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**LOS ANGELES COUNTY  
METROPOLITAN TRANSPORTATION AUTHORITY**

**PART A**

**SCOPE OF WORK**

**SYSTEM OPERATION AND FIELD MAINTENANCE SERVICES  
FOR LONG BEACH BLUE LINE PHOTO ENFORCEMENT  
EQUIPMENT (02/00-01/05)**

**Contract No. SP035**

## 1. INTRODUCTION

This Scope of Work is the basis for a qualified Contractor to provide certain services in connection with the operation of photo enforcement equipment at highway-rail intersections on the Metro Blue Line. The work to be done consists of the following elements.

- A. Operations and Field Maintenance. Operate and maintain photo enforcement equipment at Metro Blue Line highway-rail intersections, including camera units, camera unit housings and poles, vehicle detection loops, signs and sign poles, and related cabling and conduit. Maintenance work shall be limited to routine repair and maintenance tasks that can be accomplished in the field by the Service Technician and which do involve equipment replacement, new construction, or shop repairs.
- B. Citation Processing Services. Prepare and mail citations using photographs taken of violators at the grade crossings, including additional services related to the processing of the citations until the disposition of all citations issued for grade crossing violations has been finalized.

## 2. BACKGROUND

In mid-1993, the AUTHORITY Board of Directors authorized funding for the Metro Blue Line Grade Crossing Safety Improvement Program. The program consisted of 17 separate projects, designed to enhance public safety at the 100 at-grade crossings on the Metro Blue Line. The Metro Blue Line, opened in mid-1990, is a Light Rail Transit line, which runs from downtown Los Angeles to downtown Long Beach.

As part of the Metro Blue Line Grade Crossing Safety Improvement, the AUTHORITY initially carried out five demonstration projects involving the use of photo enforcement equipment at grade crossings. Citations were issued as part of three demonstration projects. For these projects, large reductions in the number of grade crossing violations were measured after photo enforcement equipment was installed and photo citations issued. For example, at the Compton Boulevard crossing, the rate of violations dropped from approximately one violation every hour to one violation every 12 hours.

Based on the positive demonstration project results, the AUTHORITY elected to proceed with the installation of photo enforcement equipment at 17 crossings. The AUTHORITY also initiated modifications to the California Vehicle Code (CVC), under State Senate Bill 1802, which make citations for violations recorded by photo enforcement equipment subject to the same procedures as citations for other moving violations. The provisions enacted under Senate Bill 1802 have since been extended, under Senate Bill 833, for red light running violations at signalized intersections.

Photo enforcement cameras are currently operational for one or both approaches at 17 crossings on the Metro Blue Line, a total of 33 camera unit housings. Ten cameras are used and are rotated from crossing to crossing so that there is a camera at each location every 3-4 weeks on the average. Since September 1995 when the initial three locations were made operational, over 8,000 citations have been issued for grade crossing violations at the 17 crossings where photo enforcement cameras are operational. The rate of train/vehicle collisions at crossings where there are photo enforcement cameras is 40 percent lower than for other crossings on the Metro Blue Line where trains operate at speeds up to 55 miles per hour.

The AUTHORITY's project represents the first use of photo enforcement cameras at light rail transit grade crossings in North America. Currently, it is one of the largest photo enforcement systems in North America.

### **3. DESCRIPTION OF EXISTING STREET EQUIPMENT**

See Attachment A, Product Data For Poles, Cabinets, Camera and Flash Units, and Warning Signs.

### **4. SCOPE OF WORK**

This Section describes the requirements for operation and field maintenance of the photo enforcement equipment, including requirements for the processing of citations based on photographic evidence.

- A. The Contractor shall service the photo enforcement equipment at each location with a camera not less often than once per day, Monday through Friday, excluding holidays (eleven observed holidays per year), to change film, verify that the equipment is working properly, perform routine cleaning and light maintenance tasks, maintain all moveable and street equipment related to the camera system in good working order and condition, and remove the camera unit for relocation or repair work when necessary.

The Contractor shall adjust the camera unit setups as needed to optimize the quality of the photographs taken at each location and to maximize the percentage of recorded violations for which citations are issued.

The Contractor shall maintain the camera units and street equipment in proper working order and condition. The Contractor shall repair and/or replace the warning signs, warning sign poles and foundations, camera units, camera unit housings and poles, vehicle detection loops, and all other street equipment and facilities.

- B. The Contractor shall prepare and mail citations using photographs taken of violators at the grade crossings, including additional services related to the processing of the citations until the disposition of the citations issued has been finalized. Data concerning all violations recorded and citations issued shall be maintained using an automated data processing system. The Contractor shall provide the necessary documentation and training for AUTHORITY Police Services Providers personnel who will be supporting the operation of the system.
- C. The Contractor shall provide the necessary equipment and facilities to support the camera servicing and field maintenance, citation processing, and related work tasks described in this Section.

### **5.1 DAILY SERVICING AND EQUIPMENT FIELD MAINTENANCE**

- A. Number of Camera Units.
  - 1. Existing Camera Units - 10.

2. Maximum Number of Camera Units During Period of Performance - up to 22 camera units and five (5) flash-only camera units. It is the Authority's intent that additional camera units shall be the same or fully compatible with existing camera units and housings.
3. The Contractor shall replace any camera unit removed from service for more than three consecutive days in any 60-day period for preventative maintenance, corrective maintenance, or repairs with a Contractor-supplied camera unit.

B. Number of Locations.

1. Existing Operational Locations - 33.
2. Maximum Number of Locations During Period of Performance - 60.

C. Existing Servicing and Maintenance Procedures - See Attachment B.

D. Daily Servicing.

1. The Contractor shall service the photo enforcement cameras at each location not less often than one time per day, Monday through Friday, excluding holidays, 52 weeks per year.
  - a. Change film and camera data card.
  - b. Verify that the equipment is working properly.
  - c. Adjust the detector frequency and sensitivity settings being used for each vehicle detection loop, as needed, to ensure that all vehicles are being properly detected, that the loops are not cross-talking with adjacent loops, and that trains are not being detected.
  - d. Adjust the camera unit setups as needed to optimize the quality of the photographs taken at each location.
  - e. Perform routine cleaning and field maintenance tasks, including the removal of graffiti from the camera housing, camera pole, and/or advance warning signs.
  - f. Remove the camera unit for relocation or repair work when necessary.
  - g. Record camera service data including date and time, exposure and traffic counts, and any problems or defects noted and corrected.

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E. Equipment Field Maintenance. The Contractor shall maintain the photo enforcement equipment, including but not limited to the following tasks.

1. Inspect the camera housings, camera poles, and advance warning signs for graffiti, scratches, and damage during each service visit, Monday through Friday. Remove minor graffiti, less than one square foot, on camera housings or camera poles being serviced. Remove all graffiti and touch-up paint any scratches or damaged areas on all camera housings, camera poles, and advance warning signs within five (5) working days. Replace advance-warning signs if graffiti cannot be removed without damaging sign wording or background.
2. Replace or repair advance warning signs which have been damaged within five (5) working days.
3. Repair or replace sign poles, where the sign pole base has not been damaged and only the mast section of the pole needs to be replaced, which are knocked down or damaged within five (5) working days.
4. Respond within four (4) hours, after being notified by the AUTHORITY, to any location where 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.
5. Inspect vehicle detection loops at least every 12 months. Verify loop circuit integrity using Megger test at camera pole; inspect loop to DLC splices and redo any splices which appear worn or weathered; inspect DLC tags and replace any tags which have been removed or damaged; and inspect loop saw cuts, add sealant where necessary, and remove any objects which may be damaging loops. Identify any locations where street maintenance may be required in order to avoid potential damage to the vehicle detection loops.
6. Inspect camera unit and flash unit operation on a daily basis, Monday through Friday. Make any adjustments needed to the camera unit and flash unit required for optimum performance. Replace any failed or damaged parts or components, which can be done by the Service Technician using hand tools or not requiring tools in the field.

F. Documentation

1. The Contractor shall maintain written or automated daily service and field maintenance log books or journals. Entries shall be made by the person performing the task at the time the task is done. The person performing the task shall initial entries in the service logs. The logs shall be available to the AUTHORITY or AUTHORITY's representatives at all times.

2. The Contractor shall provide a Service and Field Maintenance Procedures Manual, which provides a description of the daily service and field maintenance tasks, including 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.
3. The Contractor shall include summary daily servicing and field maintenance information in the monthly summary reports.

## 5.2 CITATION PROCESSING

A. Existing Citation Processing Procedures - See Attachment C.

B. Participating Agencies

1. Courts.

- a. Compton Municipal Court, located in downtown Compton, for traffic violations at crossings on the cab signal route segment from Slauson Boulevard to as far south as Manville Street.
- b. Long Beach Juvenile Court, Traffic Division (handles juvenile violations for the Compton Court).
- c. Los Angeles Municipal Court located on Hill Street in Los Angeles may be used for citations issued north of Slauson Avenue, as determined by the Authority and the Authority Police Service Provider.
- d. Long Beach Municipal Court, in downtown Long Beach, may be used for citations issued in the city of Long Beach, as determined by the Authority and the Authority Police Service Provider.

2. State of California Department of Motor Vehicles.

3. AUTHORITY Police Services Provider. Currently, the Los Angeles County Sheriff's Department Transit Services Bureau provides police services for the Metro Blue Line under a contract with the AUTHORITY.

B. Requirements

1. The Contractor shall view all photographs taken by the photo enforcement cameras.
2. The Contractor shall prepare and mail citations to violators photographed by the system where the photographs have recorded a violation and where they provide identifiable images of each driver's face and vehicle license plate. The Authority Police Services Provider shall provide criteria to the Contractor for the preparation of citations from the photographic evidence.

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- a. All violators shall be mailed a notice of violation and/or citation within eleven calendar days of the date of violation. Contractor shall maintain adequate records to verify that citations are being mailed within the ~~specified number of days and shall provide~~  
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  - b. The notice of violation letters shall be written for each type of vehicle ownership as follows - individual, commercial, and juvenile.
  - c. Citations sent to individuals shall include the driver's license number and related information with the following exception: With Court approval, citations sent to individuals may not include the driver's license number
  - d. Citations shall include, at the AUTHORITY's option, digitized reproductions of the second photograph, close-up view of the driver's face, and close-up view of the license plate.
  - e. Copies of each citation shall be provided to the Court having jurisdiction and to the MBL police services provider either electronically or hard copy.
  - f. Summary reports listing each day's citations shall be provided to the Court having jurisdiction and to the Authority Police Services Provider either electronically or hard copy.
  - g. Data in an acceptable computer readable format for each day's citations shall be provided to the Court having jurisdiction, if required by the Court.
  - h. Citations shall be prepared and mailed where a written statement by the registered vehicle owner of record concerning a change in ownership or providing identification of the person driving has been received.
  - i. Certificates of Mailing and other supporting documentation or statements, which may be required by a Court in order to issue warrants and DMV holds shall be provided.
  - j. The citation form shall be approved by the Court having jurisdiction, the Authority Police Services Provider, and the State of California Judicial Council.
3. The Contractor shall provide an automated system for tracking relevant information for each violation recorded by the photo enforcement system and warning notice or citation issued. At a minimum, the data processing system shall provide the following information retrieval and reporting capabilities:
- a. Generate notice of violation letters, citations, and warning notices. Citations shall be issued per the AUTHORITY established policy and procedures for issuing photo citations. The AUTHORITY may revise or amend its policy and procedures for issuing photo citations at any time, and as often as necessary, during the period of performance.
  - b. Generate monthly operations report in the format of the attached example report - see Attachment E.

- c. For each violation recorded:
  - Location.
  - Date.
  - Time.
  - Number of seconds of amber and red traffic signal, or red flashing signal displayed.
  - Type of violation (such as right turn, left turn or straight through), if applicable.
  - Estimated vehicle speed.
  - Train present, if applicable.
  - Vehicle description, including license plate state and number.
  - VC section violated.
  - Citation prepared or reason for not preparing citation.
  - Registered vehicle owner's name and address, driver's license number, and related information required to prepare citation.
  - Driver's name and address, driver's license number, and related information required to prepare citation where violation made by driver other than registered owner.
  - Status of citation (outstanding, canceled, reissued, paid or bail forfeited, warrant issued, and so forth).
  
- d. Ability to access State of California DMV databases to obtain registered owner and driver's license information. DMV access shall be on-line via telephone line. Over-the-counter DMV access or access which does not provide full access to the registered owner and driver's license data bases shall not be acceptable.
 

The Contractor shall not be required to issue citations for out-of-state or foreign license plates.
  
- e. Provide on-line access to Authority Police Services Provider for on-line inquiries regarding the disposition of citations and related items.
  
- f. Provide automated support for photographic data analysis and AUTHORITY audits as follows:
  - i. Provide on-line status of recorded violations for any date, time, and location by roll of film identifier.
  - ii. Provide on-line disposition of recorded violations for any date, time, and location by citation issued or reason for not issuing citation.
  
- g. Provide for the reporting of special cases and circumstances, such as the following:
  - i. Number of citations dismissed under Section D and the disposition of citations issued under Section D

- ii. Number of violations recorded and citations issued or reasons for not issuing citations for two violations recorded at the same time.

At the AUTHORITY's request, the Contractor shall provide data tabulations and related information, including violation photographs, for these violations.

- 4. The Contractor shall review all photographs taken to determine where camera unit adjustments are needed to optimize the quality of the photographs taken at each location and to maximize the percentage of recorded violations for which citations are issued. For example, the Contractor may elect to change the distance for the second photograph in order to provide improved photographs of vehicles making turns.
- 5. The Contractor shall provide a telephone answering and information service to handle calls from persons receiving citations.
  - a. Answer questions in English or Spanish.
  - b. Answer questions about citations issued and options available for persons receiving a citation.
  - c. Schedule appointments with the AUTHORITY Police Services Provider for persons receiving a citation to view photographs.
  - d. To be available from 9:00 a.m. to 5:00 p.m., Monday through Friday except holidays.
- 6. The Contractor shall provide copies of photographs and related information for any citation to the AUTHORITY Police Services Provider in connection with appointments by persons receiving citations or court hearings.
- 7. The Contractor shall provide "on call" technical assistance, copies of photographs, and related information to the AUTHORITY Police Services Provider or the courts in connection with court hearings or any inquiries from the courts concerning the operation of the photo enforcement equipment.

The Contractor shall also provide "on call" technical assistance as required by the AUTHORITY for:

- a. Assistance in drafting proposed legislation that enhances or clarifies the operation of photo enforcement cameras at MBL grade crossings and in presenting the proposed legislation to elected officials and public agency representatives.
- b. Engineering assistance to evaluate new or enhanced photo enforcement systems and related equipment.

8. The Contractor shall inform the AUTHORITY of each violation recorded involving an AUTHORITY vehicle, a Police or Fire Department vehicle, any emergency services vehicle, vehicles transporting hazardous materials, and school buses. At the AUTHORITY's request, the Contractor shall provide copies of photographs and related information for these violations.

The Contractor shall inform the AUTHORITY of any commendations, complaints, or comments received from the general public concerning the use of photo enforcement equipment at MBL grade crossings.

8. Security shall be provided to protect photographic evidence and related records.
  - a. Lockable and fireproof cabinets for storing photographic evidence and related records.
  - b. Access control for facilities where citation processing equipment and records are located.
  - c. Access control for computer systems where violations and citations data is processed.

Adequate records shall be maintained to establish a chain of evidence for each violation recorded by the system. At a minimum, the Contractor shall maintain the following information in written or automated logs books or journals.

- a. ~~Daily servicing of each camera unit (film changes, violation and traffic counts, and equipment maintenance).~~
- b. ~~Use of each roll of film, including the disposition of each photograph taken by the camera units.~~
- c. ~~Status of each citation prepared and mailed.~~

The Contractor shall establish procedures and record-keeping for the handling and processing of film that provide for the accountability and independent verification of all exposures taken by the photo enforcement equipment.

10. The Contractor shall familiarize and train personnel from the AUTHORITY Police Services Provider and courts in the operation of the photo enforcement equipment.
11. From time to time and without notice, the AUTHORITY, the AUTHORITY's representative, or the Police Services Provider may audit the Contractor's records.
12. The Contractor shall provide a Citation Processing manual, which provides a description of the citation processing tasks, reports and documentation, and data processing systems. The Manual shall be updated as necessary to incorporate current citation processing procedures and record keeping.

#### D. Estimated Citation Processing Volumes

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