

The following Scope of Work describes the four primary areas in which RTA is seeking a qualified consultant's support through the task order system described above.

## **SCOPE OF WORK**

### **1. Safety and Security Certification (SSC)**

The consultant shall help RTA maintain and implement its Safety and Security Certification Program Plan (SSCPP) as well as all referenced plans and procedures. For individual capital projects, through individual task orders, the consultant will support RTA staff with the development and implementation of Safety and Security Management Plans (SSMP) to certify that all system components are safe and secure for passenger service.

Supporting activities that may be issued as individual task orders include, but are not limited to: hazard analyses, threat and vulnerability assessments, establishing safety and security design criteria, identification of certifiable elements, and verification of conformance with project safety and security requirements. Ad hoc task orders may also be issued to support RTA with technical reviews of site plans, engineering drawings, and other project documents for system safety purposes, consistent with FTA's SMS requirements.

Consultant shall help ensure emergency response capabilities for RTA operations, maintenance and dispatch personnel are adequate.

Consultant shall support RTA's current efforts to review, revise, approve, and issue existing and new standard operating procedures (SOPs) for certifiable projects.

Consultant shall support RTA's Safety & Security Certification Review Committee (SSCRC) on an as-needed basis, including development and delivery of SSC-related documents, and facilitation of SSCRC meetings.

### **2. Safety Management System (SMS) Documentation and Auditing**

The consultant will support the Chief Safety Officer, executive leadership team, and safety staff with developing, implementing, reviewing, and updating RTA's SMS programs and plans, ensuring compliance with 49 CFR Parts 670, 672, 673, and 674.

Task orders may require facilitation of, and participation in, working group/committee meetings with RTA and LADOTD personnel as needed.

Safety-related documentation that may require review and technical support is expected to include, but not be limited to:

- ASP
- Accident/Incident Investigation Procedures
- Internal Safety Management Audit (ISMA) procedures, reports, checklists, briefings, and other related documents
- SSCPP and project-specific SSMPs

- Safety and security documentation as required by U.S. Coast Guard
- Security and Emergency Preparedness Plan and “all hazards” plans
- Fire/Life Safety plans, policies, inspection materials, and reports
- Employee Safety Reporting Program (ESRP) documentation
- Standard Operating Procedures (SOPs) and Emergency Operating Procedures (EOPs)
- Safety rules for all operating modes
- Quarterly Safety Meeting materials (safety training only)
- SMS training for all levels of staff
- Training plans and records (safety training only)
- Safety Risk Management documentation—
  - Hazard notifications and logs
  - Hazard/risk evaluation and analysis
  - Hazard investigation reports
  - Mitigation monitoring and management plans
- Accident/incident investigation reports
- SMS implementation plan (SIP) status reports and briefings

The consultant will support any and all aspects of the Safety Department’s Internal Safety Management Audit process, in accordance with both RTA’s ASP and FTA regulations. This will consist of direct responsibility for completing audits of three to six pre-selected, safety-critical functions or RTA departments per 12-month cycle, with each audit broken down into the following tasks:

- Formal notification to department stakeholders, executive leadership, and the SSO
- Development of topic-specific audit checklists
- Interviews of agency staff and management
- Performance of on-site verification activities to evaluate conformance to agency safety and operations procedures and other internal/external requirements
- Delivery of draft and final audit reports containing observations, findings, and completed audit checklists
- Development and issuance of formal corrective action plans (CAPs) to responsible parties (RTA management).

The consultant shall provide additional technical assistance to the Chief Safety Officer in support of monitoring the progress of CAPs and developing status reports or briefings as necessary.

Monitoring progress relative to CAPs may require additional document review and meetings (in-person or virtual) with department stakeholders. The need for additional technical assistance in support of implementing a CAP may be identified as a separate task order item.

The consultant may be tasked through a specific task order to develop one or more CAPs for RTA and LADOTD review and approval. This process would consist of: identifying the deficiency or hazard, assessing the associated level of risk (based on the safety risk assessment methodology in the ASAP), developing

the formal required action in consultation with the responsible party and Safety staff, identifying the person directly responsible, and providing an appropriate estimated date of completion.

Based on the results of the above documentation and audit activities, the consultant will advise RTA in making the necessary program improvements to meet the requirements of the FTA and LADOTD.

### **3. Technical Review Support**

The consultant in this capacity shall provide experienced and qualified staff to review and advise RTA on existing or planned RTA capital projects, on behalf of or in support of the Chief Safety Officer, for system safety purposes. Under the Management of Change and Safety Assurance (SA) requirements of SMS, codified in 49 CFR Part 673, FTA requires that certain types of projects and system modifications be evaluated under the agency's Safety Risk Management (SRM) and SA processes as described in the ASP. The consultant shall support RTA's efforts to identify qualifying projects or changes, perform thorough hazard analyses and risk assessments, and develop and implement mitigations as appropriate, consistent with these requirements.

Task orders may require facilitation of, and participation in, working group/committee meetings with RTA and LADOTD personnel as needed.

Task orders will either be issued for individual deliverables that support the Chief Safety Officer's existing SRM and SA processes for a given project or for complete and direct handling of a project on the Safety Department's behalf (i.e., multiple deliverables over the project's lifecycle).

### **4. Occupational Safety and Health and Industrial Hygiene**

The consultant shall help RTA write and implement its Safety and Health policies as well as all referenced plans and procedures. The consultant will support the Director of Occupational and Safety with conducting industrial hygiene assessments and other workplace safety assessments or audits. The consultant in this capacity may be tasked with delivering training and/or facilitating or leading safety meetings, on behalf of or in support of the Safety Department.

Supporting activities that may be issued as individual task orders include, but are not limited to:

- Perform hazard analyses
- PPE assessment
- Hazardous Communication development and evaluation
- Develop system-wide Lockout/Tag out program
- Noise surveys
- Air monitoring
- Fit testing
- Heat stress maps

- Ad hoc task orders may also be issued for additional occupational safety and health and industrial hygiene purposes.

**PERIOD OF PERFORMANCE**

This contract will be awarded for a three-year period with three one-year options.



## Proposed Project Schedule

Additional task orders may be issued separately

Proposed tasks may overlap

Estimated Start (months)	Estimated Duration (months)	Milestone/Deliverable	Responsible Party(ies)
--	--	Notice to Proceed (NTP)	RTA CSO
NTP + 1	0	Coordination/ kickoff meeting with consultant team	RTA CSO RTA Deputy COO Consultant
NTP + 1	1	On-site assessment of OSHA compliance	RTA CSO RTA Deputy COO Consultant
NTP + 2	6	Program development to ensure OSHA compliance	RTA CSO RTA Deputy COO Consultant
NTP + 2	0.5	Assessment of SSC of current capital projects	RTA CSO RTA Deputy COO Consultant
NTP + 2	0.5	Assessment of Internal Safety Audit compliance	RTA CSO RTA Chief of Security Consultant
NTP + 2	2	Internal Safety Audit of 1 or more topics identified in Agency Safety Plan, in compliance with LA DOTD and FTA requirements	RTA CSO RTA Chief of Security Consultant
NTP + 6	2	Needs assessment for OSHA-required training – operations and maintenance	RTA CSO Consultant
N/A	N/A	Ongoing on-call technical support per SOW	RTA CSO Consultant
After 3 years	N/A	Project Term/ Renewal	RTA CSO RTA CFO

*MJE*