

SCOPE OF WORK LOT SWEEPING SERVICES

1.0 PURPOSE

The purpose of this Scope of Work is to establish the requirements for providing routine lot sweeping services at Orange County Transportation Authority (OCTA) facilities in order to maintain clean, safe, and operational paved areas and to support ongoing transit operations.

2.0 GENERAL REQUIREMENTS

Contractor shall furnish all labor, supervision, equipment, materials, and incidentals necessary to provide complete sweeping, blowing, vacuuming, cleaning, and debris removal services for all paved parking lots, driveways, and associated areas at OCTA-owned and operated facilities. All services shall be performed in a thorough, professional manner consistent with industry best practices and OCTA requirements. All services shall meet OCTA cleanliness and safety standards as determined by OCTA's Project Manager or designee during inspection.

3.0 CONTRACTOR-FURNISHED EQUIPMENT AND MATERIAL

Contractor shall provide all equipment, labor, fuel, and materials necessary to perform the work, including but not limited to brush and vacuum-mounted mobile sweepers and portable backpack blowers. All equipment shall be properly maintained and fully operational, at all times.

Contractor shall, at all times, maintain a minimum of one (1) spare sweeping vehicle available to avoid disruption to the approved sweeping schedule outlined in **Appendix A – Lot Sweeping Schedule**. The spare sweeping vehicle shall be deployed within four (4) hours of primary equipment failure, or sooner if directed by OCTA.

All sweeping equipment shall comply with South Coast Air Quality Management District (SCAQMD) Rule 1186.1, Less Polluting Sweepers, and shall utilize alternative fuels as required.

4.0 SAFETY TRAINING

OCTA shall provide mandatory OC Streetcar Roadway Worker Program training for Contractor field personnel assigned to work near OC Streetcar facilities, tracks, or overhead contact systems. Contractor personnel must complete the training and renew it annually. Work in these areas shall not commence until training is successfully completed or a safety-trained OCTA escort is provided. Outlined in **Appendix B – OC Streetcar Yard & Maintenance Storage Facility Safety Awareness Guide**.

Contractor personnel working at any OCTA facility shall comply with OCTA safety rules, vehicle movement protocols, and facility-specific safety orientations as directed by OCTA

5.0 PREVAILING WAGES

Contractor shall comply with all applicable requirements of Division 2, Part 7, Chapter 1 of the Labor Code and all applicable federal requirements respecting prevailing wages. If there is a difference between the minimum wage rates predetermined by the Secretary of Labor and the wage rates determined by the Director of the Department of Industrial Relations (DIR) for similar classifications of labor, the Contractor and subcontractors shall not pay less than the higher wage rate. The DIR will not accept lower state wage rates not specifically included in the Federal minimum wage determination. Wage schedules are available on the internet at <http://www.dir.ca.gov/OPRL/statisticsresearch.html>.

6.0 EQUIPMENT CAPABILITIES AND PERFORMANCE STANDARDS

Equipment used by the Contractor shall be capable of removing oil-soaked absorbent material, small metal objects, gravel, granular material, paper, and lightweight debris.

All equipment shall be equipped with effective dust control systems and magnetic pick-up capabilities for metallic debris. Magnetic bars shall be adjusted to no more than two (2) inches from ground level unless surface conditions require adjustment.

Where vacuum-mounted sweepers cannot access required areas, Contractor shall utilize alternative debris removal methods that provide equivalent dust control and cleaning effectiveness. Alternative methods shall be subject to OCTA approval and must achieve comparable debris removal and dust control results.

Where embedded streetcar rail or flangeways are present, Contractor equipment shall include vacuum sweeping capabilities or specialized attachments suitable for cleaning rail grooves and flangeways, ensuring effective debris removal without damage to track infrastructure.

7.0 CLEANING METHODS

Litter and debris located under and around parked buses or vehicles shall be displaced using blowers into open areas to allow for effective collection by sweepers.

7.1 EMBEDDED STREETCAR TRACK AND FLANGEWAY CLEANING

Where OCTA facilities or rights-of-way include embedded streetcar rail, flangeways, or track grooves, Contractor shall provide specialized cleaning services to maintain these areas in a clean, safe, and operational condition.

Contractor shall clean embedded rail grooves and flangeways using vacuum-based sweeping equipment or attachments specifically capable of removing compacted fine sand, grit, metal fragments, leaves, trash, and other debris from within the rail groove. Mechanical agitation or brushing may be used as necessary to loosen embedded material prior to vacuum extraction. Blowing, flushing, or displacement methods that relocate debris without capture are prohibited within flangeways unless immediately followed by vacuum collection and approved by OCTA. Cleaning methods shall not damage rail, rail fasteners, elastomeric grout, sealants, pavement, or adjacent track components. Scraping, chiseling, or other destructive methods are not permitted.

Embedded track and flangeways shall be left visibly free of debris, with no accumulation that could impede wheel passage, drainage, or safe streetcar operations.

Embedded track cleaning shall be performed:

- In conjunction with scheduled sweeping services where track is present
- After storm events, construction activity, or special events impacting track areas
- Upon notification by OCTA when buildup presents a safety or operational concern, Contractor shall respond and commence corrective cleaning within twenty-four (24) hours, or sooner if conditions present an immediate safety or operational concern.

Contractor shall coordinate work in embedded track areas in accordance with OCTA safety requirements, including OC Streetcar Roadway Worker Program training and escort provisions, as applicable.

8.0 STAFFING AND QUALITY CONTROL

For quality control purposes, Contractor shall assign consistent personnel to OCTA facilities for the duration of the contract. Any non-emergency staffing changes shall be submitted in writing and approved by Project Manager or designee at least seventy-two (72) hours in advance. Emergency staffing substitutions may occur with immediate notification to OCTA, followed by written confirmation.

9.0 TRASH AND DEBRIS DISPOSAL

All trash and debris generated from sweeping operations shall be removed from OCTA premises and disposed of legally. Services shall include removal of paper and debris along fence lines, walls, gutters, and storm water runoff paths, including cigarette butts and similar refuse. Disposal shall comply with all applicable local, state, and federal environmental and stormwater regulations.

10.0 FINAL INSPECTION AND ACCEPTANCE

Upon completion of work, OCTA's Facilities Manager or designee shall inspect and verify all services performed. Contractor shall complete a Verification of Work Form (Attachment 1) for each task performed. Failure to comply with these requirements may result in delayed or denied payment. Deficiencies identified during inspection shall be corrected within a timeframe specified by OCTA at no additional cost.

11.0 FACILITIES AND LOCATIONS

This is a listing of all structures, Maintenance and Operation Bases, Transportation Centers, and Park-and-Ride complexes controlled by the OCTA. The total acreage of all properties is given as well as the approximate building sizes. The area to be swept should be approximately equal to the area of the lot less the area of the building(s) on said lot, if any.

Santa Ana (Base 1) Maintenance and Operations	
Address:	4301 Mac Arthur Boulevard Santa Ana, CA 92704
Land:	20.0 acres
Occupancy:	The Maintenance buildings are occupied 24 hours per day, 7 days/ week. Note: Fuel Service, Brake Check, Bus Wash and detailing buildings have heavy occupancy from 5:00 PM – 2:30 AM daily. Bus Operations Hours: 4:00 AM – Midnight, 7 days/ week.
Buildings:	<ul style="list-style-type: none"> • One story, 90,945 ft² maintenance building • One story, 111,893 ft² operations building • One story, 18,620 ft² bus fueling, bus vacuum station, brake check, and tire building • One story, 6,075 ft² detailing/ cleaning station building • One story, 2,763 ft² storage building
Parking Stalls:	293 Buses and 445 Automobiles on a paved surface
Irvine Construction Circle (Base 2) Maintenance and Operations	
Address:	16281 Construction Circle West Irvine, CA 92606
Land:	9.1 acres
Occupancy:	The Bus Operations building is occupied by four (4) different divisions, Hours: 4:30 AM – 11:00 PM, 7 days/ week.

Buildings:	<p>This single-story building is separated into four (4) separate areas totaling up to over 37,000 square feet:</p> <ul style="list-style-type: none"> • 15,000 ft² Operations area • 16,350 ft² Maintenance area • 4,100 ft² Fuel Island area • 1,500 ft² Bush Wash area
Parking Stalls:	275 Small Buses and 282 Automobiles on a paved surface
Garden Grove (Base 4) Maintenance and Operations	
Address-Operations:	11800 Woodbury Road Garden Grove, CA 92843
Address-Maintenance:	11790 Cardinal Circle Garden Grove, CA 92843
Land:	13.6 acres (Addresses are one continuous property)
Occupancy:	<p>The Maintenance buildings are occupied 24 hours per day, 7 days/ week. Note: Fuel Service, Brake Check, and Bus Wash buildings have heavy occupancy from 5:00 PM – 2:30 AM daily.</p> <p>Bus Operations Hours: 4:00 AM – Midnight, 7 days/ week.</p>
Buildings:	<ul style="list-style-type: none"> • Two story, 38,000 ft² maintenance building including equipment related to bus maintenance • One story, 9,300 ft² operations building • One story, 1,200 ft² tire shop • One story, 2,550 ft² masonry brake-check building • One story, 3,450 ft² masonry fuel station building • One story, 3,550 ft² bus wash and steam cleaning station • One story, 1,600 ft² Facilities Maintenance
Parking Stalls:	270 Buses and 446 Automobiles on a paved surface
Garden Grove Annex The Garden Grove Annex is considered a part of the Garden Grove Maintenance and Operation Base Complex.	
Address:	11800 Woodbury Road Garden Grove, CA 92843
Building:	Approximately 20,000 ft²
Occupancy:	4:00 AM – Midnight, 7 days/ week.

Anaheim (Base 6) Maintenance and Operations	
Address-Operations:	1717 E Via Burton Anaheim, CA 92806
Land:	10.5 acres
Occupancy:	The Maintenance buildings are occupied 24 hours per day, 7 days/ week. Note: Fuel Service, Brake Check, and Bus Wash buildings have heavy occupancy from 5:00 PM – 2:30 AM daily. Bus Operations Hours: 4:00 AM – Midnight, 7 days/ week.
Buildings:	<ul style="list-style-type: none"> • Two story, 47,000 ft² masonry maintenance building • Split level 11,600 ft² masonry operations building • One story, 3,500 ft² masonry brake-check building • One story, 3,500 ft² masonry fuel station building • One story, 4,600 ft² bus wash building
Parking Stalls:	220 Buses on a paved surface and 250 Automobiles in an 82,000 ft ² concrete parking structure
Irvine Sand Canyon (Base 7) Maintenance and Operations	
Address-Operations:	6671 Marine Way Irvine, CA 92618
Address-Maintenance:	14736 Sand Canyon Road Irvine, CA 92618
Land:	13.2 acres (Addresses are one continuous property)
Occupancy:	The Maintenance buildings are occupied 24 hours per day, 7 days/ week. Note: Fuel Service, Brake Check, and Bus Wash buildings have heavy occupancy from 5:00 PM – 2:30 AM daily. Bus Operations Hours: 4:00 AM – Midnight, 7 days/ week.
Buildings:	<ul style="list-style-type: none"> • Two story, 43,700 ft² steel frame and masonry maintenance building • One story, 8,400 ft² operations building • One story, 3,500 ft² bus fueling and bus interior vacuum station • One story, 3,600 ft² brake-check building • One story, 3,600 ft² bus wash building • One story, 2,500 ft² parts storage building
Parking Stalls:	232 Buses and 343 Automobiles on a paved surface

Irvine Sand Canyon Access Road to Maintenance and Operations Buildings	
Address:	6671 Marine Way Irvine, CA 92618 This road is located off Marine Way and is the access to the OCTA's Bus Operations Building and the Caltrans maintenance site gate.
Land:	27,492 ft² includes curbs, gutters, and shoulders from fence to fence.
Brea Park-and-Ride	
Address:	965 E Lambert Road Brea, CA 92821
Land:	35,000 ft²
Occupancy:	24 hours, 7 days/ week.
Parking Stalls:	80 standard Automobile spaces and 4 Accessible spaces on a paved surface
Fullerton Transportation Center	
Address:	123 South Pomona Avenue Fullerton, CA 92832
Occupancy:	4:30 AM – 11:00 PM, 7 days/ week.
Parking Stalls:	40 standard Car spaces and 2 Accessible spaces on a paved surface
Fullerton Park-and-Ride	
Address:	3000 West Orangethorpe Avenue Fullerton, CA 92833
Land:	11.1 acres
Occupancy:	4:30 AM – 11:00 PM, 7 days/ week.
Parking Stalls:	785 standard Automobile spaces and 30 Accessible spaces on a paved surface
Goldenwest Transportation Center	
Address:	7301 & 7401 Center Avenue Huntington Beach, CA 92647 Addresses are one continuous property

Land:	4.2 acres total (1.5 acres & 2.7 acres)
Occupancy:	4:30 AM – 11:00 PM, 7 days/ week.
Parking Stalls:	At 7301 Center: 104 standard Car spaces and 6 Accessible spaces on a paved surface At 7401 Center: 198 standard Car spaces and 7 Accessible spaces on a paved surface
Laguna Hills Transportation Center	
Address:	24282 Calle De Los Caballeros Laguna Hills, CA 92653
Land:	2.3 acres
Occupancy:	4:30 AM – 11:00 PM, 7 days/ week.
Parking Stalls:	160 standard Automobile spaces and 6 Accessible spaces on a paved surface
Newport Beach Transportation Center	
Address:	1550 Avocado Avenue Newport Beach, CA 92660
Land:	2.8 acres
Occupancy:	4:30 AM – 11:00 PM, 7 days/ week.
Parking Stalls:	70 standard Car spaces and 4 Accessible spaces on a paved surface
OC Streetcar Maintenance Storage Facility (MSF)	
Address:	2008 W 5 th Street Santa Ana, CA 92703
Land:	2.9 acres
Occupancy:	Mon - Thurs 6:00 AM – 11:00 PM, Fri – Sat 6:00 AM – 1:00 AM, Sun and Holidays 7:00 AM – 10:00 PM (Applies to all OC Streetcar locations)
Buildings:	<ul style="list-style-type: none"> Two story, 49,619 ft² maintenance building One story, 5,155 ft² (street)car wash building
Parking Stalls:	52 Automobiles on a paved surface

OC Streetcar Harbor Park-and-Ride	
Address:	13914 Harbor Boulevard Garden Grove, CA 92843
Land:	24,000 ft²
Parking Stalls:	40 standard Automobile spaces and 2 Accessible spaces on a paved surface
OC Streetcar Flangeway	
Address:	Streetcar street crossings and street path embedded rail from Harbor Park-and-Ride lot, Garden Grove, CA to Santa Ana Regional Transportation Center (SARTC), Santa Ana, CA
Land:	4.2-mile line length of track