paper stock used for this timetables, brochures and inserts shall be 50 pound white matte. Signage specifications are full color UV ink on heavy weight coated bond, laminated with 5 mil hot laminate and trimmed to size, with a warranty of two years against fading.
- *Size*
All schedules will have 2, 3 or 4 folds and 3, 4, 6, or 9 panels whichever is applicable. Folded size for each schedule is 8 ½" high and 3 ¾" wide. The brochure size is 8 ½ high and 3 ¾" wide and will include 1 or 2 insert stapled pages. Insert sizes are those specified in Appendix B.

- *Quality*
Contractor will be expected to work with LAVTA to make recommendations to ensure the highest quality product possible.
- *Proofs*
Two paper proofs must be submitted to LAVTA for approval within 7 calendar days after submission of timetables. Artwork with edits will be submitted by LAVTA within 7 calendar days after receiving the paper proofs. 7 calendar days after LAVTA submits its edits, the contractor must provide two revised paper proofs to LAVTA for approval. LAVTA will submit any additional edits within 7 calendar days after receiving the paper proofs. This process will ensure that edits were made and to ensure enough time to make necessary corrections and allow for printing time.
- *Packaging*
Schedules must be separated by route number and placed in sealed cartons. A sample of the schedule contained in the carton shall be pasted to the outside of the carton. The quantity of each specific schedule shall be noted on the outside of the carton.
- *Prices*
Prices shall be stated on a price-per-minimum order basis as detailed by individual route/brochures in Appendix A – Price Proposal. LAVTA will provide total quantity per order to proposer per service change or when supplies dictate reordering. Prices shall include delivery to LAVTA. Price quoted will remain in effect for the term of the contract that results from this RFP.
- *Reprints*
Reprint prices shall be stated on a price-per-500 basis. Any schedule reprints ordered by LAVTA will be based on the quoted price, and will remain effective for the term of the contract. Quantity of reprints will vary based on need.
- *Overruns*
Overruns will not be accepted, and will not be paid for. However, any overruns maybe held by the Contractor; and if additional timetables are required, such additional timetables may be purchased.
- *Quantities*
Estimated minimum order quantities are provided in Appendix A, Price Proposal. The unit prices provided will remain fixed for the duration of the contract including the two one-year option terms.

Delivery & Liquidated Damages

Because timetable schedules, bus service brochures and on-street static information inserts are of such importance to Wheels customers, it is necessary that they be delivered to LAVTA within 14 calendar days after receiving final artwork changes.

It is agreed by the parties that **TIME IS OF THE ESSENCE**, and in the event of a delay of delivery, damage will be sustained by LAVTA, and that it is or will be, impractical to determine the actual damage LAVTA would sustain in the event of the delay of delivery. It is therefore agreed that liquidated damages of Three Hundred (\$300.00)

dollars per calendar day shall be assessed in the event of the delay in completion of delivery.

The Contractor will be granted an extension of time and will not be assessed liquidated damages for any delay beyond the time period specified above, for delays caused by acts of God or of the public enemy, fire, floods, epidemics, quarantine, restrictions, strikes, labor disputes, shortage of materials and freight embargoes, or other causes deemed by LAVTA to be beyond the reasonable control of the consultant including an agreed upon extension of the date of delivery for reasons not caused by the consultant, provided the consultant notifies LAVTA of the causes of delay within five (5) calendar days from the beginning of any such delay.

If LAVTA requests deliverables on a significantly earlier schedule or on a rush basis, LAVTA will pay additional reasonable costs for this service.

Delivery of timetable schedules, bus service brochures and schematic street signs will be made to the following location:

**LAVTA/MV Transportation Office
1362 Rutan Court, Suite 200
Livermore, CA 94551
(Weekdays between 8:30am and 5:00pm)**

Packaging shall be in cartons shipped on skids. They must be bundled securely, in a crisscross pattern using plastic strapping. No string may be used for binding.

A semi-truck and pallet jack is required and delivery is to be completed in one shipment to LAVTA's office above.

Deliverables

Initial deliverables include design of individual timetables and customer brochures and initial printing of minimum individual quantities as described in Appendix A. Reprints and additional design services will be handled and requested on an ongoing basis during the duration of the contract and additional option years.

Project Timeline

LAVTA will provide more details on exact timing and initial deliverables upon contract award.

1.3 Duration of the Contract

The contract between LAVTA and Consultant shall be for the duration of the project, or a term of one year with an option, exercisable at LAVTA's sole discretion, for two additional one-year terms.

1.4 Payment and Invoicing Instructions

Section 3700 *et seq.* of the California Labor Code, or any subsequent amendments or successor acts thereto governing the liability of employers to their employees.

- b. Employers' Liability coverage with minimum limits of \$1 million.
- c. Such insurance shall include the following endorsement as further detailed in the Endorsements Section below:
 - Waiver of Subrogation.

2.) Commercial General Liability Insurance

Commercial General Liability insurance for bodily injury and property damage coverage with a combined single limit for bodily injury and property damage of at least \$1 million per occurrence or claim and a general aggregate limit of at least \$2 million. Such insurance shall cover all of Consultant's operations both at and away from the project site.

- a. This insurance shall include coverage for, but not be limited to:
 - Premises and operations.
 - Products and completed operations.
 - Contractual liability.
 - Personal injury.
 - Advertising injury.
 - Explosion, collapse, and underground coverage (xcu).
 - Broad form property damage.
- b. Such insurance shall include the following endorsements as further detailed in the Endorsements Section below:
 - Additional Insured.
 - Cross Liability or Severability of Interests Clause.
 - Primary and Non-Contributory wording.
 - Waiver of Subrogation.

Products and completed operations insurance shall be maintained for three (3) years following termination of this Agreement.

3.) Business Automobile Liability Insurance

Business Automobile Liability insurance providing bodily injury and property damage with a combined single limit of at least \$1 million per occurrence.

- a. This insurance shall include coverage for, but not be limited to:
 - All Owned vehicles.
 - Non-owned vehicles.

- Hired or rental vehicles.

b. Such insurance shall include the following endorsements as further detailed in the Endorsements Section below:

- Additional Insured.
- Primary and Non-Contributory wording.
- Waiver of Subrogation.

4.) Professional Liability Insurance

The Consultant, at its own cost and expense, shall maintain professional liability insurance for the period covered by the Agreement, and two years following completion of the contract in an amount not less than \$1,000,000 covering errors and omissions in the services of the Consultant performs under the Agreement. The policy limits of this professional liability insurance policy shall apply separately to the Agreement.

B. ENDORSEMENTS

A. Additional Insured

The referenced policies and any Excess or Umbrella policies shall include as Additional Insureds the Livermore Amador Valley Transit Authority and its directors, officers, employees, volunteers and agents while acting in such capacity, and their successors or assignees, as they now, or as they may hereafter be constituted, singly, jointly or severally.

2.) Waiver of Subrogation

The referenced policies and any Excess or Umbrella policies shall contain a waiver of subrogation in favor of the Livermore Amador Valley Transit Authority and its officers, directors, employees, volunteers and agents while acting in such capacity, and their successors and assignees, as they now, or as they may hereafter be constituted, singly, jointly or severally.

3.) Primary Insurance

The referenced policies and any Excess and Umbrella policies shall indicate that they are primary to any other insurance and the insurance company (ies) providing such policy (ies) shall be liable thereunder for the full amount of any loss or claim, up to and including the total limit of liability, without right of contribution from any of the insurance effected or which may be effected by the Livermore Amador Valley Transit Authority.

4.) Severability of Interests or Cross Liability

The referenced policies and any Excess or Umbrella policies shall contain either a Cross Liability endorsement or Severability of Interests Clause and stipulate that inclusion of the Livermore Amador Valley

Transit Authority as an Additional Insured shall not in any way affect Authority's rights either as respects any claim, demand, suit or judgment made, brought or recovered against the Consultant. Said policy shall protect Consultant and the Livermore Amador Valley Transit Authority in the same manner as though a separate policy had been issued to each, but nothing in said policy shall operate to increase the insurance company's liability as set forth in its policy beyond the amount or amounts shown or to which the insurance company would have been liable if only one interest had been named as an insured.

C. EVIDENCE OF INSURANCE

All Coverages

Prior to commencing work or entering onto the Property, Consultant shall provide the Director, Contracts and Procurement of the Authority with a certificate evidencing coverage, and upon request, a certified duplicate original of the policy. The certificate shall also show that the Consultants' policy (ies) will not be cancelled or coverage altered without 30 days prior written notice to the Authority's Executive Director.

D. GENERAL PROVISIONS

1.) Notice of Cancellation

The policies shall provide that the Consultants' policies will not be cancelled or have limits reduced or coverage altered without 30 days prior written notice to the Authority's Executive Director.

2.) Acceptable Insurers

All policies will be issued by insurers acceptable to the Authority (generally with a Best's Rating of A- 10 or better).

3.) Self-insurance

Upon evidence of financial capacity satisfactory to the Authority and Consultant's agreement to waive subrogation against the Authority respecting any and all claims that may arise, Consultant's obligation hereunder may be satisfied in whole or in part by adequately funded self-insurance.

4.) Failure to Maintain Insurance

All insurance specified above shall remain in force until all work to be performed is satisfactorily completed, all of Consultant's personnel and equipment have been removed from the Authority property, and the work has been formally accepted. The failure to procure or maintain required insurance and/or an adequately funded self-insurance program will constitute a material breach of this Agreement.

5.) Claims Made Coverage

If any insurance specified above shall be provided on a claim-made basis, then in addition to coverage requirements above, such policy shall provide that:

- a. Policy retroactive date coincides with or precedes the Consultant's start of work (including subsequent policies purchased as renewals or replacements).
- b. Consultant shall make every effort to maintain similar insurance for at least three (3) years following project completion, including the requirement of adding all named insureds.
- c. If insurance is terminated for any reason, Consultant agrees to purchase an extended reporting provision of at least three (3) years to report claims arising from work performed in connection with this Agreement.
- d. Policy allows for reporting of circumstances or incidents that might give rise to future claims.

6.) Deductibles and Retentions

Consultant shall be responsible for payment of any deductible or retention on Consultant's policies without right of contribution from the Authority.

2.2 Confidentiality

The California Public Records Act (California Government Code Sections 6250 et seq.) mandates public access to government records. Therefore, unless the information is exempt from disclosure by law, the content of any request for explanation, exception or substitution, response to these specifications, protest or any other written communication between Authority and the proposer shall be available to the public.

If the proposer believes any communication contains trade secrets or other proprietary information that the proposer believes would cause substantial injury to the proposer's competitive position if disclosed, the proposer shall request that Authority withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. The proposer may not designate its entire proposal or bid as confidential. Additionally, proposer may not designate its cost proposal or any required bid forms or certifications as confidential.

If proposer requests that Authority withhold from disclosure information identified as confidential, and Authority complies with the proposer's request, proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless Authority from and against all damages (including but not limited to attorneys' fees that may be awarded to the party requesting the proposer information), and pay any and all costs and expenses related to the withholding of proposer information.

Proposer shall not make a claim, sue or maintain any legal action against Authority or its directors, officers, employees or agents in connection with the withholding from disclosure of proposer information.

If proposer does not request that Authority withhold from disclosure information identified as confidential, Authority shall have no obligation to withhold the information

from disclosure and may release the information sought without any liability to Authority.

2.3 Conflict of Interest

Proposer represents and warrants that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code §§ 1090 et seq. or §§ 87100 et seq. during the performance of services under the Agreement. Proposer shall promptly disclose any actual or potential conflict of interest to Authority as soon as proposer becomes aware of such conflict. Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of the Agreement. Violation of this provision may result in the Agreement being deemed void and unenforceable.

No member, officer or employee of the Authority or of any of its member jurisdictions during his/her tenure of office, or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds therefrom.

SECTION III

PROPOSAL CONTENT

1.0 PROPOSAL CONTENT

1.1 Format

The intent of this RFP is to encourage responses that clearly communicate the proposer's understanding of the scope of work and the proposer's proposed approach to meet LAVTA's requirement for this comprehensive operational analysis.

Proposals should be limited to specific discussion of the elements outlined in this RFP. Responders are encouraged to avoid submissions that are poorly organized or in which important information is obscured by unnecessary promotional material. Short, succinct, and clear submittals are less likely to be marked down due to uncertainty as to meaning or misinterpretation. The Evaluation Committee will assume the most unfavorable interpretation when information is unclear, ambiguous, or missing. Responders are encouraged to submit proposals that best address the evaluation criteria outlined in Section IV, Evaluation and Award, subsection 1.1.

The organization of the proposal should follow the general outline below. The Technical Proposal section should not exceed 10 pages excluding any appendices.

Respondent's proposal shall include the following items in the following sequence:

1.2 Cover Form

The signed cover form, provided in Appendix A, contains the following:

- a) Date submitted and complete name and address of person who will receive correspondence and who is authorized to make decisions or represent the Proposer and contractually bind the firm. This person shall also sign the Price Proposal Form. Identification shall include legal name of company, corporate address, telephone and fax number and contact person during period of proposal evaluation.
- b) An understanding of the conditions under which the proposal is offered.
- c) Acknowledgement of receipt of all RFP addenda, if any. A statement to the effect that the proposal shall remain valid for a period of not less than one hundred twenty (120) days from the date of submittal.
- d) An understanding that LAVTA reserves the right to reject any or all Proposals or to waive any informality or technicality in any proposal in the interest of LAVTA.

- e) A statement that Proposer is prepared to sign the Sample Agreement without alterations or exceptions or whether it is requesting modifications to the Sample Agreement and/or any requirements of this RFP. Proposers shall not just attach their own sample agreements as exceptions to LAVTA's Sample Agreement, but instead must include interlineated exceptions to LAVTA's Sample Agreement.
- f) A statement confirming the commitment of adequate resources to meet LAVTA's quality and schedule expectations.
- g) Signature of a person authorized to bind Proposer to the terms of the proposal.

1.3 Evidence of Ability to Provide Insurance

Provide evidence in the form of a certificate of insurance or letter from Proposer's broker/agent that verifies the firm is able to meet the minimum insurance requirements as detailed in Section II – Scope of Work, subsection 2.1 including, workers' compensation insurance, commercial general liability insurance, automobile liability insurance and professional liability insurance.

1.4 Proposer's Qualifications, Experience and References

The following information shall be included:

- a) A brief description of the Proposer's qualifications for performing the design and printing of timetables and customer brochures, including the organization, size and years in business. This should also include the nature and scope of the firm's experience representing governmental agencies.
- b) Experience – This section should contain a concise description of the proposer's background and experience in designing and printing timetables and customer brochures for transit or other public agencies, said services similar to those outlined in the Scope of Work, listing at least three agencies within the last three years (not including LAVTA). The information submitted should include:
 - Name, address, and telephone number of the responsible official of the organization
 - Reference Agency Website links
 - Cost of the contract
 - Dates services encompass
 - Services provided
 - The status of the contract
- c) Resumes of Key Personnel – this section should contain resumes for key personnel identified as being assigned to the LAVTA contract. The resumes should feature all job experience at least the past three years, and membership and certifications pertinent to providing the services as defined in the Scope of Work.

- d) Financial stability and history of the Proposer - Provide a statement of your firm's financial strength, stability, capacity, and resources. Company official reports and other similar materials (balance sheet and income statements, with 3-year summary history) should be provided. Provide information about the history of the firm, demonstrating viability of the firm.
 - o Identify any past (within last 3 years) or pending litigation against the Proposer alleging failure to perform in accordance with contractual obligations, and describe present status. If there is no such litigation, this must be explicitly stated.
 - o List any projects, which have resulted in time extensions and/or the assessment of liquidated damages against any member of the project team during the last five (5) years.
 - o Disclosure of potential conflicts of interest with other clients of the firm.

1.5 Technical Proposal

Design and Print Timetables, Brochures and On-Street Static Information Inserts - The following shall be included as a description of the proposed services to be provided by the Proposer under this contract:

- a) A complete work plan that addresses each aspect of the Scope of Work as defined in this RFP.
- b) Conformance to the terms of the requirements of the RFP – The Proposer should describe if they can meet all the requirements of the RFP. Any deviation with the RFP requirements should be clearly identified and described. Failure to specify any exceptions or objection to the requirements, and terms and conditions of this RFP will constitute acceptance of LAVTA's requirements.
- c) Identification of any parts of the proposal the proposer considers proprietary or confidential and a written justification for the claim.

1.6 Price Proposal

The Proposer shall use the Price Proposal Form provided in Appendix A. The price proposal shall include everything necessary for the completion of and fulfillment of the contract including, but not limited to, materials, equipment, and all management, superintendence, labor and services and all applicable federal, state, and local taxes.

1.7 Supporting Documentation (No Page Limit)

Proposals may include other material that may assist in evaluating the Proposal. Supporting documentation should be relevant and brief.

1.8 Completed Required Forms (Provided in Appendix A)

- Proposal Cover Form
- Price Proposal
- Certification Regarding Worker Compensation
- Fair Employment Practice Certification
- Certification Concerning Control of Employee

Respondent is expected to examine this RFP carefully, understand the terms and conditions for providing the products herein and respond completely. **FAILURE TO COMPLETE AND PROVIDE ANY OF THE ABOVE ITEMS MAY RESULT IN THE RESPONDENT'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.**

SECTION IV
EVALUATION AND AWARD

1.0 EVALUATION AND AWARD

1.1 Evaluation Criteria

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

Criteria	Scoring
Complete and thorough conformance with the terms and requirements of this RFP (In your submittal, state if you have any exceptions to the requirements.)	Pass/Fail
Qualifications of Vendor	50
Understanding the Scope of Work	10
Price	40
Total Points	100 points

1.2 Evaluation Procedure

To be considered for evaluation, all proposals must be responsive to this Request for Proposals with respect to required submissions and must be compliant with all provisions as documented. LAVTA may reject as nonresponsive any proposal not meeting the requirements of this RFP.

An Evaluation Committee shall be comprised of LAVTA Staff, and may include outside personnel. The Committee members will evaluate the written proposals using the criteria identified in Section 1.1 above.

Firms submitting a proposal to this RFP may be required to give a demonstration and presentation of their proposal to LAVTA. This presentation may provide an opportunity for the firms to clarify or elaborate on the proposal but will in no way change the original submission.

Engagement staff shall be present at the oral presentation. LAVTA’s request for an oral presentation shall not constitute acceptance of a proposal.

After evaluating proposals based upon the criteria above, the Evaluation Committee will develop a list of top-ranked proposals within a competitive range, based upon the totals of each Committee members’ score for each proposal. At this time, proposers may be asked to submit a Revised Proposal. In a request for Revised Proposals, firms may be asked to provide additional information, confirm or clarify issues and submit a final price offer. A deadline for submission will be stipulated. LAVTA may, in its sole discretion, choose not to require a Revised Proposal, so proposers should submit their best proposal in the initial response.

1.3 Award

The Authority may negotiate contract terms with the selected Proposer prior to award, and expressly reserves the right to negotiate with several Proposers simultaneously and, thereafter, to award a contract to the Proposer offering the most favorable terms to the Authority. LAVTA reserves the right to determine the best value to the Authority through this competitive process using highest weighted score analysis technique.

Negotiations may or may not be conducted with Proposers; therefore, the proposal submitted should contain Proposer's most favorable terms and conditions, since the selection and award may be made without discussion with any Proposer.

1.4 Notification of Award

Proposers who submit a proposal in response to this RFP shall be notified by mail regarding LAVTA's intent to award the contract.

PROPOSAL COVER FORM
For
Design and Print Timetables, Brochures and On-Street Static Information Inserts
RFP # 2016-03

Livermore Amador Valley Transit Authority (LAVTA)
Livermore, CA

DATE SUBMITTED:

NAME OF INDIVIDUAL SUBMITTING PROPOSAL:

CONTACT PERSON:

NAME UNDER WHICH BUSINESS IS CONDUCTED:

STREET ADDRESS:

MAILING ADDRESS, IF DIFFERENT:

TELEPHONE:

FAX:

BUSINESS LICENSE NUMBER:

CONDITIONS:

1. The undersigned understands that he/she will be bound by the Proposal as expressed by these forms if an award is made by LAVTA. The Contract will be in accordance with this Proposal.
2. The Request for Proposals, Required Forms, and Addenda, if any, are made a part of this Proposal.
3. The undersigned understands that any clarification made to the Proposal Form or any new and different conditions or information submitted in or with the Proposal Form, other than that requested, may render the Proposer unresponsive.

4. The undersigned acknowledges the receipt of the following Addenda:

5. The undersigned understands that all proposals shall remain in effect for one hundred twenty (120) days from the date of the submittal.
6. The undersigned understands that LAVTA reserves the right to reject any or all Proposals or to waive any informality or technicality in any proposal in the interest of LAVTA.
7. The undersigned certifies that the Proposal includes all costs for labor, materials, taxes, insurance, overhead, profits, and all other costs necessary to perform the work in accordance with the Contract Documents.
8. The undersigned will submit five (5) sets of their proposal package and one electronic copy of the proposal on a CD or USB drive. The five sets of the proposal package and one electronic copy shall be placed in a sealed box (marked "LAVTA Design and Print Timetables, Brochures and On-Street Static Information Inserts Proposal, RFP 2016-03"). The five sets of a proposer's proposal must be submitted as follows:

One original proposal with required signatures in ink by an officer of the proposer with the authority to bind the proposer to the terms of the RFP submitted in a separate securely sealed envelope marked as follows:

ORIGINAL: Design and Print Timetables, Brochures and On-Street Static Information Inserts

Proposers are warned against making erasures or alterations of any kind without initialing each and every change.

Four sets of copies of the proposal submitted in a separate securely sealed envelope marked as follows:
COPIES: Design and Print Timetables, Brochures and On-Street Static Information Inserts

One electronic copy of the PROPOSAL on CD or USB drive.

The sealed package shall, prior to 2:00 pm Pacific Time on March 28, 2016, shall be delivered to:
Beverly Adamo
Director of Administrative Services
Livermore Amador Valley Transit Authority
1362 Rutan Court, Suite 100
Livermore, CA 94551

9. The undersigned is prepared to sign the Sample Agreement without alterations or exceptions or if it is requesting modifications to the Sample Agreement and/or any requirements of this RFP, shall include such requested modifications in its proposal.
10. The undersigned confirms the commitment of adequate resources to meet LAVTA's quality and schedule expectations.

SIGNED:

The undersigned certify that we sign this Proposal Form with full and proper authorization to do so.

Signature, Printed Name, and Title

Signature, Printed Name, and Title

IF CORPORATION:

This Corporation is incorporated under the laws of the State of:

*If Consultant is a corporation, two corporate officers must sign on behalf of the corporation as follows: (1) Chairman of the Board, President, or Vice President; and (2) Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Financial Officer. In the alternative, this Contract may be executed by a single officer or a person other than an officer provided that evidence satisfactory to LAVTA is provided, demonstrating that such individual is authorized to bind the corporation (e.g., a copy of a certified resolution from the corporation's board or a copy of the corporation's by laws).

Price Proposal

Category A: Graphic Design Pricing Form

GRAPHIC DESIGN	Year 1	Option 1 (Year 2)	Option 2 (Year 3)
Hourly Rate			
Estimated Average Number of Hours Per Timetable			
Estimated Average Number of Hours Per Brochure			
Estimated Average Number of Hours Per Station Information Insert			
Total Estimated Not-To-Exceed Price:			
Revision Fee <i>(for Significant Errors and/or Changes Caused by LAVTA that Take 15 Minutes or More to Correct)</i>			

Category B: Timetable & Customer Brochure Printing Pricing Form

Estimated Minimum Quantity	Route #	Size	Color	Price/500	Total Cost	Reprint/500
1000	1	8 1/2 x 11	2-color			
1000	3	8 1/2 x 11	2-color			
5000	14	8 1/2 x 11	2-color			
Subtotal for 8 ½ x 11, 2-Color:						
6000	8	8 1/2 x 14	2-color			
7500	15	8 1/2 x 14	2-color			
1000	53 & 54	8 1/2 x 14	2-color			
1000	70X	8 1/2 x 14	2-color			
Subtotal for 8 ½ x 14, 2-Color:						
5000	501,2, 3	8 1/2 x 14	4-color			
Subtotal for 8 ½ x 14, 4-Color:						
10000	10	8 1/2 x 17	2-color			
10000	Rapid	8 1/2 x 17	2-color			
3500	How to Ride Brochure/ Bus Book pgs 3-8	8 1/2 x 17	2-color			
1000	How to Ride/ Bus Book pgs 3-8	8 1/2 x 17	2-color			

	Spanish				
Subtotal for 8 ½ x 17, 2-Color:					
5000	600s	8 1/2 x 17	4-color		
5000	System Map	8 1/2 x 17	4-color		
Subtotal for 8 ½ x 17, 4-Color:					
Total Estimated Minimum Price for Timetables /Brochures:					

Estimated Minimum Signage Quantity	Description	Size	4-Color	Price/1
1	Tolar Shelter Sign	35 3/8 x 35 3/8	4-color	
1	Tolar Shelter Sign	21 x 36	4-color	
1	ACE Shelter Sign	25 x 30	4-color	
1	Rockwell Shelter Sign	44 x 17	4-color	
1	Transit Tube Insert	26 x 20	4-color	
1	BART & Transit Center Bus Bay Sign	9 x 18	4-color	
1	Dublin BART Display case sign	32 x 36	4-color	
1	Railroad L/St. Shelter Sign	25 x 38	4-color	
1	Solar Stop Insert	8 1/8 x 18	4-color	
1	System Map Large	48 x 20	4-color	
1	System Map Reduced	32 x 13.33	4-color	
1	Transit Center Kiosk Sign	15 x 37	4-color	
Total Estimated Price for Signage:				

SIGNED: The undersigned certify that we sign this Price Proposal Form with full and proper authorization to do so.

Company Name

Signature, Printed Name, and Title

Signature, Printed Name, and Title

*If Consultant is a corporation, two corporate officers must sign on behalf of the corporation as follows: (1) Chairman of the Board, President, or Vice President; and (2) Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Financial Officer. In the alternative, this Contract may be executed by a single officer or a person other than an officer provided that evidence satisfactory to LAVTA is provided, demonstrating that such individual is authorized to bind the corporation (e.g., a copy of a certified resolution from the corporation's board or a copy of the corporation's by laws).

CERTIFICATION REGARDING WORKER COMPENSATION

Contract with the LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY, 1362 Rutan Court, Livermore, California 94551, for Financial Auditing Services.

RFP # 2015-01

Labor Code Section 3700:

"Every employer, except the State, and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation by one or more insurers, duly authorized to write compensation insurance in this State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to employees."

I am aware of the provisions of Section 3700 of the Labor Code, which require every employer to be insured against liability for worker's compensation or to undertake self-insurance. In accordance with the provisions of that code, I will comply with such provisions before commencing the performance of the work of this contract.

Dated: _____, 201__
(Proposer)

By _____

(Official Title)

(SEAL)

(Labor Code Section 1861, provides that the above certificate must be signed and filed by the Proposer with the Authority prior to performing any work under this contract.)

FAIR EMPLOYMENT PRACTICES CERTIFICATION

In connection with the performance of work under this contract, the Proposer agrees as follows:

1. The Proposer will not willfully discriminate against any employee or applicant for employment because of race, color, religious creed, ancestry, national origin, age, sex, physical disability, mental disabilities, marital status, or medical condition as defined in Government Code §12926. The Proposer will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religious creed, ancestry, national origin, age, sex, physical disability, mental disability, marital status, or medical condition as defined in Government Code §12926. 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. The Proposer agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this Fair Employment Practices section.

2. The Proposer will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, advising the said labor union or workers' representative of the Proposer's commitments under this section; and the Proposer shall post copies of the notice in conspicuous places available to employees and applicants for employment.

3. The Proposer will permit access to its records of employment, employment advertisements, application forms, and other pertinent data and records by the Fair Employment Practices Commission, LAVTA, or any other appropriate agency of the State of California designated by LAVTA for the purposes of investigation to ascertain compliance with the Fair Employment Practices section of this contract.

4. A finding of willful violation of the Fair Employment Practices section of this contract or of the Fair Employment Practices Act shall be regarded by LAVTA as a basis for determining the Proposer to be not a "responsible Proposer" as to future contracts for which such Proposer may submit Proposals, for revoking the Proposer's pre-qualification rating, if any, and for refusing to establish, re-establish, or renew a pre-qualification rating for the Proposer.

LAVTA shall deem a finding of willful violation of the Fair Employment Practices Act to have occurred upon receipt of written notice from the Fair Employment Practices Commission that it has investigated and determined that the Proposer has violated the Fair Employment Practices Act and has issued an order under Government Code §12970 or obtained a court order under Government Code §12973.

Upon receipt of such written notice from the Fair Employment Practices Commission, LAVTA shall notify the Proposer that, unless it demonstrates to the satisfaction of LAVTA within a stated period that the violation has been corrected, the Proposer's pre-qualification rating will be revoked.

5. The Proposer agrees that should LAVTA determine that the Proposer has not complied with the Fair Employment Practices section of this contract then, pursuant to Labor Code Sections 1735 and 1775, the Proposer shall, as a penalty to LAVTA, forfeit, for each calendar day, or portion thereof, for each person who was denied employment as a result of such noncompliance, the penalties provided in the labor code for violation of prevailing wage rates. Such monies may be recovered from the Proposer. LAVTA may deduct any such damages from any monies due the Proposer.

6. Nothing contained in this Fair Employment Practices section shall be construed in any manner of fashion so as to prevent LAVTA from pursuing any other remedies that may be available at law.

7. Prior to award of the contract, the Proposer shall certify to LAVTA that it has or will meet the following standards for affirmative compliance, which shall be evaluated in each case by LAVTA:

a. The Proposer shall provide evidence, as required by LAVTA, that it has notified all supervisors, foremen and other personnel officers, in writing, of the content of the anti-discrimination clause and their responsibilities under it.

b. The Proposer shall provide evidence, as required by LAVTA, that it has notified all sources of employee's referral (including unions, employment agencies, advertisements, Employment Development Department) of the content of the anti-discrimination clause.

c. The Proposer shall file a basic compliance report as required by LAVTA. Willfully false statements made in such reports shall be punishable as provided by law. The compliance report shall also spell out the sources of the work force and who has the responsibility for determining whom to hire or whether or not to hire.

d. Personally, or through its representatives, the Proposer shall, through negotiations with the unions with whom it has agreements, attempt to develop an agreement which will:

- (1) Spell out responsibilities for nondiscrimination in hiring, referral, upgrading, and training.
- (2) Otherwise implement an affirmative anti-discrimination program in terms of the unions' specific areas of skill and geography to the end that qualified minority workers will be available and given an equal opportunity for employment.

e. The Proposer shall notify LAVTA of opposition to the anti-discrimination clause by individuals, firms, or organizations during the period of its pre-qualification.

8. The Proposer will include the provisions of the foregoing Paragraphs 1 through 7 in every first-tier subcontract so that such provisions will be binding upon each sub consultant.

9. Statements and Payrolls. The Proposer shall maintain its records in conformance with the requirements included in the Information to Proposers and the following Special Conditions:

a. The submission by the Proposer of payrolls or copies thereof, is not required. However, each Proposer and sub-contractor shall preserve their weekly payroll records for a period of three (3) years from the date of completion of this contract.

b. The payroll records shall contain the name, address and social security number of each employee, his/her correct classification, rate of pay, daily and weekly number of hours worked, itemized deductions made, and actual wages paid.

c. The Proposer shall make its payroll records available at the project site for inspection by LAVTA and shall permit LAVTA to interview employees during working hours on the job.

The following certification is to be executed by every Proposer and enclosed and forwarded in a sealed envelope containing the Proposal. The person signing the certification shall state his/her address and official capacity.

Fair Employment Practice Certification

The undersigned, in submitting a Proposal for performing work as specified in the Scope of Work hereby certifies that the Proposer will meet the above standards of affirmative compliance with the Fair Employment Practices Act.

PROPOSER

SIGNATURE

PRINTED NAME OF SIGNER

TITLE

MAILING ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NUMBER

DATE

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
A CERTIFICATION CONCERNING CONTROL OF EMPLOYEES
OF CONSULTANT**

The Consultant, by entering into this Agreement with LAVTA to perform or provide work, services or materials to LAVTA, does hereby certify and assure that in performing the services under this Agreement, the Consultant shall act as an independent contractor and shall have full control of the work and Consultant's employees. Consultant and its employees, under no circumstances whatsoever, shall imply or be considered as an agent(s) or employee(s) of LAVTA. Consultant employees, under no circumstances, shall be entitled to part of any pension plan, insurance, bonus, or any similar benefits which LAVTA provides its own employees.

Any infraction of this Certification shall be cause for termination of this agreement.

Authorized Representative of Proposer

Signed

Title

Date

APPENDIX B

PROPOSED LAVTA AGREEMENT

SAMPLE

THIS AGREEMENT, ("Agreement") made and entered into this ___ day of ___, 2016 by and between the **Livermore Amador Valley Transit Authority** (Authority), and _____ (Consultant).

WITNESSETH

WHEREAS, Authority desires to obtain a firm to provide Design and Print Timetables, Brochures and On-Street Static Information Inserts (Project) and has issued a Request for Proposals dated _____, 2016 (which is attached hereto and incorporated as Attachment 1); and

WHEREAS, Consultant is qualified and willing to provide said Services and has submitted a proposal dated _____, 2016 (which is attached hereto and incorporated as Attachment 2).

NOW, THEREFORE, Authority and Consultant agree as follows:

1. RENDITION OF SERVICES

The Consultant agrees to perform services to Authority in accordance with the terms and conditions of this Agreement.

2. SCOPE OF SERVICES

Subject to the terms and conditions set forth in this Agreement, Consultant shall provide the services described in Attachment 1, as supplemented by Attachment 2, except when inconsistent with Attachment 1.

3. SCHEDULE AND TIME OF COMPLETION

The Consultant shall complete all work under this Agreement pursuant to the schedule provided in Attachment 1.

4. COMPENSATION AND METHOD OF PAYMENT

The Contractor agrees to perform all of the services included in Section 2 at the rates quoted in Attachment 2's Price Proposal Form for the not-to-exceed price of _____ (\$XX,XXX). The compensation amounts shall include all labor, materials, taxes, profit, overhead, insurance, subcontractor costs and all other costs and expenses incurred by the Contractor in the performance of the services under this Agreement.

Additional services requested by the Authority shall be compensated in accordance with the fully burdened labor rates quoted in Attachment 2's Price Proposal Form.

Contractor services shall be billed in accordance with Attachment 1. The Authority will make payment in accordance with the payment and invoicing instructions provided in Attachment 1. Invoices shall be made in writing and delivered or mailed to Authority as follows:

Accounts Payable
Livermore/Amador Valley Transit Authority
1362 Rutan Court
Suite 100
Livermore, CA 94551

Consultant represents that Consultant's taxpayer identification number (TIN) is as evidenced by a completed Federal Form W-9.

5. CONSULTANT'S KEY PERSONNEL

It is understood and agreed by the parties that at all times during the term of this Agreement that _____ shall serve as the primary staff person of Consultant to undertake, render, and oversee all of the services under this Agreement. Upon written notice by the Consultant and approval by the Authority, which will not be unreasonably withheld, the Consultant may substitute this person with another person, who may possess similar qualifications and experience for this position.

6 CHANGES

Authority may, at any time, by written order, make changes within the Scope of Work and services described in this Agreement. If such changes cause an increase in the budgeted cost of or the time required for performance of the agreed upon work, an equitable adjustment as mutually agreed shall be made in the limit on compensation as set forth in Section 3. In the event that the Consultant encounters any unanticipated conditions or contingencies that may affect the scope of work or services, schedule or the amount of compensation specified herein, Consultant shall so advise Authority immediately upon notice of such condition or contingency. The written notice shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in schedule or compensation. This notice shall be given to the Authority prior to the time that Consultant performs work or services related to any proposed adjustment. The pertinent changes shall be expressed in a written supplement to this Agreement prior to implementation of such changes.

7. CONSULTANT'S STATUS

Consultant is an independent consultant and not an employee or agent of Authority and has no Authority to contract or enter into any other agreement in the name of Authority. Consultant has, and hereby retains, full control over the employment, direction, compensation and discharge of all persons employed by Consultant who are assisting in the performance of services under this Agreement. Consultant shall be fully responsible for all matters relating to the payment of its employees, including compliance with social security, withholding tax and all other laws and regulations governing such matters. Consultant shall be responsible for its own acts and those of its agents and employees during the term of this Agreement.

8. INDEMNIFICATION

To the maximum extent permitted by law, Consultant shall defend, indemnify and hold harmless Authority, its directors, officers, agents and employees from all claims, demands, suits, loss, damages, injury and liability, direct or indirect (including any and all costs and expenses in connection therewith) (collectively "Liability"), that arise out of, pertain to, or relate to the negligence, recklessness, or intentional misconduct of Consultant, its officers, agents, employees and subcontractors/subconsultants or any of them. This obligation shall not apply to Liability that arising from the sole negligence or willful misconduct of Authority or to defects in design furnished by Authority or that arise from the active negligence of Authority. Except as provided above, Consultant will indemnify and defend Authority notwithstanding any alleged or actual passive negligence of Authority which may have contributed to the Liability. In the event any aspect of the foregoing provision is found to be void or unenforceable, a court shall interpret this provision to give the maximum protection available to the Authority under applicable law. This provision will survive termination or expiration of the Agreement.

9. MAINTENANCE, AUDIT AND INSPECTION OF RECORDS

All Consultant and subcontractors/subconsultants costs incurred in the performance of this Contract will be subject to audit. Consultant and its subcontractors/subconsultants shall permit LAVTA, or its authorized representatives to inspect, examine, make excerpts from, transcribe, and copy Consultant's books, work, documents, papers, materials, payrolls records, accounts, and any and all data relevant to the Agreement at any reasonable time, and to audit and verify statements, invoices or bills submitted by the Consultant pursuant to this Agreement. The Consultant shall also provide such assistance as may be required in the course of such audit. Consultant shall retain these records and make them available for inspection hereunder for a period of four (4) years after expiration or termination of the Agreement.

If, as a result of the audit, it is determined by LAVTA's auditor or staff that reimbursement of any costs including profit or fee under this Contract was in excess of that represented and relied upon during price negotiations or represented as a basis for payment, the Consultant agrees to reimburse LAVTA for those costs within sixty (60) days of written notification by LAVTA.

10. DATA TO BE FURNISHED BY AUTHORITY--CONFIDENTIALITY

All data, reports, surveys, studies, drawings and any other documents and materials made available to Consultant by Authority for use by Consultant in the performance of its services under this Agreement shall be made available for information only and shall be returned to Authority at the completion or termination of this Agreement.

Any LAVTA materials to which the Consultant has access or materials prepared by the Consultant during the course of this Agreement ("confidential information") shall be held in confidence by the Consultant, who shall exercise all

reasonable precautions to prevent the disclosure of confidential information to anyone except the officers, employees and agents of the Consultant as necessary to accomplish the rendition of services required by this Agreement.

Consultant shall not release any reports, information or promotional materials prepared in connection with this Agreement, whether deemed confidential or not, to any third party without the approval of the LAVTA.

11. OWNERSHIP OF WORK

- A. All communications, records, or other materials or documents originated, prepared, and in the process of being prepared, for the services to be performed by Consultant under this Agreement, including, but not limited to: designs, branding materials, strategies, creative briefs, advertisements, copy layouts, scripts, artwork, logos, slogans, images, illustration, reports, findings, analyses, submittals, conclusions, opinions, drawings, specifications, standards, process sheets, photographs, videos, manuals, technical reports and recommendations with respect to the subject matter of this Agreement and raw and underlying data of such materials, regardless of format or media, including software, reports and other documentation (all of the foregoing, collectively, the "Work Product"), shall be delivered to and become the property of LAVTA. LAVTA shall be entitled to access and to copy the Work Product during the progress of the Work. Any Work Product remaining in the hands of Consultant or in the hands of any subcontractor/subconsultant upon completion or termination of the work shall be immediately delivered to LAVTA and not later than within two (2) weeks of completion or termination of the Work. If any materials are lost, damaged or destroyed before final delivery to LAVTA, Consultant shall replace them at its own expense, and Consultant assumes all risk of loss, damage or destruction of or to such materials.
- B. Any specific knowledge of LAVTA proprietary information gained as a result of this Agreement shall be used exclusively to accomplish the Scope of Work outlined above and for no other purpose.
- C. Any and all rights of copyright to Work Product prepared under this Agreement are hereby assigned to LAVTA. Consultant agrees to execute any additional documents that may be necessary to evidence such assignment. Consultant agrees not to assert any rights at common law or equity and not to establish any claim to statutory copyright in such Work Product. Except for its own internal use, Consultant shall not publish or reproduce such Work Product in whole or in part, or in any manner or form, nor authorize others to do so, without the written consent of LAVTA.
- D. Notwithstanding anything herein to the contrary, LAVTA acknowledges that as part of Consultant's provision of work hereunder, Consultant may utilize proprietary works of authorship including, without limitation, software, methodologies, tools, specifications, drawings, sketches, models, samples, records and documentation, as well as copyrights, trademarks, service marks, ideas, concepts, know-how, techniques, knowledge or data, that have been originated or developed by Consultant

or by third parties under Agreement to, or which have been purchased by, Consultant (all of the foregoing, collectively, "Consultant's Information"). LAVTA agrees that Consultant's Information is and shall remain the sole property of Consultant or such third party. Consultant agrees that LAVTA shall be entitled to use Consultant's Information in connection with this Agreement, and shall grant to LAVTA a perpetual, royalty-free, irrevocable, worldwide, non-exclusive license to use all Consultant's Information and to create and use derivative works of Consultant's Information in connection with this Agreement.

- E. Consultant represents and warrants that it has or will have all appropriate licenses, agreements and/or ownership pertaining to all intellectual property, including but not limited to patents and copyrights, used in connection with the performance of its obligations under this Agreement. Consultant further represents and warrants that it will have all necessary rights to patentable and copyrightable materials, equipment, devices or processes not furnished by LAVTA used on or incorporated in the work and assumes all risks arising from the use of such patentable and copyrightable materials, equipment, devices, or processes.
- F. Consultant shall indemnify, defend and hold harmless LAVTA, its directors, officers, agents and employees to the maximum extent permitted by law from and against any and all claims, liabilities, losses, damages or expenses (including attorneys' fees and related costs, whether or not litigation has commenced), whether direct or indirect, arising out of, relating to, or in connection with the ownership, possession or use of any materials, equipment, devices, or processes that are protected by intellectual property rights, including patent, copyright and trade secret. In case such materials, equipment, devices or processes are held to constitute an infringement and their use enjoined, Consultant, at Consultant's sole cost and expense, shall: (a) secure for LAVTA the right to continue using the materials, equipment, devices or processes by suspension of the injunction or by procuring a royalty-free license or licenses, or (b) replace such materials, equipment, devices, or processes with non-infringing materials, equipment, devices or processes that perform the same functions as the infringing item, or (c) modify them so that they become non-infringing or remove the enjoined materials, equipment, devices or processes and refund the sums paid therefore, without prejudice to any other rights of LAVTA. If the amount of time necessary to proceed with one of these options is deemed excessive by LAVTA, LAVTA may direct Consultant to select another option or risk default.

12. **TERMINATION**

LAVTA shall have the right to suspend or terminate this Agreement at any time by giving written notice to the Consultant. Upon receipt of such notice, the Consultant shall not commit itself to any further expenditure of time or resources.

If the Agreement is suspended or terminated for any reason other than a default by Consultant, LAVTA shall pay to Consultant all sums actually due and owing

from LAVTA for all services performed and all expenses incurred up to the day written notice of effective date of suspension or termination is given, plus any costs LAVTA determines are reasonably and necessarily incurred by Consultant to effect such suspension or termination. If the Agreement is terminated for default, LAVTA shall remit final payment to Consultant in an amount to cover only those services performed and expenses incurred in full accordance with the terms and conditions of this Agreement up to the effective date of termination.

13. DATA PROTECTION

- (a) The Consultant warrants that, to the extent it processes any Personally Identifiable Information on behalf of LAVTA:
- (b) it shall act only on instructions from LAVTA; and
- (c) it has in place appropriate technical and organizational security measures against unauthorized or unlawful access, processing, theft, or security breach of Personally Identifiable Information and against accidental loss or destruction of, or damage to, Personally Identifiable Information.

In this clause 13, **Personally Identifiable Information** has the meaning given under California law.

14. SUBCONTRACTS

Consultant shall not subcontract all or any portion of its services under this Agreement without the prior written approval of the Authority, and any attempt thereat shall be void and unenforceable. In the event that Consultant enters into one or more subcontracts pursuant to this article, it is understood and agreed that the participating subcontractors shall be solely and directly responsible to Consultant, and Authority shall have no obligation to them.

15. ASSIGNMENT OF AGREEMENT

Consultant shall not assign this Agreement or any part thereof without prior express written consent of Authority, and any attempt thereat shall be void and unenforceable.

16. NOTICES

Except for invoices submitted by Consultant pursuant to Article 4, all notices or other communications to either party by the other shall be deemed given when made in writing and delivered or mailed to such party at their respective addresses as follows:

To Authority:

Executive Director
Livermore/Amador Valley Transit Authority
1362 Rutan Court

Suite 100
Livermore, CA 94551

To Consultant :

17. NON DISCRIMINATION

Consultant (and any subcontractors) shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. Consultant (and any subcontractors) shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Consultant (and any subcontractors) to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as Authority deems appropriate.

18. EQUAL EMPLOYMENT OPPORTUNITY

In connection with the performance of this Agreement, Consultant shall not discriminate against any employee or applicant for employment, because of race, religion, color, sex, disability or national origin. Consultant shall take affirmative actions to ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, disability or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultant further agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

19. LAWS AND REGULATIONS

Consultant shall comply with its standard of care with regard to any and all laws, statutes, ordinances, rules, regulations and procedural requirements of any national, state or local government and of any agency of such government, including Authority, which relate to or in any manner affect the performance of this Agreement. This Agreement and any related documents supplied hereunder are subject to the California Public Records Act.

20. CHOICE OF LAW

All questions pertaining to the validity and interpretation of this Agreement shall be determined in accordance with the laws of California applicable to agreements made and to be performed within the state.

21. FORCE MAJEURE

It is expressly agreed that if the Consultant shall be delayed or interrupted in the performance or completion of its work hereunder by any act, neglect or default of the Authority, or of any employee of the owner, or of any other consultant employed by the Authority, or by an embargo, war, fire, flood, earthquake, epidemic or other calamity, act of God or of the public enemy, governmental act (including, but not restricted to, any government priority, preference, requisition, allocation, interference, restraint or seizure, or the necessity of complying with any governmental order, directive, ruling or request) or by any strike or labor dispute involving the Authority, or any manufacturer, supplier or carrier of the machinery, materials or supplies required hereunder, then the time of completion specified herein shall be extended for a period equivalent to the time lost as a result thereof.

22. ENTIRE AGREEMENT

This Agreement is the entire agreement of the parties. Consultant represents that in entering into this Agreement, it has not relied on any previous representations, inducements or understandings of any kind or nature.

23. SEVERABILITY

If any provision, or any portion of any provision, of any contract resulting from this proposal shall be held invalid, illegal or unenforceable, the remaining provisions or portions of any provisions shall be valid and enforceable to the extent possible.

24. BENEFIT OF AGREEMENT

This Agreement shall bind and benefit the parties hereto and their heirs, successors and permitted assigns.

25. ATTORNEY'S FEES AND OTHER FEES

Should either party institute any action to enforce this Agreement, or any provision hereof, the prevailing party in any such action or proceeding shall be entitled to receive from the other party all costs and expenses, including reasonable attorney's fees.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

**THE LIVERMORE AMADOR VALLEY
TRANSIT AUTHORITY**

Executive Director

Date: _____

By*

Title

By*

Title

Date: _____

APPROVED AS TO FORM:

By: _____
Attorney for the Authority

*If Consultant is a corporation, two corporate officers must sign on behalf of the corporation as follows: (1) Chairman of the Board, President, or Vice President; and (2) Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Financial Officer. In the alternative, this Contract may be executed by a single officer or a person other than an officer provided that evidence satisfactory to LAVTA is provided, demonstrating that such individual is authorized to bind the corporation (e.g., a copy of a certified resolution from the corporation's board or a copy of the corporation's by laws).