

Scope of Work (SOW)

On-Call Technical Safety Support

(Including Safety and Security Certification, Risk-Based Inspection Compliance, Technical Training, SMS Documentation and Auditing, Technical Review, and FTA Safety Regulatory Compliance)

Background

This Scope of Work is for a highly qualified consultant to support the New Orleans Regional Transit Authority (RTA) on an on-call/as-needed basis in the areas of Safety and Security Certification (SSC), Risk-Based Inspection (RBI) compliance, technical safety and security training for personnel, internal Safety Management Systems (SMS) documentation and auditing, technical review, and compliance with FTA safety regulations.

The consultant will work under the direction of the Chief of Safety, Security, and Emergency Management (SSEM) or designee and will assist in ensuring that RTA's safety and security programs meet federal, state, and local requirements while maintaining best practices in transit safety management. The contract term will be for an initial three (3) year term with two (2) one-year renewal options.

Requirements

- All consultant staff must have direct experience in occupational safety and health, SMS, safety oversight, or similar discipline with a transit agency, preferably with at least one rail operating mode.
- The consultant project manager or lead must have extensive experience in OSHA and/or FTA regulatory requirements and be familiar with American Public Transportation Association (APTA) standards and guidance.
- To support alignment with RTA technical safety/security needs and optimize resource allocation, RTA will issue assignments on an "on call", task-by-task basis. No work shall commence until RTA issues written approval to proceed with each task.
- Task proposals must include a breakdown of direct labor costs and other direct costs such as those associated with travel, as appropriate. RTA may direct the consultant to support tasks remotely, depending on project costs and other considerations.
- Consultant team experience must include internal or external safety auditing.

- The consultant will be responsible for delivering proper documentation of any evaluations/assessments or training associated with this Scope of Work, to RTA.
- The format and means of delivery of all evaluations/assessments, training, reports, and other deliverables must conform to RTA standards.
- The RTA reserves the right to perform some or all the required tasks and delete same from the consultant's Scope of Work.
- All deliverables produced under this Scope of Work shall belong exclusively to RTA. This includes all course materials regardless of format, instructor manuals, evaluations, forms, templates, documents, and presentations.
- Additional tasks or other necessary revisions to the scope will be requested and approved through a change order form prior to commencement of work.
- References may be requested.

Scope of Services

The consultant shall provide services that may include, but are not limited to, the following:

- 1. Safety and Security Certification (SSC)**
- 2. Risk-Based Inspection (RBI) Compliance support in accordance with FTA and State Safety Oversight (SSO) requirements**
- 3. Safety Management System (SMS) Documentation and Auditing support, inclusive of internal and external safety/security audits and reviews**
- 4. Technical Review and Advisory Support**
- 5. Employee Safety Reporting Program (ESRP) and hazard monitoring technical support, in accordance with FTA and SSO requirements**
- 6. FTA Safety Regulatory support in areas not specifically mentioned above, in accordance with 49 CFR Parts 670, 671, 672, 673, and 674**
- 7. Technical Safety/Security Training Support, which may include in-person, virtual or “computer-based” training development and delivery, as well as workshops, seminars, or other formats. Also includes technical support with maintaining records related to certification and/or qualification.**