

EXHIBIT B - STATEMENT OF WORK

1-8-19

PHOTO ENFORCEMENT PROGRAM

1.0 INTRODUCTION

Metro is a leader in the utilization of Intelligent Transportation Systems technologies aimed at mitigating train/vehicle and bus/vehicle accidents. Through support from Federal, State, and local programs, Metro has been able to develop and implement a successful safety improvement program. The safety program is made up of four elements: engineering, education, enforcement, and legislation. One of the prominent enforcement elements is the utilization of photo enforcement cameras at both rail grade crossings and Busway intersections. Citations are currently issued on the Metro Blue, Gold, Orange and Expo Lines. On these projects, the photo enforcement program has resulted in a significant reduction in the number of violations.

There are currently 103 operational digital photo camera Enforced Approaches (EAs)*. Ten additional EAs are planned to be installed on the Crenshaw Line within the next 12 months. Approximately 70% of the EAs are at rail grade crossings. The remaining 30% of the EAs are at bus crossings on the Orange Line (Refer to Appendix A for a list of all EAs).

On the Orange Line, all EAs have front-facing digital photo cameras and 38 rear-facing video cameras. In addition, seven (7) of them also have digital photo cameras installed to capture the rear license plates of motorists who violate traffic signals. (Refer to Appendix B for a list of the seven EAs)

*Enforced Approach = Direction of travel that is enforced by a photo enforcement camera and flash. An intersection may have multiple Enforced Approaches

Metro does not own any of the equipment or software utilized for the photo enforcement program currently in place. However, under this new contract, Metro will either purchase all equipment and licenses to the associated software, or, will lease the equipment as it currently does. This decision will be based on the two cost proposals that are required to be submitted under this Contract (see Section D). Contractors shall provide a cost proposal for licensing the software to Metro on a perpetual annual basis. The cost of this licensed software shall include all future updates to the software necessary to operate and maintain Metro's photo enforcement program.

2.0 SCOPE OF WORK

- A. Contractor shall be required to provide services in connection with the continuation of Metro's existing and future photo enforcement program on the Gold, Orange, Blue, Exposition phase 1, Crenshaw (future), and other future lines that shall begin service within the period of this contract. The contract will be for a period of 8 years. The purpose of the photo enforcement program is to curtail unsafe driving behavior at current and future Light Rail Transit (LRT) intersections and dedicated bus way intersections.

Contractor shall utilize a Digital Photo Enforcement System to capture the front license plate and face of motorists who violate traffic signals at Metro rail grade crossings and dedicated Busway intersections at approaches identified in Appendix A.

OPTION - As an option, Metro may choose to install video cameras at 13 selected approaches to capture the rear view of the license plate and the traffic signal being violated. (Refer to Appendix C for a list of these approaches).

The Contractor shall be responsible for complying with all applicable requirements of the California Vehicle Code, and for all aspects of design, furnishing all equipment, construction, and operations and maintenance as detailed below. The Contractor shall also be responsible for providing these same services that are fully compatible with additional enforcement to be implemented on future rail or bus lines. This contract will be effective as soon as the successful vendor is selected and approved by the Board. If a new Contractor (other than the incumbent) is awarded this contract, Metro will continue the current contract with the incumbent to avoid an interruption in its enforcement efforts as much as possible, until the new contractor completes the design and installation on a approach-by-approach basis. As the installation at each approach commences, the successful vendor will take over responsibility from the incumbent contractor. During this transition period, there shall be mutual cooperation between contractors to ensure a seamless transition. It is imperative that there be a seamless transition to a new system without a significant lapse in enforcement at the existing approaches. It is recognized that equipment may need to be replaced and tested by the successful Contractor which will result in an interruption in photo enforcement services. At any given approach, this interruption shall be no more than 30 calendar days from the time the existing equipment is removed to the time the new equipment is in full service.

- C. The Contractor shall be responsible for activating the Photo Enforcement System at all approaches identified in Appendix A and having in place all necessary approvals to issue and process the citations without any interruption to Metro's existing enforcement operations. Metro reserves the right to eliminate certain EAs system-wide (up to 38 EAs could be eliminated on the Metro Orange Line should Metro decide to install four quadrant gates at these EAs). If this occurs, the contractor shall credit Metro an amount based on their proposal in Appendix D per corresponding approach.

3.0 CONTRACTOR RESPONSIBILITIES

Contractor shall be responsible for performing the elements described below

A. SYSTEM DESIGN:

The Design shall comply with the System Functional Requirements described below. Contractor shall perform location surveys, provide design submittals, and acquire all necessary design approvals and permits from the local jurisdictions for photo enforcement equipment installations. Contractor shall provide engineering design services during the installation phase of photo enforcement cameras and related equipment. The design of the System shall conform to the following:

1. System Functional Requirements

a. The Photo Enforcement System shall:

- a.1 Be able to receive a direct feed from the automated train warning system for gated crossings or signal traffic controller for non-gated crossings and capture violations of enforced phases.
- a.2 Utilize detectors and/or radar that accurately capture vehicle presence and profile to measure vehicle speed at time of violation.
- a.3 Employ camera equipment, including auxiliary flash equipment, if necessary, to clearly show the image of the motorist and license plate at all hours of the day.
- a.4 Meet all requirements described in the (California Vehicle Code (CVC) relating to photo enforcement systems.
- a.5 Capture all left turn, right turn, perpendicular, and railroad crossing gate violations, corresponding to the enforced approach.

b. The Photo Enforcement System shall meet the following requirements:

1.0 General Characteristics:

- 1.1 Vendors shall utilize their most current camera equipment and design.
- 1.2 Designed to operate 24 hours/day, 7 days/week
- 1.3 Compliant with all applicable regulatory requirements
- 1.4 Engineered to provide a simple, easy installation process
- 1.5 Designed for maximum adaptability and flexibility
- 1.6 Interchangeable and easily replaceable components

2.0 Security

- 2.1 Designed to withstand vandalism.

3.0 Interface

- 3.1 Designed to operate on 120 V AC power.
- 3.2 Designed to operate with a single interface connection with the traffic intersection controller and the rail gated crossings.
- 3.3 Designed for remote download of all images, and videos of violations.

4.0 Detection System

- 4.1 Designed to conform to local City/County requirements.
- 4.2 Designed to capture vehicle presence and speed at time of violation.

5.0 Flash Equipment

- 5.1 Designed to clearly show the face of motorists and license plates at all times of the day.

6.0 Signage

- 6.1 Designed to meet CVC and California State requirements
- 6.2 One warning sign shall be posted for each approach approximately 500' prior to each intersection.

7.0 Cameras

- 7.1 Highest available resolution and clarity camera, professional grade, high speed glass lenses, with minimum 18 mega pixels.
- 7.2 Designed to maximize image quality capable of capturing multiple simultaneous violations.
- 7.3 Designed with easily interchangeable components and hardware.
- 7.4 Designed to remotely send error messages and warning alerts in case of system failure.

2. Location Surveys

- 2.a Contractor shall inspect each location and communicate with the responsible local jurisdictions (Cities, County, Caltrans, etc.), Metro, and the Los Angeles County Sheriff's Department, to review the existing location of the photo enforcement equipment and to determine what modifications, if any, are needed to comply with the requirements of this contract.

3. System Submittals

- 3.a Based on the location surveys, Contractor shall submit design drawings in 3 phases: Interim (65 percent), Draft Final (95 percent), and Final submittals (100 percent) of the engineering design plans for the installation of the photo enforcement cameras and related equipment. The design plans for each intersection shall show the location of all equipment, (camera pole, flash, detection system, conduits, pull boxes, stub ups, junction boxes, etc), interface diagrams with traffic signal controller or railroad gate interface, electrical power requirements, signage locations, etc. and shall comply with the local jurisdiction's design drawing requirements. . Design review meetings shall be held to review the comments received after each submittal phase and their

proposed disposition before further design and drafting work is started. The Contractor shall record all comments provided on submittals, and provide a summary report indicating the disposition of each comment.

- 3.b Once the design has been approved by both Metro and the local jurisdictions, design mylars shall be prepared for each intersection. The mylars shall include sign-off blocks for the responsible local jurisdictions, the Contractor and Metro. The Contractor shall coordinate with each of the participating agencies to obtain signatures in the sign-off blocks.
- 3.c Electronic design plans shall be prepared in accordance with each jurisdiction's requirements. All plans, drawings, and design calculations shall be signed and stamped by a registered California Civil Engineer and Traffic Engineer.

4. Permits

- 4.a Contractor shall be responsible for obtaining all necessary permits.

5. Schedule

- 5.a Contractor shall submit a schedule showing the various phases (design, construction, start of operation) for each approach.

B. SYSTEM CONSTRUCTION:

Contractor shall install photo enforcement equipment as specified in the approved design drawings, capture as-built changes, and complete site acceptance tests as detailed below.

Contractor shall abide by Metro Track Allocation for planning construction on the rail approaches (generally non-rush hours, 9am to 3pm, and after 9pm)

Site Safety Plan: Contractor shall prepare and submit to Metro for review and approval Site Safety Plan to ensure the safety of its workers and the public.

1. Installation

The work to be completed by Contractor consists of the following:

- 1.1 Contractor shall furnish all labor, material, equipment, and incidentals necessary to complete the work involved in construction and installation of the photo enforcement equipment.
- 1.2 Any deviations from the approved design plan shall be approved in writing by Metro prior to performing work deviation.
- 1,3 Contractor shall provide documents, such as Traffic Control Plans, Detour Plans, and other such plans that may be required by the local jurisdiction during the Construction phase of the project.

- 1.4 Tag all wiring and provide Metro with location specific schematics and photographs identifying wiring scheme for photo enforcement wiring.
- 1.5 Contractor shall restore each infrastructure to its prior condition, including decorative paving, crosswalks and sidewalks.
- 1.6 Contractor shall take and submit to Metro photos of job site prior to and during construction (in progress photographs) after starting work to document compliance with contract requirements..
- 1.7 Contractor shall attend weekly work progress meetings with Metro; meetings to be attended by Contractor's project manager and construction supervisor.
- 1.8 All work performed shall be in accordance with the applicable sections of the National Electrical Code, local ordinances and regulations. All workmanship shall be first class, and finished work shall be neat and uncluttered in appearance. The Contractor shall schedule work with minimal interference with train/bus traffic and the operation of the existing traffic signal system.
- 1.9 Contractor's staff shall attend Metro's 4-hour safety training class and comply with Metro's Track Allocation procedures, prior to any construction work.

2. As-Built Drawings

Contractor shall gather all Metro and other approved plan deviations and update the design drawings to reflect the as-built condition of each location. Contractor shall submit the revised signed and stamped as-built drawings in conformance with Metro's standards and the local jurisdiction's requirements.

3. Site Acceptance Tests

Site Acceptance Testing (SAT) shall be conducted for each approach prior to active enforcement. These procedures are designed to confirm that the installation of the camera system is in accordance with the manufacturer specifications and is operating within the specifications. The SAT procedures shall verify proper communications at all levels including the inter-camera communications, LAN and WAN communications as applicable. The SAT procedures shall verify that the system is able to do the following, in accordance with program requirements:

- 3.1 Monitor the required lanes and vehicle movements;
- 3.2 Capture two (2) color images per camera per violating vehicle:
 - a. Image 1 showing the vehicle prior to entering the intersection
 - b. Image 2 showing the vehicle in the intersection
 - c. Image of the driver
 - d. Include in each image a data bar that depicts the following violation data:

- i. Date and time of the violation
- ii. Location of violation and direction of travel
- iii. Unique event number
- iv. Length of time between Image 1 and Image 2 of a violating vehicle
- v. Duration of red and amber light phase
- vi. Speed of violating vehicle

4. Final System Acceptance

- a. Metro will accept the system at each approach after verification that the entire system is functioning according to contract specifications;
- b. All components shall be fully operational and all deliverables must have been provided.

5. Test Procedures

The Contractor shall submit:

- a. Test procedures that clearly define how the test will be conducted and identify test success/ failure criteria.
- b. Test data sheets for each approach. The sheets should contain PASS/FAIL notation associated with the verification of each test.

6. Test Reports

7.1 The Contractor shall submit the completed test data sheets for each approach as successful tests are completed. If a test fails, Contractor shall submit a detailed report that identifies the nature of the failure, its cause, and the remediation measures that Contractor will take to resolve the issue. In accordance with the provisions of Section 2.0 (C) above, an interruption in photo enforcement services shall not exceed more than 30 calendar days.

Upon successful completion of the SAT and completion of all punch list items, the approach shall be activated to begin enforcement.

C. OPERATIONS AND MAINTENANCE:

The Contractor shall be responsible for the following O&M activities:

Contractor shall operate and maintain photo enforcement equipment at each approach, including camera/flash units, camera/flash unit housings and poles, vehicle detection subsystems, signs and sign poles, and related cabling and conduit. Maintenance includes both routine preventative and corrective maintenance of all photo enforcement system equipment such as routine camera service, calibration, cleaning, graffiti abatement and repair ensuring system uptime and contract compliance.

1. Camera Services

Contractor shall conduct an on-site physical inspection of the photo enforcement equipment, infrastructure, and signs at each approach at least once per week.

For each service the Contractor shall:

- a. Perform routine cleaning and light maintenance tasks.
- b. Verify all equipment related to the camera system is in good working order and condition. Contractor shall be responsible for the following, including, but not limited to:
 - b.1 Respond within four (4) hours, after being notified by Metro, to any location where a camera or flash is reported to be malfunctioning, a camera pole has been hit or knocked down or where there has been any damage involving photo enforcement street equipment that may be affecting street or pedestrian traffic or train operations. As needed at the location, remove any damaged street equipment including the damaged or downed pole, camera cabinet, and camera unit, if any; disconnect all wires at the camera pole terminal block and pull the wires, including power supply wires, into the closest photo enforcement system pullbox; verify that all power supply wires have been disconnected and there are no exposed "hot" wires; and clearly mark and/or protect the camera pole foundation bolts.
 - b.2 Provide a report for each site by a Third-party vendor certifying the calibration of the Vehicle Detection System annually
- c. Abate graffiti/vandalism
 - c.1 Inspect the camera housings, camera poles, and advance warning signs for graffiti, scratches, and damage during each service visit. Remove all graffiti and touch-up paint any scratches or damaged areas on all camera housings, camera poles, and advance warning signs within 24 hours.
 - c.2 If graffiti cannot be removed, replace the warning signs within 24 hours at Contractor's expense.
 - c.3 Repair or replace sign poles, cameras, or flash units that have been damaged within 72 hours.
- d. Take test shots every week for every camera.
- e. Document each service on a Metro and Los Angeles Sheriff's Department approved log.
 - e.1 This log must be available to Metro in electronic format two days after the service for review and audit by Metro/LASD staff.
- f. The Contractor shall include a summary of the weekly servicing and field maintenance information in the monthly reports. These monthly reports shall also include, by line and approach, the number of

violations captured on the cameras during the month and since contract inception, number of citations issued during the month and since contract inception, number of citations paid during the month regardless of the date of issuance, amount paid per citation, amount reimbursed to Metro during the month and since contract inception, number of citations dismissed by the Court during the month and since contract inception, and number of citations reduced by the Court during the month and since contract inception. The violations shall be listed by date and shall identify the approach and time of violation. The reports shall be provided by the 15th of each month that includes the previous months' data. Details of violations shall be provided upon request by Metro. In addition to the monthly reports, the Contractor shall provide ad hoc reports as requested by Metro or LASD.

- g. Contractor shall provide a Service and Field Maintenance Procedures Manual, which provides a description of the weekly service and field maintenance tasks, including, but not limited to, example of all logs or journals used to record service and maintenance tasks. The Manual shall be updated as necessary to incorporate current service and field maintenance procedures and record keeping.
- h. Contractor shall adjust the systems as needed to optimize the quality of the photographs taken at each approach and to maximize the percentage of recorded violations for which citations are issued. The quality of the photographs shall be such that a citation can be issued for a minimum of 80% of the violations, excluding non-controllable factors such as no license plates, out-of state license plates, and motorist's face being blocked by sun visor. Equipment malfunctions shall not be considered a non-controllable event.
- i. Contractor shall replace any camera unit removed from service for preventative maintenance, corrective maintenance, or repair with a Contractor-supplied camera unit.

2. Citation Processing Services:

Contractor shall process violation event information in compliance with governing law and auditable chain of custody procedures, including event processing, registered owner acquisition, quality control, mailing citations, customer service, database management & system hosting, application development, and evidence management. All photo enforcement software applications shall be made available for use by LASD and Metro staff at no cost. Contractor shall furnish all necessary hardware needed to process citations to LASD staff at no cost.

a. Chain of Custody Procedures

Contractor shall provide a chain of custody document to Metro within 30 days of contract signing. The document must provide step-by-step procedures and policies for processing violations. Metro and Los Angeles Sheriff's Department shall review and ensure that all evidence is tamperproof and unalterable. This

document is intended to capture both field and citation processing services.
Event Processing

- a. Contractor shall process events in a local facility (within Los Angeles County) that will be available for audit by Metro staff and the Los Angeles Sheriff's Department.
- b. Events must be reviewable within 4 hours of occurring,
- c. Contractor shall be responsible for the following activities, which include, but are not limited to:
 - c.1 Viewing initial events and sending citations to LASD for final review via secure MTA and law enforcement approved database. To ensure citations are ultimately mailed within the time frame required by California Vehicle Code, Contractor shall provide the Los Angeles Sheriff's Department the citation within 7 calendar days from the violation date
 - c.2 Complete full DMV queries for each violation processed.
 - c.3 Process all mailed citations through the USPS with an official USPS certificate of mailing receipt to comply with the California Vehicle Code (verifying that citation was mailed within the legally required time frame).

3. Registered Owner Acquisition

- a. Contractor shall acquire registered owner information for California violations.
- b. Contractor shall compare registered owner information to driver license information to maximize accuracy of the registered owner query. If there is a discrepancy between the records, Contractor must use the registered owner information as long as the Contractor applies business rules established by Metro and Los Angeles Sheriff's Department to ensure accurate mailing.

4. Quality Control

- a. Contractor shall have a quality control procedure whereby an additional analyst double checks the violation to ensure that it meets Metro and Los Angeles County Sheriff's Department issuance guidelines prior to sending the citation to the Los Angeles Sheriff's Department for final review.

5. Mailing Citations

- a. Contractor shall use a United States Post Office issued certificate of mailing as evidence of service.
- b. Contractor shall mail the notice to appear for each type of vehicle ownership as follows - individual, commercial, and juvenile.

- c. Contractor shall only mail notices to appear that were approved by the Court having jurisdiction, the Los Angeles Sheriff's Department, and the State of California Judicial Council.

6. Customer Service

- a. Call Center - Contractor shall be responsible for the following activities, including, but not limited to:
 - a.1 Providing an 800 number for persons to contact an agent or Interactive Voice Recognition (IVR) based help system to get answers about the program, make photo viewing appointments with law enforcement officers to review their citation, and receive information about handling their citation. Hours of operation are required between 8am and 5pm Monday through Friday, except major holidays.
 - a.2 Providing an online (web) portal where persons can review their citation and related documentation on their own via a secure browser based interface and pay their citation..
 - a.3 Contractor shall provide an automated system for use after hours.
 - a.4 Contractor shall answer questions in English and Spanish.
 - a.5 Contractor shall schedule appointments with the Los Angeles Sheriff's Department for persons receiving a citation to view photographs.
- b. Contractor shall inform Metro of any commendations, complaints, or comments received from the general public concerning the use of photo enforcement equipment.

7. Disaster Recovery

- a. Contractor shall provide a fully redundant data center to manage Metro's photo enforcement database.
- b. The redundant site shall be at least 100 miles from the main Data center.
- c. The system shall be available 99.99% of the time as measured monthly.
- d. Contractor shall submit a Disaster Recovery Plan to Metro annually including testing the plan.

8. Application Development

- a. As the Contractor develops new application functionality or a new application, Metro shall be provided such upgrades during the contract terms at no additional cost.

9. Evidence Management

- a. Contractor shall maintain all evidence for the photo enforcement program unless requested to do otherwise by Metro.

- b. Contractor shall maintain all currently archived and future evidence records as per requirements of the CVC related to disposition of citations. Current archived records date back to 1995 and Contractor shall be responsible for their management accordingly.
- c. Contractor shall transmit citations daily to Metro and Compton Courts.
- d. Contractor shall prepare evidence for each contested case according to Metro and Los Angeles Sheriff's Department guidelines.
- e. Contractor shall provide evidence within three (3) business days.
- f. Contractor shall store evidence in lockable and fireproof cabinets. Contractor shall use controlled access for facilities where citation processing equipment and records are located and controlled access for computer systems where violations and citations data is processed.
- g. Contractor shall provide monthly compliance certifications with the legally required confidential information provision within the California Vehicle Code.

10. Program Administration:

Contractor shall be responsible for performing Administrative and Management tasks, including but not limited to:

a. Court representation

Contractor shall provide a subject matter expert to represent the program whenever requested by Metro or LASD.

b. Training of Metro and LASD staff

Contractor shall provide training by an instructor whenever requested by Metro or the Los Angeles Sheriff's Department. The training must result in certification of the trainees, otherwise the Contractor must train again until the training is certifiable.

c. Regular client meetings

c.1 Upon request from Metro or the Los Angeles Sheriff's Department, the Contractor shall meet with Metro and Los Angeles Sheriff's Department during the term of the contract. Meetings shall be in person on an as-needed basis with 24 hours-notice.

c.2 Contractor shall provide agenda and minutes for each meeting to Metro and Los Angeles Sheriff's Department within three (3) business days of the meeting.

D. COST PROPOSAL

Please refer to Appendices C and D and fill out the required cost proposal Worksheets (Excel Sheets found in the RFP Solicitation File). Appendix C details the 13 Option approaches, Appendix D details all active and future EAs for the 2 scenarios (purchase or lease equipment) mentioned earlier under Introduction.

Appendix B

Existing Rear Digital Camera Approaches

1. WB Vanowen St. @ Canoga Ave.
2. WB Sherman Way @ Canoga Ave.
3. WB Valerio St. @ Canoga Ave.
4. WB Saticoy St. @ Canoga Ave.
5. WB Roscoe Blvd. @ Canoga Ave.
6. WB Parthenia St. @ Canoga Ave.
7. WB Nordhoff St. @ Canoga Ave.