



COMMONWEALTH of VIRGINIA

Thelma D. Drake
Director

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION
600 EAST MAIN STREET, SUITE 2102
RICHMOND, VA 23219

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FAX (804) 225 3752
VIRGINIA RELAY CENTER
1-800-828-1120 (TDD)

Contract for General Planning Consultant Services for Transit Projects in Virginia

Contract Number 505-13-CC0007

THIS CONTRACT for General Planning Consultant Services for Transit Projects in Virginia is entered into this 19th day of June, 2013 by Kimley-Horn and Associates, Inc., (the "Contractor"), and Commonwealth of Virginia, Department of Rail and Public Transportation (DRPT), (the "Department" or "Purchasing Agency").

WHEREAS, on March 28, 2013 in keeping with the Virginia Public Procurement Act, §§ 2.2-4300 *et seq.* of the *Code of Virginia* (the "Act"), the Department issued Request for Proposal number 505-13-RR0001 (the "RFP") seeking competitive negotiation for General Planning Consultant Services for Transit Projects in Virginia; and

WHEREAS, on April 26, 2013, the Contractor submitted a proposal (the "Proposal"), which is hereto attached and marked as Exhibit B; and

WHEREAS, after consideration and evaluation of all the proposals pursuant to the Act, the Department has determined that a contract should be awarded to the Contractor.

NOW THEREFORE, in consideration of mutual covenants, promises and agreements herein contained, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. SCOPE OF WORK: The Contractor shall provide the services to the Department as set forth in the following:

- a. The RFP, which is hereto attached, marked as Exhibit A, and made a part of this document:
- b. The Proposal which is hereto attached and marked as Exhibit B and hereby made a part of this document, and the negotiated modifications to the proposal dated June 4, 2013, which is hereto attached and marked as Exhibit C, and hereby made a part of this document.

The Smartest Distance Between Two Points

www.drpt.virginia.gov

2. **TERM.** The term of this contract shall be for a period of three years, renewable for up to two successive one-year periods.

3. **CERTIFICATION REGARDING LOBBYING:** The Contractor hereby certifies that it is in compliance with 49 C.F.R. Part 20, Certification Regarding Lobbying.

4. **NOTICE TO PROCEED:** No work shall be done by the Contractor prior to receipt of written notice to proceed in the form of an eVA Task Order from the Department Contract Manager. The Department will not be responsible for payment for work done in advance of such notice.

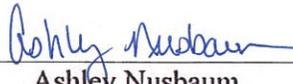
5. **ADDITIONAL TERMS:** This will be a Requirements contract with fixed labor rates. The consideration for Task Orders will be paid on a fixed billable rate basis using fully loaded hourly bill rates as shown in the attachment. The fully loaded hourly bill rates will remain constant for the first three years of the contract. Fees for specific task assignments shall be in accordance with the Price/Cost Chart included in the Final Price Schedule for the approved individuals assigned to the task. Task Orders may be issued on a fixed price or time and materials basis. All Task Orders will have a maximum cost.

IN TESTIMONY THEREOF, the parties have caused this contract to be executed, each by its duly authorized officers, all as of the day, month, and year hereinabove first written.

**KIMLEY-HORN AND
ASSOCIATES, INC.**

**DEPARTMENT OF RAIL AND
PUBLIC TRANSPORTATION**

By: 

By: 

Name: J TODD CHAVERS

Ashley Nusbaum
Financial Compliance and
Procurement Analyst

Title: SR VICE PRESIDENT

Date: JUNE 19, 2013

Date: 6/19/13

REQUEST FOR PROPOSAL

505-13-RR0001

General Planning Consultant Services Contract for Transit Projects in Virginia

There will be an optional pre-proposal conference for this solicitation

April 9, 2013 at 10:00 a.m.

Vendor Registration: In order to receive an award, the firm must be a registered Vendor with eVA.

Note: This public body does not discriminate against faith based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law.



Request for Proposal (RFP) Cover Sheet

RFP #: **505-13-RR0001**
Issue Date: **March 28, 2013**
Title: **General Planning Consultant Services Contract for Transit Projects in Virginia**
Commodity Code: **918-96 Transportation Consulting**
Issuing Agency: **Commonwealth of Virginia
Department of Rail and Public Transportation
600 East Main Street, Suite 2102
Richmond, VA 23219**
Initial Period of Contract: **Three years from date of award**
Proposals Will be received until: **April 26, 2013
4:00 p.m.**
All inquiries must be directed in writing to: **Ashley Nusbaum, Procurement Manager
ashley.nusbaum@drpt.virginia.gov**

No proposal will be accepted after the closing date and time unless the closing date and time is modified by written addendum. Proposals must be sealed and mailed or hand delivered to the appropriate delivery address identified above.

In compliance with this RFP and all conditions imposed in this RFP, the undersigned firm offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation, and hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete.

Name and Address of Firm:

_____	_____
_____	Date
_____	_____
_____	Signature in Ink
_____	_____
_____	Printed or Typed Name of Above
FEI/FIN Number	_____
_____	Phone
E-mail	_____
_____	Fax

Note: An Optional Pre-Proposal Conference will be held on April 9, 2013 at 10:00 a.m. See Section VIII for more information.

Small Businesses, Women-Owned Businesses, and Minority-Owned Businesses are encouraged to participate.

REQUEST FOR PROPOSAL

General Planning Consultant Services Contract for
Transit Projects in Virginia

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General Planning Consultant Services Contract for Transit Projects in Virginia (Transit GPC)

I. CONTRACT AMOUNT AND TERM

The initial contract term shall be for a period of three years, renewable for up to two successive one-year periods. The compensation of this contract is estimated to be \$15,000,000 (to be divided among qualified firms). The effective date of the contract will be determined at time of award.

II. PURPOSE

The Department of Rail and Public Transportation (DRPT), an agency of the Commonwealth of Virginia, is issuing this Request for Proposal (RFP) to solicit sealed proposals for the purchase of General Planning Consultant Services related to DRPT's transit programs, projects, and initiatives. **It is the intent of DRPT to award to multiple qualified firms.**

III. BACKGROUND

DRPT is an agency of the Commonwealth of Virginia created in 1992. DRPT's mission is to improve the mobility of people and goods while expanding transportation choices in the Commonwealth. DRPT consists of the Director's office and two divisions: (1) Rail and Transit and (2) Finance and Administration.

DRPT's Rail Division assists passenger rail operations, freight rail operations, planning and special projects. Passenger and freight rail operations involve coordinating with both public and private entities to enhance rail operations, planning and development. Rail Planning involves providing input on state and federal rail policy and regulations, track abandonment, freight and passenger rail feasibility analysis, identification of freight rail needs, and updates to state rail studies, maps and plans. Rail special projects include demand analysis for passenger rail studies, rail capacity analysis, and coordinating with local and regional transportation authorities on rail modeling issues and intermodal studies.

The Transit Division assists more than 40 public transit agencies, 50 human service providers and 15 commuter assistance agencies that combined carry nearly 700,000 Virginians to work every day in something other than their own cars. Transit demand management services are provided through a unique partnership between DRPT, 15 local commuter assistance programs, Metropolitan Planning Organizations, various Transportation Management Associations (TMAs) and the Virginia Department of Transportation (VDOT). DRPT also provides technical and financial support to local commuter assistance agencies through grant programs, research, training, and marketing assistance.

The Finance and Administration Division is responsible for administering agency funds that empower our grantees to deliver efficient, effective transportation services. DRPT has a complex accounting environment utilizing 15 funds to account for 2000 open grants and projects involving the activities of approximately 75 grantees. DRPT is a funding and technical assistance participant in projects that combine federal, state, and local funding.

IV. STATEMENT OF NEEDS

The scope of work to be provided under this contract may cover the full range of activities required by federal, state, regional and local processes for public transportation and congestion management planning and projects. These transit activities include: project feasibility/identification, environmental analysis, public participation, marketing, research, financial planning, strategic planning/capital investment planning, operations planning and analysis, project/program evaluation, safety and security, short-range plan and program development, and training and technology/Intelligent Transportation Systems (ITS).

Potential Services to be provided for Transit

1. **Project Feasibility/Identification and Alternatives Analysis** – Conduct planning studies for rail and bus transit and congestion management projects as directed that meet federal, state, regional and local processes. Develop demand or market forecasts including utilizing transportation forecasting models when required. Develop alternatives for analysis and capital cost estimates necessary to support planning studies. Develop operating scenarios utilizing operational models and other tools and estimate operating costs and revenues.
2. **Environmental Analysis** – Recipients of federal funds must ensure that projects are in compliance with all environmental laws regardless of which federal agency authorizes the funding (i.e., Federal Transit Administration or Federal Highway Administration). Must be able to conduct in whole or in part, categorical exclusions, environmental assessments, environmental impact statements, and alternatives analyses, as required by the National Environmental Policy Act (NEPA) as amended (42 U.S.C. § 4321 *et seq.* and 23 C.F.R. pt. 771).
3. **Public Participation** – Establish and implement comprehensive public participation programs and outreach activities for planning studies and projects that meet the requirements of federal, state, regional and local processes.
4. **Marketing and Research** - Develop, produce and implement marketing, consumer research and public relations programs associated with applicable projects/programs.
5. **Financial Planning and Analysis** - Conduct financial studies as directed. Evaluate capital and operating and maintenance funding sources and options, including various financing tools. Develop project expenditure and cash flow forecasts.
6. **Strategic Planning/Capital Investment Planning** – Assist in the development of strategic and/or capital investment plans for DRPT and other authorized users as directed.
7. **Operations Planning and Analysis** – Review and conduct comprehensive operations planning and analysis for DRPT and other authorized users as directed. Develop demand or market forecasts including utilizing transportation forecasting models when required. Develop operating scenarios utilizing operational models and other tools and estimate operating costs and revenues.
8. **Project Evaluation** – Develop and implement evaluation programs that analyze the effectiveness, success and results of DRPT programs and projects.

9. **Safety and Security** – Conduct safety and security assessments of transit operators, evaluate system safety plans, conduct safety and security training and exercises for transit operators as requested.
10. **Short-Range Plan and Program Development** – Prepare updates to Transit Development Plans and Transportation Demand Management (TDM) Plans to identify needs and required resources for modifying/enhancing services and provide a basis for evaluating funding requests.
11. **Training** – Assist with developing training materials and conducting training courses for DRPT and other authorized users that are related to DRPT programs and industry specific issues.
12. **Technology/ITS** – Assist DRPT in the evaluation of technology products and systems designed to improve the efficiency and effectiveness of DRPT and other authorized users, including various Information Technology solutions and Intelligent Transportation Systems.

V. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

PROPOSED PROCUREMENT SCHEDULE:

Issue Date of RFP	March 28, 2013
Pre-Proposal Conference	April 9, 2013
Deadline for receipt of Proposals	April 26, 2013
Oral Presentations (if needed)	Week of May 15, 2013
Negotiations	May 20, 2013
Proposed Contract Award (Dependant upon timing of Oral presentations)	June 3, 2013

GENERAL REQUIREMENTS

1. RFP Response

The Offeror (“Offeror”) is the firm submitting the proposal, and for Federal Terms and Conditions, means Contractor as normally used in those terms and conditions. In order to be considered for selection, Offerors must submit a complete sealed written response to this RFP. One original of each proposal and five copies, each of which are marked “Copy,” must be submitted to DRPT in addition to one electronic version on a compact disc (CD).

Proprietary information must be clearly marked as proprietary prior to submittal. If the Offeror wishes to submit a version of the proposal that has proprietary information redacted, the redacted version must be submitted in electronic format on a CD and must redact all proprietary information. Section numbers which are redacted must be identified as follows: Example: Section 3, paragraph B: “Redacted.” The Offeror is responsible for ensuring that the redacted version of the proposal is carefully edited, altered, and refined in order to protect and maintain complete confidentiality of protected information.

No other distribution of the written proposal shall be made by the Offeror.

The signed proposal must be returned in an envelope or package, sealed and identified as follows:

From:	<u>04/26/2013</u>	<u>4:00 p.m.</u>
	Name of Offeror	Due Date
		Time
		<u>505-13-RR0001</u>
	Street or Box Number	RFP No.
		<u>Transit GPC</u>
	City, State, Zip Code	RFP Title

Name of Contract/Purchase Officer or Buyer **ASHLEY NUSBAUM**

Proposals must be received at the following location by April 26, 2013 at 4:00 p.m.

Commonwealth of Virginia
Department of Rail and Public Transportation
600 East Main Street, Suite 2102
Richmond, VA 23219

In addition, the Offeror may be required to make a subsequent oral presentation detailing how the Offeror would approach the specific program objectives outlined in the Statement of Needs.

DRPT reserves the right to ask any Offeror to submit information missing from its offer, to clarify its offer, and to submit additional information which DRPT deems desirable, and does not affect quality, quantity, price or delivery.

2. Written Proposal Preparation

A. Proposals shall be signed by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information requested may result in DRPT requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals, which are substantially incomplete or lack key information, may be rejected by DRPT at its discretion.

B. Proposals must be organized in the order in which the requirements are presented in the RFP. All pages of the proposal must be numbered. Each paragraph in the proposal must reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter must be repeated at the top of the next page. The proposal must contain a table of contents which cross-references the RFP requirements. Information which the

Offeror desires to present that does not fall within any of the requirements of the RFP must be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

C. Proposals should be prepared simply and economically, providing straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on

completeness and clarity of content. Each copy of the proposal must be in a single volume where practical. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are neither required nor desired. **No proposal, in its entirety, should exceed 100 pages one-sided.**

SPECIFIC PROPOSAL REQUIREMENTS

Proposals must be as thorough and detailed as possible so that DRPT may properly evaluate the Offeror's capabilities to provide the required services. Offerors are required to submit the following items in order for their proposal to be considered complete.

Proposals shall be binding upon the Offeror for 120 days following the proposal due date. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is canceled. Every effort will be made by DRPT to provide status information during the selection process.

RFP Cover Sheet – The RFP Cover Sheet which is page two of this RFP shall be completely filled out and signed as required.

State Corporation Commission (SCC) Identification Number – See Attachment B - Special Terms and Conditions for the SCC Identification Number reporting requirement.

Tab 1 Understanding of Work and Plan for Providing Services – The Offeror must provide a detailed description of its understanding of the services to be provided with descriptions of the approach and procedures employed on similar projects elsewhere. The Offeror must describe the process it will follow to respond to a specific purchase order request from DRPT. The Offeror must also describe the management procedures it will follow to oversee work by its personnel and work by subcontractors on multiple purchase orders simultaneously.

Tab 2 Experience and Qualifications – The Offeror must describe the skills and qualifications it has available to perform the various types of tasks described in the Statement of Needs. The key personnel who could be assigned to these various tasks must be identified. The Offeror must demonstrate that it has sufficient personnel with the various types of skills needed to staff the purchase orders when needed. The Offeror shall provide all of the following information concerning its company, subcontractor and personnel qualifications.

- A.** A detailed statement indicating the organizational structure under which the firm proposes to conduct business. If more than one firm is involved in this project, state the type of arrangement between the firms and the percentage of work to be performed by each.
- B.** A list of the key personnel including subcontractors who could be assigned to the various tasks identified. Give the relevant experience record of each and include resumes and any certifications.
- C.** A list of references to include name, address, telephone number, email address, project, and dollar amount of project.
- D.** A Certificate of Insurance with at least the minimum amount of coverage cited in the Insurance clause in Attachment A - Required General Terms and Conditions of the RFP.

Tab 3 Virginia Department of Minority Business Enterprise (DMBE) Small Businesses, Women-Owned Businesses, and Minority-Owned Businesses (SWAM) Participation – The Offeror shall indicate the percentage of DMBE SWAM participation and specify the types of work to be performed by DMBE SWAM subcontractors. In order to be considered for the selection of this RFP, the Offeror must include Attachment C - Small Business Subcontracting Plan in each copy of the proposal.

- A. If the Offeror on the contract is a DMBE-certified small business, the Offeror shall indicate such in Section A of Attachment C. This shall include DMBE-certified women-owned and minority-owned businesses that meet the small business definition and have received the DMBE small-business certification.
- B. If the Offeror is not a DMBE-certified small business, the Offeror is required to identify the portions of the contract the Offeror plans to subcontract to DMBE-certified small business by completing and returning Section B of Attachment C.
- C. If the Offeror is not a DMBE-certified small business and cannot practicably subcontract any portion of the requirements being solicited, in order to be considered responsive to the solicitation, the non DMBE-certified Offeror must document on Attachment C, section C, past efforts made to provide subcontracting opportunities to DMBE-certified small businesses for other contracts within the past 24 months.

All DMBE SWAM Offerors or subcontractors must be certified with DMBE. If the Offeror or subcontractor is not certified, they must demonstrate that they are eligible to be certified, and must receive such certification prior to the solicitation due date. DMBE can be contacted at (804) 786-5560. The DMBE SWAM goal for this contract is 15 percent. If the prime Offeror is DMBE SWAM certified, they will receive full credit for planned involvement.

Tab 4 Contact Person – The primary Offeror must identify the name, telephone number and e-mail address for the contact person who will be responsible for coordinating the efforts and personnel of all parties and/or subcontractor involved in the proposal.

Tab 5 Staffing and Pricing Plan – Offerors shall identify all staff positions by person and **actual** hourly rates (base rate, overhead and profit listed separately along with the total rate) in Attachment D - Price Schedule for the 12 potential services described in the Statement of Needs, and listed pursuant to Tab 2 to be fully loaded with all direct salaries and general overhead. Final pricing/rates will be addressed in the negotiation phase. Transportation costs, travel, and per diem rates must not be included in determining the fixed billable hourly rates. Proposals must provide for a diversity of team members and hourly rates, given the varied nature of the potential work assignments under this contract.

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VI. EVALUATION AND AWARD CRITERIA

A. EVALUATION CRITERIA - Multiple Offerors will be qualified and selected by DRPT's Selection Committee based on the following weighted criteria:

<u>FOR SERVICES</u>	<u>POINT VALUE</u>
1. Project management and communication experience and/or quality of previous project management services rendered (including ability to complete task orders on time and within budget, proper invoicing, and Quality Assurance / Quality Control procedures)	10 points
2. Experience with development of major capital transit projects, NEPA, multimodal corridor studies, and transit operations planning and analysis	10 points
3. Experience with regional and statewide transit and TDM planning, performance measurement, and transportation/land use planning	10 points
4. Qualifications and availability of proposed staff and resources to perform potential tasks	30 points
5. Experience with public outreach, marketing, and training	10 points
6. Commitment to DMBE SWAM Utilization	20 points
7. Price	10 points
Total Points	<hr/> 100 points

B AWARD TO MULTIPLE OFFERORS - DRPT reserves the right to make multiple awards as a result of this solicitation. Selection shall be made of multiple Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation criteria included in the RFP. Negotiations shall be conducted with the Offerors selected. After negotiations have been conducted with each Offeror selected, the agency shall select the Offerors, which, in its opinion, have made the best proposal and shall award the contract to those Offerors. Should DRPT determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.

C. AWARD DOCUMENTS AND CANCELLATION - The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and of the Offeror's proposal as negotiated. In the event there is a conflict between the Offeror's proposal and the requirements, terms, and conditions of the solicitation, the requirements, terms, and conditions of the solicitation shall apply.

DRPT may cancel this RFP or reject proposals at any time prior to an award and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. (*Code of Virginia* § 2.2-4359(D).)

D. DELAYS IN AWARD: Delays in award of a contract beyond the anticipated starting date may result in a change in the contract period indicated in the solicitation. If this situation occurs, DRPT reserves the right to award a contract covering the period equal to or less than the initial term indicated in the solicitation.

E. PROTEST OF AWARD: An Offeror wishing to protest an award or a decision to award a contract must submit a written protest to the DRPT Purchasing Division, 600 East Main Street, Suite 2102, Richmond, Virginia 23219, no later than 10 days after public notice of award or announcement of the decision to award, whichever occurs first. The public notice will be in the area designated for solicitation/proposal and award notices. The protest must include the basis for the protest and the relief sought. Within 10 days after receipt of the protest, the Chief Financial Officer (CFO) will issue a written decision stating the reasons for the action taken. This decision is final unless within 10 days after receipt of such decision, the Offeror institutes legal action as provided in the *Code of Virginia*.

VII. REPORTING AND DELIVERY REQUIREMENTS

A. TASK ORDERS - Work associated with this contract must be conducted within an approved task order for which a purchase order will be issued and authorized by the DRPT Procurement Manager. No work is authorized to begin until a purchase order has been issued through eVA. The Offeror and DRPT are expected to negotiate the scope, budget, schedule and deliverables for each task and the manner in which payment will be made. The payment method must be agreed to and documented within the task order. The Offeror is fully expected to strictly adhere to the mutually agreed upon levels of effort and costs and complete the scope of work within the agreed upon budget and schedule. The Offeror will not be compensated for unauthorized work performed outside the approved scope of work.

- a. Fully loaded fixed hourly rates proposed and accepted via the Offeror initial response to the RFP and included in any negotiated Offeror responses may be used in individual task orders; however, the total quantity of hours, the job category, and the related project work plans for any work efforts may be subject to negotiations.
- b. Once fixed price task order project work plans are approved by DRPT, a task order may be issued to the selected Offeror specifying the maximum hours allowed by job category.
- c. To provide the most flexibility in work assignments, task orders may be issued as fixed price task orders or time and materials (fixed billable hourly rates) task orders. Task orders may have a combination of attributes listed above.

B. TASK ORDER SCHEDULE - The Offeror is required to develop a detailed task schedule as part of the task order. Once fixed priced task order activities have been defined at the time of task order initiation, their relationships shall be identified, start and end dates set, and budget controls established. At the sole discretion of DRPT, the task order completion date may be extended past the originally agreed upon completion date. Extension requests must be sent to the DRPT Procurement Manager and Program Manager no later than 30 days before the original completion date.

C. PROGRESS REPORTS – Offerors must meet all due dates on all tasks assigned. To provide feedback to DRPT concerning this requirement, the Offeror shall submit monthly progress reports providing detailed information on the status of the work effort on each of the various project tasks. The progress reports shall include total authorized funds and expended funds to date. It shall summarize all work efforts in the reporting period including personnel and hourly utilization. It shall also discuss any anticipated difficulties and proposed resolution.

D. SWAM AND OTHER REPORTING REQUIREMENTS – See Attachment B - Special Terms and Conditions for additional reporting requirements.

E. MEETINGS AND REVIEWS - DRPT may hold an initial conference with the Offeror at a place and time selected by DRPT for the purpose of reviewing the Offeror’s schedules, procedures, methods, and to clarify any ambiguities that may then exist. The Offeror’s Principal Officer and others requested by DRPT shall attend the conference. DRPT may request additional reviews during the contract period to evaluate vendor performance and provide feedback.

VIII. OPTIONAL PRE-PROPOSAL CONFERENCE - There will be an optional pre-proposal conference for this RFP on **April 9, 2013 at 10:00 a.m.** in the Main Street Centre building located at 600 E. Main Street, 1st Floor, Richmond, Virginia 23219, Conference Room 101. The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. The telephone number for directions to the conference location is 804-786-4440. While firms are not required to attend this pre-proposal conference in order to submit a response to this solicitation, attendance is strongly recommended.

Any changes resulting from this conference will be issued as a written addendum to the RFP.

IX. REQUIRED GENERAL TERMS AND CONDITIONS - Please see Attachment A - Required General Terms and Conditions.

X. SPECIAL TERMS AND CONDITIONS - Please see Attachment B - Special Terms and Conditions.

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Attachment A

REQUIRED GENERAL TERMS AND CONDITIONS

1. VENDORS MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia's *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.eva.virginia.gov under Vendors Manual on the vendors tab.

2. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation concerning it shall be brought in the courts of the Commonwealth. The agency and the Offeror are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The Offeror shall comply with applicable federal, state and local laws, rules and regulations.

3. ANTI-DISCRIMINATION: By submitting their proposals, Offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans with Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided. However, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body (*Code of Virginia* § 2.2-4343.1 (E)).

In every contract over \$10,000 the provisions in A and B below apply:

A. During the performance of this contract, the Offeror agrees as follows:

1. The Offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona-fide occupational qualification reasonably necessary to the normal operation of the Offeror. The Offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the Offeror, will state that such Offeror is an equal opportunity employer.
3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

B. The Offeror will include the provisions of A. above in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

4. ETHICS IN PUBLIC CONTRACTING: By submitting their proposals, Offerors certify their proposals are made without collusion or fraud and they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposal, and they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

5. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into a written contract with the Department of Rail and Public Transportation (DRPT), the Offeror certifies that the Offeror does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

6. DEBARMENT STATUS: By submitting their proposals, Offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

7. ANTITRUST: By entering into a contract, the Offeror conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of the action it may now or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular services purchased or acquired by the Commonwealth of Virginia under said contract.

8. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS: Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, DRPT reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal.

9. CLARIFICATION OF TERMS: If any prospective Offeror has questions about the specifications or other solicitation documents, the prospective Offeror must contact the DRPT Procurement Manager whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the DRPT Procurement Manager.

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10. PAYMENT:

A. To Prime Offeror:

1. Invoices for items ordered, delivered and accepted by DRPT shall be submitted monthly by the Offeror directly to the payment address shown on the purchase order. All invoices shall show the DRPT contract number, eVA purchase request number; social security number (for individual Offerors) or the federal employer identification number (for proprietorships, partnerships, and corporations), a detailed list of any products delivered, and all applicable tasks for which payment is being requested.
2. Payment will be made (in accordance with the Virginia Prompt Payment Act) within 30 days after receipt of valid invoice and verification of satisfactory goods received and/or completion of work. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days. Final invoices shall be submitted within 90 days after the end date of the task order. As negotiated within the contract, payments may be reduced for retainage until the satisfactory completion of each task.
3. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the Offeror at the contract price, regardless of which public agency is being billed.
4. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
5. Unreasonable Charges – Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, Offerors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, DRPT shall promptly notify the Offeror, in writing, as to those charges which it considers unreasonable and the basis for the determination. An Offeror may not institute legal action unless a settlement cannot be reached within 30 days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

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B. To Subcontractors:

1. An Offeror awarded a contract under this solicitation is hereby obligated:
 - a. To pay subcontractors within seven days of the Offeror's receipt of payment from DRPT for the proportionate share of the payment received for work performed by the subcontractors under the contract; or
 - b. To notify DRPT and the subcontractors, in writing, of the Offeror's intention to withhold payment and the reason.
2. The Offeror is obligated to pay subcontractors interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Offeror that remain unpaid seven days following receipt of payment from DRPT, except for amounts withheld as stated in (b) above. The date of mailing of any payment by U.S. Mail is deemed to be the payment date to the addressee. These provisions apply to each subcontractor performing under the primary contract. An Offeror's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of DRPT.
3. Each prime Offeror who wins an award in which provision of a SWAM procurement plan is a condition of award, shall deliver to DRPT, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by DRPT or other appropriate penalties may be assessed in lieu of withholding such payment.
4. DRPT encourages Offerors and subcontractors to accept electronic and credit card payments.

11. PRECEDENCE OF TERMS: Paragraphs 1-10 of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

12. QUALIFICATIONS OF OFFERORS: DRPT may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services, and the Offeror shall furnish to DRPT all such information and data for this purpose as may be requested. DRPT reserves the right to inspect the Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. DRPT further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy DRPT that such Offeror is properly qualified to carry out the obligations of the contract and to provide the services contemplated therein.

13. TESTING AND INSPECTION: DRPT reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

14. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the Offeror in whole or in part without the written consent of DRPT.

15. CHANGES TO THE CONTRACT: Changes can be made to the contract in any one of the following ways:

- A. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
- B. DRPT may order changes within the general scope of the contract at any time by written notice to the Offeror. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment and the place of delivery or installation. The Offeror shall comply with the notice upon receipt. The Offeror shall be compensated for any additional costs incurred as the result of such order and shall give DRPT a credit for any savings. Said compensation shall be determined by one of the following methods:
1. By mutual agreement between the parties in writing; or
 2. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Offeror accounts for the number of units of work performed, subject to DRPT's right to audit the Offeror's records and/or to determine the correct number of units independently; or
 3. By ordering the Offeror to proceed with the work and to keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Offeror shall present DRPT with all vouchers and records of expenses incurred and savings realized. DRPT shall have the right to audit the records of the Offeror as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to DRPT within 30 days from the date of receipt of the written order from DRPT. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia's *Vendors Manual*. Neither the existence of a claim or a dispute resolution process, litigation or any other provision of this contract shall excuse the Offeror from promptly complying with the changes ordered by DRPT with the performance of the contract generally.

16. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, DRPT, after due oral or written notice, may procure them from other sources and hold the Offeror responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which DRPT may have.

17. INSURANCE: By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. The Offeror further certifies that the Offeror and any subcontractor will maintain this insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED:

- A. Worker's Compensation: Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Offerors who fail to notify DRPT of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
- B. Employer's Liability: \$100,000.

- C. Commercial General Liability: \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
- D. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)

18. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract as a result of this solicitation, DRPT will publicly post such notice on the Department of General Services/Department of Purchases and Supply (DGS/DPS) eVA Virginia Business Opportunities (VBO) website (www.eva.virginia.gov) and the DRPT website (www.drpt.virginia.gov) for a minimum of 10 days.

19. DRUG-FREE WORKPLACE: During the performance of this contract, the Offeror agrees to (i) provide a drug-free workplace for the Offeror's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Offeror's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Offeror that the Offeror maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each Subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to an Offeror, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

20. NON-DISCRIMINATION OF OFFERORS: An Offeror, or Offeror shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the Offeror employs ex-offenders unless DRPT has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

21. eVA Business-To-Government Vendor Registration: The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to DRPT shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All Offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the proposal being rejected.

Effective July 1, 2011, vendor registration and registration-renewal fees have been discontinued. Registration options are as follows:

- a. eVA Basic Vendor Registration Service: eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and

the ability to research historical procurement data available in the eVA purchase transaction data warehouse.

- b. eVA Premium Vendor Registration Service: eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.

Vendor transaction fees are determined by the date the original purchase order is issued and are as follows:

- a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is one percent, capped at a maximum of \$500 per order,
- b. For orders issued August 16, 2006 through June 30, 2011, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: one percent, capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: one percent capped at \$1,500 per order.
- c. For orders issued July 1, 2011 through June 30, 2013, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 0.75 percent, capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: 0.75 percent, capped at \$1,500 per order.
- d. For orders issued July 1, 2013 and after, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: one percent, capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: one percent, capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

22. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

23. SET-ASIDES: This solicitation is set-aside for DMBE-certified small business participation only when designated "SET-ASIDE FOR SMALL BUSINESSES" in the solicitation. DMBE certified small businesses are those businesses that hold current small business certification from DMBE. This shall not exclude DMBE-certified women- and minority-owned businesses when they have received DMBE small business certification. For purposes of award, Offerors shall be deemed small businesses if and only if they are certified as such by DMBE on the due date for receipt of proposals.

24. BID PRICE CURRENCY: Unless stated otherwise in the solicitation, Offerors shall state offer prices in US dollars.

25. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH: An Offeror organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the Virginia Public Procurement Act shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1

or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

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ATTACHMENT B

SPECIAL TERMS AND CONDITIONS

1. CHANGES TO THE RATES ON THE PRICE SCHEDULE: Rates may be revised by mutual agreement of the Department of Rail and Public Transportation (DRPT) and the Offeror 60 days prior to the renewal periods starting date. If DRPT elects to exercise the option to revise rates for the two one-year renewal periods the contract prices for the increase shall not exceed the contract prices stated for the third year of the original contract increased/decreased by more than the percentage increase/decrease of the Services Category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest 12 months for which statistics are available. The Offeror shall convey in writing its request to raise/lower prices to DRPT no later than 60 days prior to the renewal periods starting date. Applications for price increases shall be substantiated in writing with the request. DRPT shall have sole discretion in its decision to allow price increases.

2. RENEWAL OF CONTRACT: This contract may be renewed upon written agreement of both parties for two successive one-year periods, under the terms of the current contract, at approximately 60 days prior to the expiration.

3. CANCELLATION OF CONTRACT: DRPT reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Offeror. After the initial three-year contract period, the resulting contract may be terminated by either party, without penalty, upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Offeror of the obligation to deliver any outstanding orders issued prior to the effective date of cancellation.

4. AUDIT: The Offeror shall retain all books, records, and other documents relative to this contract for five years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. DRPT, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

5. KEY PERSONNEL/SUBCONTRACTOR: People identified in terms of this RFP as “key personnel” who will work on the service contract, must continue to work on this contract for its duration so long as they continue to be employed by the Offeror unless removed from work on the contract with the consent of DRPT. DRPT reserves the right to approve any personnel or subcontractor proposed for the work described in this RFP and/or any subsequent purchase order resulting from this RFP. DRPT will provide written justification to the Offeror when approval is not granted. DRPT will provide the Offeror with copies of all written approvals.

6. PRIME OFFEROR RESPONSIBILITIES FOR SUBCONTRACTS: No portion of the work shall be subcontracted with a subcontractor not already included on the contract without a prior request from the Offeror and written consent of the DRPT Procurement Manager. In the event that the Offeror desires to subcontract some part of the work specified herein, the Offeror shall furnish the Procurement Manager and Program Manager with the names, qualifications and experience of their proposed subcontractors. The Offeror shall, however, remain fully liable and responsible for the work to be done by its subcontractors and shall assure compliance with all requirements of the contract.

7. ADDITIONAL USERS OF CONTRACT: This procurement is being conducted on behalf of all agencies/facilities within the Transportation Secretariat and on behalf of grantees of DRPT who are listed on Attachment F – Agencies Funded by DRPT. Grantees may be added or deleted at anytime during the period of the contract only by written contract modification issued by DRPT. Such modification shall name the specific grantee added or deleted and the effective date. The Offeror shall not honor an order citing the resulting contract unless the ordering entity has been added by written contract modification.

8. REPORT OF ORDERS RECEIVED FROM ADDITIONAL USERS: The Offeror shall provide Attachment G - Report of Orders Received from Additional Users to DRPT quarterly. This report shall reflect orders received from additional users on the contract for the respective quarter. The Offeror must remit the report within 15 days after the end of each quarterly calendar reporting period even if there was no activity.

9. SMALL BUSINESS SUBCONTRACTING PLAN AND EVIDENCE OF COMPLIANCE:

Each prime Offeror who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to DRPT on a monthly basis, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. The Offeror shall use Attachment E - Monthly SWAM Report or other form approved by DRPT to report amounts paid to SWAM businesses on a monthly basis as well as paid to date. Said attachment or other approved form shall be submitted by the 15th of the month for the prior month to Ashley Nusbaum, Purchasing Manager, at ashley.nusbaum@drpt.virginia.gov. When such business has been subcontracted to these firms and upon completion of the contract, the Offeror agrees to furnish the purchasing office at a minimum the following information: name of firm with the DMBE certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment may be withheld until compliance with the plan is received and confirmed by the agency or institution. DRPT reserves the right to pursue other appropriate remedies to include, but not be limited to, termination for default.

10. DISADVANTAGED BUSINESS ENTERPRISES (DBE) SUBCONTRACTOR REPORT: The Offeror shall provide to DRPT quarterly Attachment H - DBE Subcontractor Report. This report shall reflect DBE related information on subcontractors utilized on the contract. The Offeror must remit the report within 15 days after the end of each quarterly calendar reporting period.

11. APPROPRIATE LICENSURE, CERTIFICATIONS, AND/OR CREDENTIALS: The Offeror must submit copies of appropriate licensure, certifications, and/or credentials subsequently upon award and as requested by DRPT.

12. CLAIMS: The Offeror shall be responsible for all damage and expense to person or property caused by its negligent activities including, without limitation, those which it chooses to deliver through its subcontractors, agents or employees, in connection with the services required under this Agreement. Further, it is expressly understood that the Offeror shall defend and hold harmless the Commonwealth of Virginia, DRPT, its officers, agents, employees and any other authorized users from and against any and all damages, claims, suits, judgments, expenses, actions, and costs of every name and description caused by any negligent act or omission in the performance by the Offeror, including, without limitation, those which it chooses to deliver through its subcontractors, agents or employees, of the services under this Agreement.

13. CONTRACTUAL CLAIMS AND DISPUTES: Contractual claims arising after final payment shall be governed by § 2.2-4363(A) of the *Code of Virginia*. Claims shall be submitted to the Director of DRPT who will render a decision within 30 days. Contractual disputes arising during the course of performance shall be submitted to the CFO of DRPT who will make a decision in 30 working days, which will be final. Vendors will not be precluded from filing a claim at the conclusion of performance as a result of the decision made during the course of contract performance.

14. ADVERTISEMENT: In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to DRPT will be used in product literature. The Offeror shall not state in any of its advertising or product literature that DRPT has purchased or uses any of its products or services, and the Offeror shall not include DRPT in any client list in advertising and promotional materials.

15. INTELLECTUAL PROPERTY RIGHTS: DRPT shall have exclusive rights to all data and intellectual property generated in the course of the project. Intellectual property includes all inventions subject to the United States (U.S.) Patent System. This shall be inclusive but not limited to, new processes, materials, compounds and chemicals, and all creations subject to the U.S. Copyright Act of 1976, as amended, including but not limited to printed material, software, drawings, blueprints, and compilations such as electronic databases. Furthermore, DRPT shall have all rights, title, and interest in or to any invention reduced to practice pursuant to a resulting contract. Proposals shall recognize the requirements of public sector agencies and of public policy generally, including the Freedom of Information Act, State statutes and agency rules on release of public records, and data confidentiality.

All copyright material created pursuant to this contract shall be considered work made for hire and shall belong exclusively to DRPT. Neither DRPT, nor the Offeror intends that any copyright material created pursuant to the contract, together with any other copyright material with which it may be combined or used, be a “joint work” under the copyright laws. In the case that either in whole or part of any such copyright material not be deemed work made for hire, or is deemed a joint work, then Offeror agrees to assign and does hereby irrevocably assign its copyright interest therein to DRPT. DRPT may reasonably request documents required for the purpose of acknowledging or implementing such assignment.

The Offeror warrants that no individual, other than regular employees and subcontractors of the Offeror, DRPT regular employees, agents, or assigns or additional users, while working within the scope of their employment or contracted duty, shall participate in the creation of any intellectual property pursuant to the contract. If this situation should arise, such individual and his or her employer, if any, must agree in writing to assign the intellectual property rights, as described herein, for work performed under this contract to DRPT either directly or through the Offeror.

DRPT shall have all rights, title and interest in or to any invention reduced to practice pursuant to this contract. The Offeror shall not patent any invention conceived in the course of performing this contract. The Offeror hereby agrees that, notwithstanding anything else in this contract, in the event of any breach of this contract by DRPT, the remedies of the Offeror shall not include any right to rescind or otherwise revoke or invalidate the provisions of this section. Similarly, no termination of this contract by DRPT shall have the effect of rescinding the provisions of this section.

DRPT is only entitled to the intellectual property rights for deliverables and associated documentation produced by the Offeror for which DRPT has fully paid the Offeror as the contract is completed or as the contract is terminated for any reason.

Copyright or pre-existing work of the Offeror shall remain the property of the Offeror. The Offeror grants to DRPT a perpetual, royalty-free, irrevocable, worldwide, non-exclusive license to use such pre-existing work in connection with exercising the rights of ownership granted to DRPT pursuant to this section.

Notwithstanding anything herein to the contrary, DRPT acknowledges that as part of the Offeror’s provision of services hereunder, the Offeror may license third-party software or acquire proprietary works of authorship (collectively referred to as “products”), which have been developed by third parties. DRPT must approve the third-party license agreements and the acquisition of these third-party products prior to their use by the Offeror and DRPT agrees that these products will remain the sole property of the third party.

The Offeror shall grant DRPT license to use all software developed by the Offeror under this contract in other applications within Virginia as DRPT sees fit. Should the Offeror desire to re-use software developed under this contract for other projects (both DRPT contracts and others), DRPT must be notified in writing 60 days prior to such use. Furthermore, DRPT shall be justly compensated for the re-use of such software.

Compensation shall be negotiated and agreed upon prior to DRPT releasing software rights. Typically, DRPT prefers increased software capabilities and/or functionality instead of monetary compensation.

16. PATENT RIGHTS: If any invention, improvement or discovery of the Offeror or any of its subcontractors is conceived or first actually reduced to practice in the course of or under this project which invention, improvement or discovery may be patentable under the Patent Laws of the United States of America or any foreign country, the Offeror shall immediately notify DRPT and provide a detailed report. The rights and responsibilities of the Offeror, its subcontractors, and DRPT with respect to such invention will be determined in accordance with applicable Federal laws, regulations, policies, and waivers thereof.

17. PROTECTION OF PERSONS AND PROPERTY:

- A. The Offeror expressly undertakes, both directly and through its subcontractors, to take every precaution at all times for the protection of persons and property which may come on the building site or be affected by the Offeror's operation in connection with the work.
- B. The Offeror shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work.
- C. The provisions of all rules and regulations governing safety as adopted by the Safety Codes Commission of the Commonwealth of Virginia, issued by the Department of Labor and Industry under Title 40.1 of the *Code of Virginia* shall apply to all work under this contract.
- D. The Offeror shall continuously maintain adequate protection of all work from damage and shall protect the owner's property from injury or loss arising in connection with this contract. The Offeror should make good any such damage, injury, or loss, except such as may be directly due to errors in the contract documents or caused by agents or employees of the owner. The Offeror shall adequately protect adjacent property to prevent any damage to it or loss of use and enjoyment by its owners. The Offeror shall provide and maintain all passageways, guard fences, lights, and other facilities for protection required by public authorities, local conditions, any of the contract documents or erected for the fulfillment of his obligations for the protection of persons and property.
- E. In an emergency affecting the safety or life of persons or of the work, or of the adjoining property, the Offeror, without special instruction or authorization from the owner, shall act, at its discretion, to prevent such threatened loss or injury. Also, should the Offeror, to prevent threatened loss or injury, be instructed or authorized to act by the owner, the Offeror shall so act immediately, without appeal. Any additional compensation or extension of time claimed by the Offeror on account of any emergency work shall be determined as provided by Attachment A – Required General Terms and Conditions.

18. MANNER OF CONDUCTING WORK AT JOB SITE: All work shall be performed according to the industry standards and to the complete satisfaction of DRPT.

- A. The Offeror shall be responsible for the conduct of all personnel while at the job site. All personnel involved with the work shall obey all rules and regulations of DRPT.
- B. Sexual harassment of any employee, DRPT or Offeror, will not be tolerated and is to be reported immediately to the DRPT Program Manager.

All work to be conducted by the Offeror in any facility shall be coordinated in advance with the DRPT Program Manager. If applicable, the Offeror shall coordinate his/her work efforts with other existing

Offeror/agency work efforts through the DRPT Program Manager. All Offeror work shall take place on non-holiday weekdays between the hours of 8:00 A.M. and 5:00 P.M, unless otherwise approved by the DRPT Program Manager.

19. POLICY OF EQUAL EMPLOYMENT: DRPT is an equal opportunity/affirmative action employer. DRPT encourages all vendors to establish and maintain a policy to ensure equal opportunity employment.

20. STATE CORPORATION COMMISSION IDENTIFICATION NUMBER: Pursuant to Code of Virginia, §2.2-4311.2 subsection B, an offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its proposal the identification number issued to it by the State Corporation Commission (SCC). Any offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its proposal a statement describing why the offeror is not required to be so authorized. Indicate the above information Attachment I – SCC Form. Offeror agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation Attachment I - SCC Form) is streamlined and not definitive, and the Commonwealth’s use and acceptance of such form, or its acceptance of Offeror’s statement describing why the Offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Offeror as demonstrating compliance.

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ATTACHMENT C

DEPARTMENT OF MINORITY BUSINESS ENTERPRISE (DMBE) SMALL BUSINESS SUBCONTRACTING PLAN

Definitions

Small Business: Small business means a business, independently owned or operated by one or more persons who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Note: This shall not exclude DMBE-certified women-owned and DMBE-certified minority-owned businesses when they have received DMBE small business certification.

Women-Owned Business: Women-owned business means a business concern that is at least 51 percent owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

Minority-Owned Business: Minority-owned business means a business concern that is at least 51 percent owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

All small businesses must be certified by DMBE by the due date of the solicitation to participate in the Small Businesses, Women-Owned Businesses, and Minority-Owned Businesses (SWAM) program. Certification applications are available through DMBE online at www.dmbv.virginia.gov (Customer Service).

Offeror Name: _____

Preparer Name: _____ **Date:** _____

Instructions: (Failure to complete and submit this form may result in your proposal not being considered.)

- A. If the Offeror is certified by DMBE as a small business, complete only Section A of this form. This shall include DMBE-certified women-owned and DMBE-certified minority-owned businesses when they have received DMBE small business certification.
- B. If the Offeror is not certified by DMBE as a small business and plans to subcontract part of this contract with a DMBE-certified business, complete only Section B of this form.
- C. If the Offeror is not certified by DMBE as a small business and cannot identify any subcontracting opportunities to subcontract part of this contract with a DMBE-certified business, only provide the information requested in Section C of this form.

Section A

If the Offeror is certified by DMBE, the Offeror is certified as a (check only one below):

_____ Small Business

_____ Small and Women-owned Business

_____ Small and Minority-owned Business

Certification Number: _____ Certification Date: _____

Section B

Populate the table below to show the firm's plans for utilization of DMBE-certified small businesses in the performance of this contract. This shall include DMBE-certified women-owned and DMBE-certified minority-owned businesses that meet the small business definition and have received the DMBE small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

B. Plans for Utilization of DMBE-Certified Small Businesses for this Procurement

Small Business Name & Address DMBE Certificate #	Status if Small Business is also: Women (W), Minority (M)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract
Totals \$					

Section C

Respond to how the Offeror has met or exceeded **at least two** of the following indicators within the past 24 months. The response may include any good faith efforts made regarding this procurement.

C. **Good Faith Effort Indicators by the Offeror**

1. Identify areas of work the business has subcontracted to DMBE-certified small businesses for other contracts. Include company names, dates, dollar amounts, and percentages on a per contract basis.
2. List research efforts conducted by the business in the past to locate DMBE-certified small businesses by advertising in publications or in the classified section of the newspaper where small businesses are likely to see it. List specific publications and dates.
3. List small business outreach meetings, conferences, or workshops conducted by the firm to locate DMBE-certified small businesses—including the dates, participation numbers, and results.
4. Provide documented correspondence (i.e., certified mail, email, receipt of fax transmissions, etc.) to small businesses from the lists provided by DMBE and other outreach agencies and organizations which indicate the solicitation of such for utilization of subcontracting opportunities on other contracts for which the business has competed.
5. List areas of work which the business has subcontracted with DMBE-certified small businesses for upcoming contracts—including the name of the business, certification number, dates, dollar amounts, and percentages on a per contract basis.
6. Provide documentation of any assistance offered to interested small businesses in obtaining bonds, lines of credit, and/or insurance for any present or past contracts the business has in place.
7. Provide documentation of follow-up on initial contacts with DMBE-certified small businesses (e.g., telephone call logs, emails, certified letters, etc.). Be sure to list the small business name and dates of contact.

Contract/Project Manager: Provides direction and management for small to large projects and ensures on-schedule completion within scope and budget. Responsible for preparing proposals to client's scope of work, management and performance of the project. Plans and defines project goals and devises methods to accomplish them. Requires at least 12-20 years of experience. Professional Planning or Professional Engineering registration generally is required at this level.

Principal Planner: Determines methods and solutions for complex planning problems and selects the most efficient and economical manner in meeting objectives. Applies advanced planning techniques and analyses within a discipline. As a qualified professional may serve as a technical task manager. Requires at least 10-18 years of experience.

Senior Planner: Completes a wide variety of planning assignments, applying specialized techniques and analyses with a discipline. Is proficient in the use of most planning theories and practices. Has 10-12 years of experience.

Planner: Performs conventional and moderately complex planning assignments applying a variety of planning analyses within a discipline. Has 5-8 years of experience in planning or landscape architecture.

Senior Environmental Scientist: Provides direction of specialized environmental and planning services as well as regulatory support, environmental planning, design, and mitigation management. This position requires 5-7 years of experience.

Environmental Scientist: Has knowledge of state and federal environmental regulations, permitting, and the ability to prepare reports as required for regulatory compliance. This position requires 4-6 years of experience.

Senior Financial Analyst: Under direction, performs a variety of professional financial forecasting and analysis work of a specialized or complex nature. Develops and analyzes long-range financial forecasts, capital cost estimates, funding strategies, profitability analysis, and life-cycle cost analysis for transit operations. This position requires 4-6 years of experience.

GIS Manager: Performs a variety of mapping and graphic tasks by applying standard GIS techniques. Requires specialized and continuing education in GIS upgrades. This position requires 5-7 years of experience.

Cultural Resources Principal Investigator: Develops research designs, oversees fieldwork and laboratory analyses meets or exceeds the requirements for professional

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ATTACHMENT F

Agencies Funded by DRPT

A Grace Place Adult Care Center
Accomack Northampton TDC
Adult Care Service
Adult Day Care of Martinsville and Henry Counties
Alexandria Transit
American Emergency Vehicles
American Red Cross
Appalachian Agency for Senior Citizens
ARC of Greater Prince William
Arc of the Virginia Peninsula
Arlington County
Bay Aging, Inc.
Bedford County
Beth Shalom Home
Blacksburg Transit
Blue Ridge Opportunity Services
Bon Secours Senior Health
Bristol Virginia Transit
Buchanan County Transportation
CAPUP
Central Shenandoah Planning District Commission
Central Virginia Area Agency on Aging, Inc.
Chesapeake Service Systems
Chesterfield Community Services Board
Chesterfield County
City of Alexandria
City of Bristol, Tennessee
City of Charlottesville
City of Danville
City of Fairfax
City of Falls Church
City of Fredericksburg
City of Harrisonburg
City of Kingsport
City of Lynchburg
City of Martinsville
City of Radford
City of Richmond
City of Staunton
City of Virginia Beach
City of Williamsburg
Community Association for Rural Transportation, Inc.
Community Transportation Association of Virginia
Crater District Area Agency On Aging /FGP
Crater Planning District Commission
Crossroads Community Services
Cumberland County
Daily Planet Health Care for Homeless
Danville City Parks and Recreation Department
Danville-Pittsylvania Community Services
Dickenson County Transportation
Northern Virginia Regional Commission
PARC Workshop, Inc.
Peninsula Agency on Aging
Petersburg Area Transit
District III Public Transit
Dulles Area Transportation Association
Eastern Shore Community Services Board
ECHO.INC
ElderHomes Corporation
ESAAA/CAA
Essex County
Fairfax County
Farmville Area Bus
Friendship Industries, Inc.
George Washington Regional Commission
Giles Health & Family Center
Gloucester County
Goochland Fellowship and Family Service
Goodwill Industries of the Valleys
Grafton School, Inc.
Greater Lynchburg Transit Company
Greater Richmond Transit Company
Greater Roanoke Transit Company
Greene County
Greensville Adult Activity Services
Hampton Roads Planning District Commission
Hampton-Newport News Community Services Board
Hanover Community Services
Henrico Area MH/MR Services
Historic Triangle Senior Center
Hope House Foundation
Hopewell Redevelopment and Housing Authority
Intelligent Transportation Society of Virginia
James City County
JAUNT, Inc.
Jewish Community Center of Northern Virginia
Junction Center for Independent Living
Lake Country Area Agency on Aging
Loudoun County
Lynchburg Community Action Group, Inc.
Metropolitan Washington Airports Authority
Metropolitan Washington Council of Governments
Middle Peninsula Planning District Commission
Middle Peninsula-Northern Neck CSB
Montgomery County
Mount Rogers Community Services Board
Mountain Empire Older Citizens
New River Valley Community Services Board
New River Valley Planning District Commission
New River Valley Senior Services - Pulaski Area Transit
Northern Neck Planning District Commission
Northern Shenandoah Valley Regional Commission
Northern Virginia Transportation Commission
Northwestern Community Services Board
NuRide, Inc.
Sussex-Greensville-Emporia Adult Activity Services
Tazewell County
The Arc of Central Virginia
The Arc of Greater Prince William

Piedmont Community Services Board	The Arc of Harrisonburg/Rockingham
Pleasant View, Inc.	Thomas Jefferson Planning District Commission
Portco, Inc.	Town of Altavista
Potomac and Rappahannock Transportation Commission	Town of Ashland
Prince William County	Town of Blackstone
Quin Rivers Agency for Community Action, Inc.	Town of Bluefield - Graham Transit
Rappahannock Area Agency on Aging	Town of Chincoteague
Rappahannock Area Community Services Board	Town of Haymarket
Rappahannock-Rapidan Area Agency on Aging	Town of Herndon
Rappahannock-Rapidan Community Services Board	Town of Kenbridge
Rappahannock-Rapidan Planning District Commission	Town of Orange
Resort Area Transportation Management Association	Town of Purcellville
Richmond Area ARC	Town of South Hill
Richmond Community Action Program	Town of Victoria
Richmond Planning District Commission	Town of Warrenton
Richmond Redevelopment and Housing Authority	Town of West Point
Richmond Residential Services	Transportation District Commission of Hampton Roads
Ridefinders	Tyson's Transportation Association, Inc.
Roanoke County	UHSTS, Inc. - RADAR
Roanoke Valley-Alleghany Regional Commission	Valley Program for Aging Services, Inc.
Rockbridge Area Community Services Board	Vector Industries, Inc.
Rockbridge Area Occupational Center, Inc.	Virginia Port Authority
Rockbridge Area Transportation System, Inc.	Virginia Rail Policy Institute
Rockbridge County	Virginia Regional Transportation Association
Rockingham County	Virginia Transit Association
Russell County Public Transportation	Virginias Region 2000 Local Government Council
Senior Services of Southeastern Virginia	West Piedmont Planning District Commission
Shenandoah Area Agency on Aging, Inc.	Western Tidewater Community Services Board
Shen-Paco Industries, Inc.	Williamsburg Area Transit Authority
Southern Area Agency on Aging	Winchester Transit
Southside Community Services Board	Wise County
St. Joseph's Villa	Washington Metropolitan Area Transit Authority
Stepping Stones, Inc.	Washington Metropolitan Area Transit Commission
STEPS, Inc.	

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ATTACHMENT H

Disadvantaged Business Enterprises (DBE) Subcontractor Report

DBE SUBCONTRACTOR REPORT												
PRIME CONTRACTOR NAME												
PRIME CONTRACTOR TAX ID												
CONTACT NAME												
TITLE/POSITION												
CONTRACTOR ADDRESS												
CONTRACTOR PHONE NUMBER												
EMAIL												
PROJECT TITLE												
DBE AWARD/COMMITMENT												
PAYMENTS TO SUBCONTRACTORS												
MONTH/YEAR	DBE SUBCONTRACTOR NAME	DBE SUBCONTRACT TAX ID	DBE EVA#	DBE CONTRACT #	Black American	Hispanic American	Native American	Subcont. Asian American	Asian-Pacific American	Non-Minority Women	Other	Total DBE Payments
												-
												-
												-
												-
												-
												-
												-
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												-
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												-
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DBE SUBCONTRACTOR TOTALS												
-												

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ATTACHMENT I

State Corporation Commission Form

Virginia State Corporation Commission (SCC) registration information. The Offeror:

is a corporation or other business entity with the following SCC identification number: _____ -
OR-

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from Offeror's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

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ATTACHMENT J

FEDERAL TERMS AND CONDITIONS

1. ENERGY CONSERVATION REQUIREMENTS

42 U.S.C. §§ 6321 *et seq.*
49 C.F.R. pt 18

Energy Conservation - The Offeror agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

2. CLEAN WATER REQUIREMENTS

33 U.S.C. § 1251

Clean Water - (1) The Offeror agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. §§ 1251 *et seq.* The Offeror agrees to report each violation to the Department of Rail and Public Transportation (DRPT) Program Manager and understands and agrees that DRPT will, in turn, report each violation as required to assure notification to FTA and the appropriate Environmental Protection Agency (EPA) Regional Office. (2) The Offeror also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

3. LOBBYING

31 U.S.C. § 1352
49 C.F.R. pt. 19
49 C.F.R. pt. 20

- Lobbying Certification and Disclosure of Lobbying Activities for third party contractors are mandated by 31 U.S.C. § 1352(b)(5), as amended by § 10 of the Lobbying Disclosure Act of 1995, and (Department of Transportation) DOT implementing regulation, "New Restrictions on Lobbying," at 49 C.F.R. § 20.110(d)

- Language in Lobbying Certification is mandated by 49 C.F.R. pt. 19, Appendix A, Section 7, which provides that offerors file the certification required by 49 C.F.R. pt. 20, Appendix A.

Modifications have been made to the Lobbying Certification pursuant to Section 10 of the Lobbying Disclosure Act of 1995.

- Use of "Disclosure of Lobbying Activities," Standard Form-LLL set forth in Appendix B of 49 C.F.R. pt 20, as amended by "Government wide Guidance For New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96) is mandated by 49 C.F.R. pt. 20, Appendix A.

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352, as amended by the Lobbying Disclosure Act of 1995, 2 U.S.C. §§ 1601, *et seq.* - Offerors who apply or bid for an award of \$100,000 or more shall file the certification required by 49 C.F.R. pt. 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its

behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. § 1352. Such disclosures are forwarded from tier to tier up to the recipient.

APPENDIX A, 49 C.F.R. pt. 20--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Offeror] certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995, 2 U.S.C. §§ 1601, *et seq.*]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Offeror, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Offeror understands and agrees that the provisions of 31 U.S.C. §§ 3801, *et seq.*, apply to this certification and disclosure, if any.

Signature of Offeror's Authorized Official

Name and Title of Offeror's Authorized Official

Date

4. FEDERAL CHANGES
49 C.F.R. pt. 18

Federal Changes - Offeror shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between Purchaser and FTA, as they may be amended or promulgated from time to time during the term of this contract. Offeror's failure to so comply shall constitute a material breach of this contract.

5. CLEAN AIR
42 U.S.C. §§ 7401 *et seq.*
49 C.F.R. pt. 18

Clean Air - (1) The Offeror agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 *et seq.* The Offeror agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

(2) The Offeror also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

6. NO GOVERNMENT OBLIGATION TO THIRD PARTIES

(1) DRPT and the Offeror acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Purchaser, Offeror, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

(2) The Offeror agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

**7. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS
AND RELATED ACTS**

31 U.S.C. §§ 3801 *et seq.*
49 C.F.R. pt. 31 18 U.S.C. § 1001
49 U.S.C. § 5307

Program Fraud and False or Fraudulent Statements or Related Acts.

(1) The Offeror acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 *et seq.* and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. pt. 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Offeror certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Offeror further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Offeror to the extent the Federal Government deems appropriate.

(2) The Offeror also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Offeror, to the extent the Federal Government deems appropriate.

(3) The Offeror agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

8. GOVERNMENT WIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT)

This contract is a covered transaction for purposes of U.S.DOT regulations, “Nonprocurement Suspension and Debarment,” 2 C.F.R. pt. 1200, which adopts and supplements U.S. Office of Management and Budget (U.S. OMB) “Guidelines to Agencies on Government Wide Debarment and Suspension (Nonprocurement),” 2 C.F.R. pt. 180.

Accordingly:

(1) The Offeror agrees to comply with the requirements of 2 C.F.R. pt. 1200, which adopts and supplements 2 C.F.R. pt. 180, throughout the period of this contract.

(2) The Offeror verifies that neither it, including its principals and affiliates, nor any of its principals in this contract, including subcontractors at any tier with contracts of \$25,000 or more, or requires the consent of a Federal official, or is for federally required audit services are presently excluded or disqualified, under the standards of those U.S. DOT regulations and U.S. OMB guidelines; or have been provided an exception in accordance with those U.S. DOT regulations and U.S. OMB guidelines. Among other things, the Offeror before entering into a covered subcontract, the Offeror agrees to:

- (a) Check the U.S. General Services Administration Excluded Parties List System (EPLS); or
- (b) Collect a certification from that person; or
- (c) Add a clause or condition the request for proposals pertaining to a covered third party contract or transaction.

(3) The Offeror agrees that it must inform the buyer/owner of any different information that may later come to its attention for the duration of this contract.

(4) The Offeror agrees to include a similar clause in any subcontract at any tier expected to be priced at \$25,000 or more (*or if applicable, contract at any tier that requires the consent of a Federal official, or contract at any tier for federally required audit services of any value*).

9. PRIVACY ACT 5 U.S.C. § 552

Contracts Involving Federal Privacy Act Requirements - The following requirements apply to the Offeror and its employees that administer any system of records on behalf of the Federal Government under any contract:

(1) The Offeror agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974.

5 U.S.C. § 552a. Among other things, the Offeror agrees to obtain the express consent of the Federal Government before the Offeror or its employees operate a system of records on behalf of the Federal Government. The Offeror understands that the requirements of the Privacy Act, including the civil and

criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract.

(2) The Offeror also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.

10. CIVIL RIGHTS REQUIREMENTS
42 U.S.C. § 6102, 42 U.S.C. § 12112
42 U.S.C. § 12132, 49 U.S.C. § 5332
29 C.F.R. pt. 1630, 41 C.F.R. pts. 60 *et seq.*

Civil Rights - The following requirements apply to the underlying contract:

(1) **Nondiscrimination** - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Offeror agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Offeror agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(2) **Equal Employment Opportunity** - The following equal employment opportunity requirements apply to the underlying contract:

(a) **Race, Color, Creed, National Origin, Sex** - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Offeror agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. pts.60 *et seq.*, (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Offeror agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Offeror agrees to comply with any implementing requirements FTA may issue.

(b) **Age** - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § § 623 and Federal transit law at 49 U.S.C. § 5332, the Offeror agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Offeror agrees to comply with any implementing requirements FTA may issue.

(c) **Disabilities** - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Offeror agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans

with Disabilities Act," 29 C.F.R. pt. 1630, pertaining to employment of persons with disabilities. In addition, the Offeror agrees to comply with any implementing requirements FTA may issue.

(3) The Offeror also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

11. DISADVANTAGED BUSINESS ENTERPRISE (DBE) **49 C.F.R. pt. 26**

Background and Applicability

The newest version on the Department of Transportation's Disadvantaged Business Enterprise (DBE) program became effective July 16, 2003. The rule provides guidance to grantees on the use of overall and contract goals, requirement to include DBE provisions in subcontracts, evaluating DBE participation where specific contract goals have been set, reporting requirements, and replacement of DBE subcontractors. Additionally, the DBE program dictates payment terms and conditions (including limitations on retainage) applicable to all subcontractors regardless of whether they are DBE firms or not.

The DBE program applies to all DOT-assisted contracting activities. A formal clause such as that below must be included in all contracts above the micro-purchase level. The requirements of clause subsection b flow down to subcontracts. A substantial change to the payment provisions in this newest version of Part 26 concerns retainage (see section 26.29). Grantee choices concerning retainage should be reflected in the language choices in clause subsection d.

Disadvantaged Business Enterprises

a. This contract is subject to the requirements of 49 C. F. R. pt. 26, and Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10 percent. A separate contract goal has not been established for this procurement.

b. The Offeror shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Offeror shall carry out applicable requirements of 49 C.F.R. pt. 26 in the award and administration of this DOT-assisted contract. Failure by the Offeror to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the Department of Rail and Public Transportation deems appropriate. Each subcontract the Offeror signs with a subcontractor must include the assurance in this paragraph (see 49 C.F.R. pt. 26.13(b)).

1. The names and addresses of DBE firms that will participate in this contract;
2. A description of the work each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;
4. Written documentation of the Offeror's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal;
5. Written confirmation from the DBE that it is participating in the contract as provided in the prime Offeror's commitment; and
6. If the contract goal is not met, evidence of good faith efforts to do so.

c. The successful Offeror will be required to report its DBE obtained through race-neutral means throughout the period of performance.

d. The Offeror is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the Offeror's receipt of payment for that work from DRPT. In addition, the Offeror is required to return any retainage payments to those subcontractors within 30 days after incremental acceptance of the subcontractor's work by DRPT and Offeror's receipt of the partial retainage payment related to the subcontractor's work.

e. The Offeror must promptly notify DRPT whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and the Offeror must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The Offeror may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of DRPT or authorized user of the contract.

**12. INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS
FTA Circular 4220.1E**

Incorporation of Federal Transit Administration (FTA) Terms - The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1E, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Offeror shall not perform any act, fail to perform any act, or refuse to comply with any (name of grantee) requests which would cause (name of grantee) to be in violation of the FTA terms and conditions.

This space intentionally left blank

13. FTA Certifications

ATTACHMENT A-1

1.2.23 CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential Offeror for major third party contract), _____ certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or has a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicated for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause of default.

(If the primary participant (applicant for an FTA grant, or cooperative agreement, or potential third party contractor) is unable to certify any of the statements in this certification, the participant shall attach and explanation to the Certification.)

THE PRIMARY PARTICIPANT (APPLICANT FOR AN FTA GRANT OR COOPERATIVE AGREEMENT, OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT), _____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.

Signature and Title of Authorized Official

1.1.23

The undersigned chief legal counsel for the _____
hereby certifies that the _____ has
authority under State local law to comply with the subject
assurances and that the certification above has been legally made.

Signature of Applicant's Attorney

Date

This space intentionally left blank

1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contact, _____ certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

_____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.

(Signature and Title of Authorized Official)

The undersigned chief legal counsel for the _____
_____ hereby certifies that the
_____ has authority under State and Local law to comply with the
subject assurances and the certifications above has been legally made.

(Signature of Applicant's Attorney)

(Date)

14. TERMINATION
49 U.S.C. §§ 10301 et seq.
FTA Circular 4220.1F

a. Termination for Convenience (General Provision) The (Recipient) may terminate this contract, in whole or in part, at any time by written notice to the Offeror when it is in the Government's best interest. The Offeror shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Offeror shall promptly submit its termination claim to (Recipient) to be paid the Offeror. If the Offeror has any property in its possession belonging to the (Recipient), the Offeror will account for the same, and dispose of it in the manner the (Recipient) directs.

b. Termination for Default [Breach or Cause] (General Provision) If the Offeror does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Offeror fails to perform in the manner called for in the contract, or if the Offeror fails to comply with any other provisions of the contract, the (Recipient) may terminate this contract for default. Termination shall be effected by serving a notice of termination on the Offeror setting forth the manner in which the Offeror is in default. The Offeror will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract. If it is later determined by the (Recipient) that the Offeror had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the Offeror, the (Recipient), after setting up a new delivery of performance schedule, may allow the Offeror to continue work, or treat the termination as a termination for convenience.

c. Opportunity to Cure (General Provision) The (Recipient) in its sole discretion may, in the case of a termination for breach or default, allow the Offeror [an appropriately short period of time] in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions

If Offeror fails to remedy to (Recipient)'s satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within 10 days after receipt by Offeror of written notice from (Recipient) setting forth the nature of said breach or default, (Recipient) shall have the right to terminate the Contract without any further obligation to the Offeror. Any such termination for default shall not in any way operate to preclude (Recipient) from also pursuing all available remedies against Offeror and its sureties for said breach or default.

d. Waiver of Remedies for any Breach In the event that (Recipient) elects to waive its remedies for any breach by Offeror of any covenant, term or condition of this Contract, such waiver by (Recipient) shall not limit (Recipient)'s remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.

e. Termination for Convenience (Professional or Transit Service Contracts) The (Recipient), by written notice, may terminate this contract, in whole or in part, when it is in the Government's interest. If this contract is terminated, the Recipient shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination.

f. Termination for Default (Supplies and Service) If the Offeror fails to deliver supplies or to perform the services within the time specified in this contract or any extension or if the Offeror fails to comply with any other provisions of this contract, the (Recipient) may terminate this contract for default. The (Recipient) shall terminate by delivering to the Offeror a Notice of Termination specifying the nature of the default. The Offeror will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner or performance set forth in this contract.

If, after termination for failure to fulfill contract obligations, it is determined that the Offeror was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Recipient.

g. Termination for Default (Transportation Services) If the Offeror fails to pick up the commodities or to perform the services, including delivery services, within the time specified in this contract or any extension or if the Offeror fails to comply with any other provisions of this contract, the (Recipient) may terminate this contract for default. The (Recipient) shall terminate by delivering to the Offeror a Notice of Termination specifying the nature of default. The Offeror will only be paid the contract price for services performed in accordance with the manner of performance set forth in this contract.

If this contract is terminated while the Offeror has possession of Recipient goods, the Offeror shall, upon direction of the (Recipient), protect and preserve the goods until surrendered to the Recipient or its agent. The Offeror and (Recipient) shall agree on payment for the preservation and protection of goods. Failure to agree on an amount will be resolved under the Dispute clause.

If, after termination for failure to fulfill contract obligations, it is determined that the Offeror was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the (Recipient).

h. Termination for Default (Construction) If the Offeror refuses or fails to prosecute the work or any separable part, with the diligence that will ensure its completion within the time specified in this contract or any extension or fails to complete the work within this time, or if the Offeror fails to comply with any other provisions of this contract, the (Recipient) may terminate this contract for default. The (Recipient) shall terminate by delivering to the Offeror a Notice of Termination specifying the nature of the default. In this event, the Recipient may take over the work and complete it by contract or otherwise, and may take possession of and use any materials, appliances, and plant on the work site necessary for completing the work. The Offeror and its sureties shall be liable for any damage to the Recipient resulting from the Offeror's refusal or failure to complete the work within specified time, whether or not the Offeror's right to proceed with the work is terminated. This liability includes any increased costs incurred by the Recipient in completing the work.

The Offeror's right to proceed shall not be terminated nor shall the Offeror be charged with damages under this clause if

1. the delay in completing the work arises from unforeseeable causes beyond the control and without the fault or negligence of the Offeror. Examples of such causes include: acts of God, acts of the Recipient, acts of another Offeror in the performance of a contract with the Recipient, epidemics, quarantine restrictions, strikes, freight embargoes; and
2. the Offeror, within 10 days from the beginning of any delay, notifies the (Recipient) in writing of the causes of delay. If in the judgment of the (Recipient), the delay is excusable, the time for completing the work shall be extended. The judgment of the (Recipient) shall be final and conclusive on the parties, but subject to appeal under the Disputes clauses.

If, after termination of the Offeror's right to proceed, it is determined that the Offeror was not in default, or that the delay was excusable, the rights and obligations of the parties will be the same as if the termination had been issued for the convenience of the Recipient.

i. Termination for Convenience or Default (Architect and Engineering) The (Recipient) may terminate this contract in whole or in part, for the Recipient's convenience or because of the failure of the Offeror to fulfill the contract obligations. The (Recipient) shall terminate by delivering to the Offeror a Notice of

Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Offeror shall (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the Contracting Officer all data, drawings, specifications, reports, estimates, summaries, and other information and materials accumulated in performing this contract, whether completed or in process.

If the termination is for the convenience of the Recipient, the Contracting Officer shall make an equitable adjustment in the contract price but shall allow no anticipated profit on unperformed services.

If the termination is for failure of the Offeror to fulfill the contract obligations, the Recipient may complete the work by contract or otherwise and the Offeror shall be liable for any additional cost incurred by the Recipient.

If, after termination for failure to fulfill contract obligations, it is determined that the Offeror was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Recipient.

j. Termination for Convenience of Default (Cost-Type Contracts) The (Recipient) may terminate this contract, or any portion of it, by serving a notice of termination on the Offeror. The notice shall state whether the termination is for convenience of the (Recipient) or for the default of the Offeror. If the termination is for default, the notice shall state the manner in which the Offeror has failed to perform the requirements of the contract. The Offeror shall account for any property in its possession paid for from funds received from the (Recipient), or property supplied to the Offeror by the (Recipient). If the termination is for default, the (Recipient) may fix the fee, if the contract provides for a fee, to be paid the Offeror in proportion to the value, if any, of work performed up to the time of termination. The Offeror shall promptly submit its termination claim to the (Recipient) and the parties shall negotiate the termination settlement to be paid the Offeror.

If the termination is for the convenience of the (Recipient), the Offeror shall be paid its contract close-out costs, and a fee, if the contract provided for payment of a fee, in proportion to the work performed up to the time of termination.

If, after serving a notice of termination for default, the (Recipient) determines that the Offeror has an excusable reason for not performing, such as strike, fire, flood, events which are not the fault of and are beyond the control of the Offeror, the (Recipient), after setting up a new work schedule, may allow the Offeror to continue work, or treat the termination as a termination for convenience.

15. BREACHES AND DISPUTE RESOLUTION

49 C.F.R. pt. 18

FTA Circular 4220.1F

Applicability to Contracts

All contracts in excess of \$100,000 shall contain provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where Offerors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. This may include provisions for bonding, penalties for late or inadequate performance, retained earnings, liquidated damages or other appropriate measures.

Flow Down

The Breaches and Dispute Resolutions requirements flow down to all tiers.

Model Clauses/Language

FTA does not prescribe the form or content of such provisions. What provisions are developed will depend on the circumstances and the type of contract. Recipients should consult legal counsel in developing appropriate clauses. The following clauses are examples of provisions from various FTA third party contracts.

Disputes - Disputes arising in the performance of this Contract which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of (Recipient)'s [title of employee]. This decision shall be final and conclusive unless within 10 days from the date of receipt of its copy, the Offeror mails or otherwise furnishes a written appeal to the [title of employee]. In connection with any such appeal, the Offeror shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the [title of employee] shall be binding upon the Offeror and the Offeror shall abide by the decision.

Performance During Dispute - Unless otherwise directed by (Recipient), Offeror shall continue performance under this Contract while matters in dispute are being resolved.

Claims for Damages - Should either party to the Contract suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefore shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage.

Remedies - Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between the (Recipient) and the Offeror arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State in which the (Recipient) is located.

Rights and Remedies - The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the (Recipient), (Architect) or Offeror shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.



PROPOSAL (505-13-RR0001)

General Planning
**Consultant Services
Contract for
Transit Projects**

Prepared for:



Prepared by:



April 2013



Request for Proposal (RFP) Cover Sheet

RFP #: **505-13-RR0001**

Issue Date: **March 28, 2013**

Title: **General Planning Consultant Services Contract for Transit Projects in Virginia**

Commodity Code: **918-96 Transportation Consulting**

Issuing Agency: **Commonwealth of Virginia
Department of Rail and Public Transportation
600 East Main Street, Suite 2102
Richmond, VA 23219**

Initial Period of Contract: **Three years from date of award**

Proposals Will be received until: **April 26, 2013
4:00 p.m.**

All inquiries must be directed in writing to: **Ashley Nusbaum, Procurement Manager
ashley.nusbaum@drpt.virginia.gov**

No proposal will be accepted after the closing date and time unless the closing date and time is modified by written addendum. Proposals must be sealed and mailed or hand delivered to the appropriate delivery address identified above.

In compliance with this RFP and all conditions imposed in this RFP, the undersigned firm offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation, and hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete.

Name and Address of Firm:

Kimley-Horn and Associates, Inc.
11400 Commerce Park Drive
Suite 400
Reston, VA 20191

56-0885615
FEI/FIN Number
todd.chavers@kimley-horn.com
E-mail

4/25/13

Date



Signature in Ink

Todd Chavers, P.E.

Printed or Typed Name of Above

(703) 674-1300

Phone

(703) 674-1350

Fax

Note: An Optional Pre-Proposal Conference will be held on April 9, 2013 at 10:00 a.m. See Section VIII for more information.

Small Businesses, Women-Owned Businesses, and Minority-Owned Businesses are encouraged to participate.



COMMONWEALTH of VIRGINIA

Thelma D. Drake
Director

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION
600 EAST MAIN STREET, SUITE 2102
RICHMOND, VA 23219

(804) 786-4440
FAX (804) 225 3752
VIRGINIA RELAY CENTER
1-800-828-1120 (TDD)

April 10, 2013

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference – Request for Proposals: 505-13-RR0001
Commodity: 918-96 Transportation Consulting
Dated: March 28, 2013
For Delivery To: Department of Rail and Public Transportation,
Agencies/Facilities within the Transportation
Secretariat and Grantees of DRPT
Proposal Due: April 26, 2013
Pre-proposal Conference: April 9, 2013

The above is hereby changed to read:

1. Reference Page 27, Attachment C - Department of Minority Business Enterprise (DMBE) Small Business Subcontracting Plan: Section B. is replaced with "If you are not a DMBE-certified small business, complete Section B of this form. For the offeror to receive credit for the small business subcontracting plan evaluation criteria, the offeror shall identify the portions of the contract that will be subcontracted to DMBE-certified small business in this section. Points will be assigned based on each offeror's proposed subcontracting expenditures with DMBE certified small businesses for the initial contract period as indicated in Section B in relation to the offeror's total price.
2. Reference Pages 27 and 30, Attachment C - Department of Minority Business Enterprise (DMBE) Small Business Subcontracting Plan: Section C. on pages 27 and 30 are stricken from the RFP.

Clarification Questions

See attached responses to all questions received on or before April 9, 2013.

All other information will remain the same.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Regards,

Ashley Nusbaum
Contract Officer
Phone: 804-786-2890

Kimley-Horn and Associates, Inc.

Name of Firm

Signature/Title

4/25/13

Date

Attachment



COMMONWEALTH of VIRGINIA

Thelma D. Drake
Director

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION
600 EAST MAIN STREET, SUITE 2102
RICHMOND, VA 23219

(804) 786-4440
FAX (804) 225 3752
VIRGINIA RELAY CENTER
1-800-828-1120 (TDD)

April 22, 2013

ADDENDUM NO. 2 TO ALL OFFERORS:

Reference – Request for Proposals: 505-13-RR0001
Commodity: 918-96 Transportation Consulting
Dated: March 28, 2013
For Delivery To: Department of Rail and Public Transportation,
Agencies/Facilities within the Transportation
Secretariat and Grantees of DRPT
Proposal Due: April 26, 2013
Pre-proposal Conference: April 9, 2013

The above is hereby changed to read:

1. Reference Page 9, Tab 3 C.: Section C. on page 9 is stricken from the RFP.

Clarification Questions

See attached responses to all questions received since April 10, 2013.

All other information will remain the same.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Regards,

Ashley Nusbaum
Contract Officer
Phone: 804-786-2890

Kimley-Horn and Associates, Inc.

Name of Firm


Signature/Title

4/25/13

Date

Attachment

ATTACHMENT I

State Corporation Commission Form

Virginia State Corporation Commission (SCC) registration information. The Offeror:

is a corporation or other business entity with the following SCC identification number: F0424517 -
OR-

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from Offeror's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

April 26, 2012

Ashley Nusbaum
Commonwealth of Virginia
Department of Rail and Public Transit
600 East Main Street, Suite 2102
Richmond, VA 23219

■ 11400 Commerce Park Drive
Suite 400
Reston, VA 20191
TEL (703) 674-1300
FAX (703) 674-1350

Re: General Planning Consultant Services Contract for Transit Projects in Virginia, 505-13-RR0001

Dear Ms. Nusbaum,

Kimley-Horn and Associates, Inc. understands that the Virginia Department of Rail and Public Transit (DRPT) has a broad and extensive charter in the oversight of transit services across the Commonwealth. As the lead agency representing the interests of transit users as well as providers to the public and other state agencies, DRPT is key to advancing transit as a partner in preserving and enhancing mobility in Virginia. Our team member firms have a proven track record of working together in Virginia to provide quality service delivery for DRPT and public agencies throughout the state. With a depth and range of resources—over 300 staff working throughout the state—we are the team to help DRPT effectively manage implementing transit in the Commonwealth.

Kimley-Horn has carefully assembled an exceptional team to serve DRPT in providing transit planning consulting services. Our approach to client service with a customer focus and professionalism guides our management of the team as well as execution of each task assignment. The Kimley-Horn team has provided DRPT highly valued products on time and on budget, successfully completing such projects as SuperNoVa, the Statewide Transit/TDM Plan and Transit Development Plans throughout Virginia.

Joining Kimley-Horn on our integrated team are:

- | | | |
|--|--------------------------------------|-----------------------------|
| ■ Parsons Transportation Group, Inc. | ■ Southeastern Institute of Research | ■ Don Schneck |
| ■ Jacobs Engineering Group, Inc. | ■ Interactive Elements, Inc. | ■ Rhodeside & Harwell, Inc. |
| ■ Connetics Transportation Group, Inc. | ■ Gallop Corporation | ■ EEE Consulting, Inc. |
| ■ Cordell & Crumley | ■ IBI Group, Inc. | |

Our team, with major sub-consultants **Parsons** and **Jacobs** and the specialized services of key discipline experts, provides DRPT the advantages of tremendous technical depth and experience on task order contracts. Each firm was carefully selected to provide total coverage for the services requested, and by Kimley-Horn's experience working with each. This is a team of proven firms that have successfully worked together and are enthusiastic about the opportunity to do so again for DRPT. I, **Mike Lambert, AICP**, will serve as project manager on this project, and will be supported by **Mike Harris, Paul Elman, P.E.**, and **David Whyte, P.E.** who all bring extensive experience working for and with DRPT. I am personally committed to deliver the depth of resources that are all prepared and qualified to serve DRPT.

We are pleased to submit this proposal to provide General Planning Consultant Services Contract for Transit Projects in Virginia to DRPT. Should you have any questions or like to discuss anything in this proposal further, please do not hesitate to contact me at (703) 674-1353 or mike.lambert@kimley-horn.com.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Mike Lambert, AICP
Project Manager

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Tab 1: Understanding of Work and Plan for Providing Services

— *The Offeror must provide a detailed description of its understanding of the services to be provided with descriptions of the approach and procedures employed on similar projects elsewhere.*

The Virginia Department of Rail and Public Transportation (DRPT) is charged with a wide-ranging mission in the Commonwealth to provide expertise and support to a wide array of transit providers. The scope of managerial, oversight, and advocacy functions include facilitating operations and planning efforts, monitoring and measuring performance, providing guidance, and informing and educating while maintaining control and oversight of the statewide transit program. In addition, there are projects under direct DRPT management that require its active involvement. Using consultants to augment and support this program in a cost-effective manner allows DRPT to leverage its own staff with minimal overhead. Among the advantages of this approach is the capacity to quickly respond to changes, including developing both short and long term implementation programming and implementation plans for “shovel-ready projects” expeditiously in anticipation of new revenue stream for transportation and transit funding in the Commonwealth.

Kimley-Horn and Associates, Inc. has extensive experience with task order and on-call contracts. While each is unique to its client, there are several standard best practices and principles that we adhere to for all contracts of this nature:

- Treat each task order as its own individual project with a clearly defined work plan consisting of scope, schedule, budget, and deliverables
- Assign the correct and best fit of staff and resources according to the needs of the assignment, without the affiliation/company of the staff
- Develop the definition of each task with a DRPT client manager meeting to insure a clear understanding of the objectives, needs, schedule and any unique requirements that must be addressed
- Include sub-consultants and key staff as part of the integrated team in developing any task order in which they will be involved to confirm their availability, schedules, capabilities, and understanding
- Provide continuous monitoring of task order performance to confirm progress, provide tracking and identify potential schedule adjustments, and provide real-time information to avoid surprises

- Fully and pro-actively communicate these practices and guidelines to serve our clients, staff, and team members well

Kimley-Horn places great emphasis on client service. Through our recent work on SuperNoVa, DRPT was able to observe how Kimley-Horn works with each client, its partner firms, stakeholders, and the public. We pride ourselves at being technically sound, providing excellent project management to fully deliver the scope on time and on budget, and demonstrating flexibility, always with respect to the client. Our project management team held weekly updates and progress reports that provided clear tracking on action items, deliverables and performance on scope, schedule and budget. Kimley-Horn has a proven record of performing on time and within budget. The key to our success in this area is managing the right resources at the right time. We emphasize project management using bi-monthly effort reports that give our project managers up-to-date staffing and expense information related to their projects. This information enables them to continuously monitor the status of project cost, cost control effectiveness, and schedule.

Castahead Management Tool

Kimley-Horn has extensive experience in successfully managing and completing on-call project assignments. We understand that on-call projects are often fast-paced and the level of effort required to complete them may be as varied as the projects themselves. This is why our “cast-ahead” process and depth of in-house resources enable us to offer you the assurance that adequate staff will be available to meet your project schedules.

To monitor our staff workload, Kimley-Horn employs an intensive forecasting technique known as our “cast-ahead” process. This effort involves assessing our project milestones and staff loading on a weekly, monthly, and six-month basis, drilling down to the project team level. Individual staff member loading is assessed to the person level in the one-week and one-month time frames and the operating unit level in the six-month time frame. A database is used to track all project commitments/milestones and staff commitments firmwide. This process will be extended to the project team to include projections on their staffing and resources. Using this intensive process, we can identify overloads and shortfalls many months in advance and develop strategies to overcome them. By having a clear picture of staff workload at all times, Kimley-Horn will be optimally positioned to meet DRPT’s expectations on this project.

Continuous Quality Improvement (CQI)

Along that line, we implemented a program years ago called Continuous Quality Improvement (CQI). Each person in the company endeavors to identify a formal CQI task each year; each person’s task is to involve clients and identify improvements that will increase client benefit. We have solicited feedback from many types of clients in this fashion, including federal/regional/state/local government agencies, private developers, other consultants, suppliers, vendors, etc.

The feedback we receive helps us: improve the firm’s overall service, bring our clients greater value and satisfaction, and achieve a higher level of success. Most importantly we learn about our clients and their preferences, industry standards, and about which methods are successful and which are not. Our project managers make a habit of establishing a quality control plan as each project commences, keeping the focus where it should be throughout the project — on producing quality results for the client. When we meet, Kimley-Horn will be happy to discuss in more detail the different tools and techniques used to maintain our standard of excellent quality.

While quality control begins with the team assigned to undertake this project for the Department, our CQI program will include independent reviews of the project documents and supporting data by highly qualified professionals not directly involved in this project. Our CQI program will include, but not be limited to, the following procedures:

- The project manager, Mike Lambert, will be given the complete authority and responsibility to direct all project efforts including CQI activities
- A “kick-off” meeting will be held with key project individuals assigned to the project to clearly define the scope of work and objectives of each study
- All project decisions will be documented by a “paper trail.” All documents will be supported by appropriate data that will clearly show the choices evaluated and the basis for our recommendations
- All supporting calculations, text, or data used to develop a document will be signed and dated by the individual involved when the work is performed. Also, all telephone conversations and meetings that include or affect project decisions will be documented. Minutes of meetings will be prepared and distributed to attendees promptly for confirmation
- All documents will be reviewed and/or checked by qualified individuals who are not directly performing the initial work activity. The individual doing this will sign

and date the documents and prepare a record of review and check findings. The findings will be resolved by the originator of the documents and checked again until corrected

- The project manager or quality control advisors will monitor and evaluate the review for the project. The review will specifically cover such items as clarity, accuracy, completeness, and complete scope compliance. Any follow-up activity required will be noted and initiated as appropriate
- Technical reviews, progress reports, communications, problem reporting/resolution, variance approvals, and all documentation will adhere to Department procedures
- All project activities will be closely monitored through Kimley-Horn’s Management Information System (MIS). Our MIS has been uniquely tailored to allow the project manager and the project team to obtain a “snapshot” of the project at any time. This ability to continuously monitor budgets, labor expenditures, expenses, project schedule and deadlines is a critical component of our CQI program. With this program, we can ensure each of our work order assignments will maintain a balance between effort needed and revenue needed to complete the assignment. This valuable tool provides you with the confidence that there is always enough budget and manpower available to complete the job
- As part of our quality improvement program, special CQI tasks are established by individual project managers at no cost to the client.

This CQI approach to managing task order and on-call projects is intended to ensure that your project not only meets the high-quality standards that you demand, but that it is also delivered on-time and within budget.

We have assembled a great team of partner firms who we have successfully collaborated on significant transit projects in the region for years. The depth of resources on the Kimley-Horn’s team includes staff in over 15 offices across the Commonwealth of Virginia including in Arlington, Fairfax, Chesapeake, Reston, Richmond, Martinsville, Hampton, Centreville and Virginia Beach. Our partners have proven track records with DRPT and the Commonwealth, and will compliment Kimley-Horn and provide significant depth and breadth to our team qualifications and experience. The following pages describe our understanding of the services required per task and our general approach on similar projects.

1. Project Feasibility/Identification and Alternatives Analysis

— *Conduct planning studies for rail and bus transit and congestion management projects as directed that meet federal, state, regional and local processes. Develop demand or market forecasts including utilizing transportation forecasting models when required. Develop alternatives for analysis and capital cost estimates necessary to support planning studies. Develop operating scenarios utilizing operational models and other tools and estimate operating costs and revenues.*

Lead: David Whyte, P.E. (Kimley-Horn)
Key Staff: Erin Murphy, EIT (Kimley-Horn)

Services

The Kimley-Horn team has performed the full array of feasibility studies and AAs, and is fully prepared and capable of performing project development studies cost effectively. While Moving Ahead for Progress in the 21st Century (MAP-21) has eliminated the formal alternatives analysis (AA) from the Federal Transit Administration’s (FTA) vocabulary, project development has become MAP-21’s functional, if unfunded, equivalent in many ways, and National Environmental Policy Act (NEPA) requirements. Perhaps the largest change in MAP-21 was the elimination of federal funding to support the AA/project development process. As the consequences of MAP-21 become clearer, we believe the ability to meet its requirements during project development will dictate a rethinking of the methods and means of evaluating alternatives to cut costs while complying with both the new and enduring requirements.

Approach

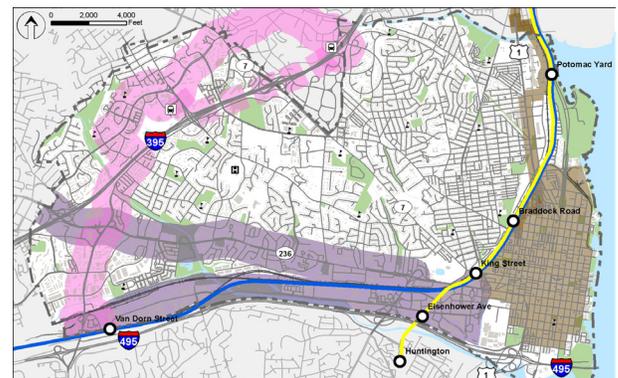
Kimley-Horn’s approach to feasibility studies and AAs begins with the establishment of the underlying objectives of the project, the problems it is intended to address, and its overarching goals. Based on an assessment of existing and projected conditions, we then identify route and technology alternatives that could potentially address the project objectives. Several rounds of evaluation and screening are then applied to identify the most promising alternatives based on their performance against the measures of effectiveness that were derived from the project goals and objectives. The evaluation and refinement process is integrated with the public involvement process and with consultations with the client and affected stakeholders. The recommendation of a preferred alternative is achieved through this consultation process. Kimley-Horn and its team have the requisite skills

to support this process, many of which are described under other services in this proposal. While the same general approach is applied to all such studies, each must be tailored to the specific circumstances under which it is to be done. Perhaps the single most important quality of these studies is that they be open, transparent, and understandable to the participants, for only then will all of the stakeholders, public, and agencies feel ownership with the results.

Select Project Experience

Dedicated Transit Corridor Study, Alexandria, VA

Kimley-Horn provided transportation planning, transit planning and analysis, and environmental services for a dedicated transitway along three corridors in the city—US 1, Duke Street, and Van Dorn Street/Beauregard Street. Kimley-Horn evaluated each corridor’s current use and its future potential, conducting an outreach process, reviewing prior studies and ongoing transit corridor implementation projects, and developing high-capacity transit services. The plans demonstrate the way in which the preferred transit technology will “fit” within each corridor—showing how transit services and facilities will integrate within the neighboring community and within realistically attainable roadway rights-of-way. Plans were informed by a NEPA and permitting strategy that considers screening level reviews of resources and impacts and the likely requirements and process that will need to be fulfilled for future permitting and funding activities. Corridor alignments that identify the location—curb, median-running, or a combination of the two—were prepared in conjunction with plans. Kimley-Horn also developed cost estimates, conduct revenue and ridership projections, and developed implementation schedules and strategies.



2. Environmental Analysis — Recipients of federal funds must ensure that projects are in compliance with all environmental laws regardless of which federal agency authorizes the funding (i.e., Federal Transit Administration or Federal Highway Administration). Must be able to conduct in whole or in part, categorical exclusions, environmental assessments, environmental impact statements, and alternatives analyses, as required by the National Environmental Policy Act (NEPA) as amended (42 U.S.C. § 4321 et seq. and 23 C.F.R. pt. 771).

Lead: Chris Collins (Jacobs)
Key Staff: Stuart Tyler (Parsons)

Services

Environmental analyses can range from the relatively minor to the very major. Recent guidance adding 10 new categorical exclusions (CE) from FTA indicates a potentially less involved process for some projects, yet the specifics of each project will still dictate which can use a CE and which will require further documentation. Meeting the mandates of NEPA requires a thorough understanding of the regulations to be sure the work is sufficient yet not over done. Kimley-Horn and its team members understand that compliance is mandatory and integral to project development, but recognize that both time and budgets are limited resources. Effectively coordinating and communicating with the relevant agencies and commissions is fundamental to meeting environmental requirements. Early coordination is essential to determine the level of environmental analysis and documentation that will likely be required for each project.

Approach

Jacobs Engineering Group, Inc. will lead environmental services on our team. Jacobs is experienced in all levels of environmental analysis and documentation for transportation and transit projects. From small CEs to larger environmental assessments (EA) and environmental impact statements (EIS), they are familiar with the environmental regulations and policies including NEPA and have prepared all levels of documentation and agency coordination.

Jacobs’ approach to environmental permitting involves first understanding their client’s needs, the project complexity, and how best to define the project objectives and solutions for successfully permitting projects. Environmental regulations are often quite stringent and it is not unheard of for agencies to be at cross purposes with each another. Jacobs is an expert in handling controversial and complex projects.

They routinely work with multiple regulatory partners, and can anticipate and address permitting issues from the beginning.

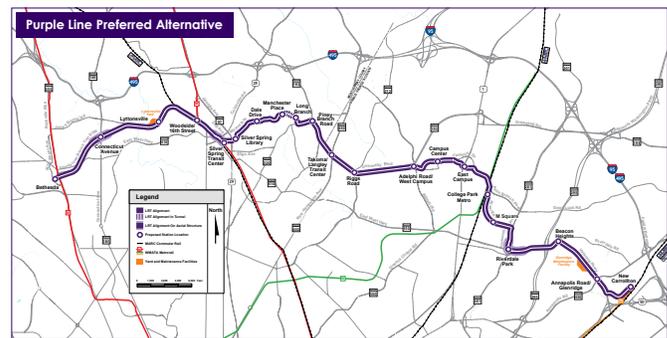
Jacobs routinely tackles such hot topics as biodiversity, secondary/cumulative impacts, habitat fragmentation, environmental justice, and sustainable development. Jacobs’ staff are experienced in developing innovative approaches to environmental regulatory compliance that save time and money.

Select Project Experience

Purple Line Study, Montgomery and Prince George’s Counties, MD

The Purple Line is a proposed 16-mile east-west rapid transit line extending inside the Beltway from Bethesda in Montgomery County to New Carrollton in Prince George’s County. In the planning phase, Jacobs contributed to the overall project management. In addition Jacobs participated in the development of the AA/draft EIS and supporting documentation. Jacobs also managed the public involvement efforts for the project including preparing the public outreach strategy, conducting community focus group meetings, and overseeing general public outreach efforts including the website, newsletters, community meetings, presentations, open houses, hearings, and presentation materials.

Jacobs is teamed under a new contract to complete the planning phase and move the project forward into preliminary engineering and ultimately final design.



3. Public Participation — *Establish and implement comprehensive public participation programs and outreach activities for planning studies and projects that meet the requirements of federal, state, regional and local processes.*

Lead: Deborah Cordell (Cordell & Crumley)
Key Staff: Janette Crumley (Cordell & Crumley)

Services

The public participation activities needed to support planning projects range from public hearings and meetings to workshops and focus groups, and development of presentations, publications, and websites. Public involvement requirements in NEPA and FTA as well as DRPT programs need to be adhered to for all projects where applicable. Providing access for the mobility impaired to public forums as well as multilingual capabilities when participants first language may not be English also are key requirements. The most successful public participation efforts are ones in which the participation is integral to the program and participation is facilitated, not merely accommodated. At the same time, public participation needs to be advisory and, preferably, managed within the limits appropriate to the project. An open process does not mean an uncontrolled one. Kimley-Horn and our team are experienced at creating and implementing meaningful and effective public participation programs tailored to the needs of each project.

Approach

Cordell & Crumley Communication Strategists and Kimley-Horn will work together to craft public participation programs appropriate to each task. Our expertise in providing a broad range of services helps to ensure the successful implementation of your goals while addressing the specific challenges that each project entails.

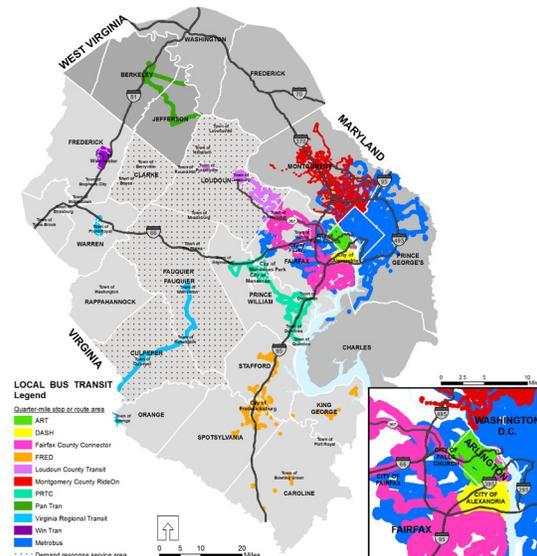
Kimley-Horn is known for developing innovative approaches to projects that involve neighborhood participation. We understand that some projects require community involvement and acceptance, and we have developed effective methods of bringing the community into the process. Kimley-Horn is strongly committed to conducting public participation programs that educate, inform, and build consensus for a particular solution. Each project is different in terms of the stakeholders and the critical issues involved; thus each public involvement program must be tailored to specifically address the project’s needs.

The Super NoVa project recently completed had a number of public meeting spread out over time and distance. The Kimley-Horn team, working alongside DRPT and Cordell-Crumley, demonstrated a successful approach to informing and helping the public with policy and technical information. The results of that effort proved Title VI compliance, superb use and advancement of social media, use of a very effective public website, and delivery of excellent public meetings. One of the more unique public events on the effort was in the underground of Crystal City where commuters riding Metro were offered information and real-time discussions as the effort occurred. Agency stakeholder staff were very pleased with the amount and variety of public involvement.

Select Project Experience

Super NoVa Transit/TDM Vision Plan, Northern VA

Cordell & Crumley is responsible for developing and managing the public outreach plan in coordination with DRPT staff. The project area for this study encompasses the greater Washington DC “super regional metropolitan area,” West Virginia, and Maryland. Cordell & Crumley managed logistics for 10 public meetings and created meeting notifications, press releases, email and website. In keeping with Title VI and LEP policies, traditionally underserved citizens were included and meeting notifications were translated into Spanish. A study specific database was also maintained throughout for the notification process to include advocacy groups for disabled, seniors, ethnic and low-income groups.



4. Marketing and Research — *Develop, produce and implement marketing, consumer research and public relations programs associated with applicable projects/programs.*

Lead: Karen Smith (SIR)

Services

Marketing and research include polling and surveys to assess knowledge, attitudes, and opinions of selected groups as well as analyses of data describing target populations. Such information gathering efforts can be as simple as a phone poll or an intercept survey to as extensive as an on-board rider survey or focus groups, depending on the needs of the task. Public relations programs can benefit from the insights gained through market research, although it is not a given that market research is required before marketing is done. Marketing for the public sector differs from private sector marketing in its nature and usually budgets. The methods of marketing have proliferated from advertising in the mass media and the printing of flyers that characterized the business 20 years ago to blogging, Facebook, viral marketing, and podcasts. The result is that the array of potential channels has multiplied and the trade-offs between those channels need to be considered in formulating any public relations program to be cost effective.

Approach

Southern Institute of Research (SIR) will serve as the task leader for marketing and research on our team. SIR has served DRPT for more than 20 years starting with the market research behind the relaunch of the I-66 HOV lanes in northern Virginia. Since then, they helped with the AMTRAK Virginia advertising research; the Dulles Metrorail project; the development, launch and evaluation of the Telework!VA program; TDM planning; and the first ever statewide Virginia State of the Commute research program. They have assisted with the congestion mitigation program for the Springfield Interchange reconstruction project, supported the HOV system and transit and TDM programs throughout the state and been involved with several high-profile corridor planning initiatives including the I-95/I-395 “HOT” Lanes Transit/TDM Study and the I-66 Transit and TDM Market Research Studies.

On many of these assignments, they helped DRPT advance projects with strategic market research and planning insights. They not only succeeded, but in the end, helped DRPT build greater public appreciation and support for the projects, and DRPT, overall. SIR plans to continue using these past successful techniques and methods to serve DRPT in the future.

The market research conducted by SIR to advance project understanding is very useful to stakeholder and political understanding of project issues. Sometimes to gain political support it takes a better understanding and documentation of user needs and preferences. SIR market researched is detailed and documented and offers DRPT a great tool to share with stakeholders, the public, and political partners.

Select Project Experience

**Virginia State of the Commute Survey/
Long-Term TDM Planning, Richmond, VA**

Conducted on behalf of the Virginia Department of Rail & Public Transportation, SIR and LDA Consulting joined forces for the first ever State of the Commute Study for Virginia. This telephone survey interviewed more than 7,000 working commuters across the state, including more than 3,000 in Northern Virginia. The survey addressed mode choices, commute attributes, decision making influences, media and communication influences, and other commuting issues. This research is designed as a tracking study to monitor commuter use of TDM, ridesharing, and transit. Study findings are reported in a manner to assess the Commonwealth’s long-term investment in rideshare support services and infrastructure. The 2007 study is the baseline wave of a tracking study that will be conducted at regularly scheduled intervals.

5. Financial Planning and Analysis —

Conduct financial studies as directed. Evaluate capital and operating and maintenance funding sources and options, including various financing tools. Develop project expenditure and cash flow forecasts.

Lead: Don Schneck (Don Schneck)

Services

Financial planning and analysis services include the analysis of operating and maintenance costs, projections of such costs, evaluation of potential funding sources, and the use of alternative methods of finance (e.g., bonding, borrowing, pay-as-you-go, sinking funds, and cost sharing mechanisms). Part of capital investment planning is developing cash flow projections, identifying the size and timing of draw-downs (tranches), and the evaluation of alternative funding strategies.

Approach

Don Schneck will lead the financial planning and analysis on our team. Don has more than 35 years of experience in the analysis of transportation management, planning, operations, and finance, focusing on strategic, capital, and business planning; major project development, long-range corridor, short-range facility and service planning; travel market modeling and ridership analysis; operating and capital cost and revenue modeling; performance, productivity and cost containment evaluation; financial modeling, asset management and state of good repair estimation; and program management of new federal initiatives.

Financial analysis is critical to planning and programming of projects. Understanding the potential and realities of funding over various fiscal years and capital planning horizons will support DRPT in programmatic efforts. In the new reality of more state funds for transit investment, the ability to accurately develop financial projections and cash flow expenditures on projects for capital investment and/or operations and maintenance will prove invaluable to the Commonwealth.

Don and the Kimley-Horn team have significant experience with a variety of projects for differing stages of project life-cycle. The team will utilize industry information, DRPT guidance, VDOT, and federal database information as needed. Anticipating available funding and potential

revenue sources also is critical. The Kimley-Horn team has experience in development of funding plans for federal, state, and local sources, including financing and private funding mechanisms. Following funding information definition, a cost allocation by fiscal year can be developed looking at linking cost information with funding information at a programmatic level.

Select Project Experience

DRPT and MWA, Dulles Rail Project Planning and Development Technical Assistance

Don Schneck assisted DRPT with the planning and development of the Dulles Metrorail Project during a 10 year period. These efforts included the development of financial planning analysis for the project while project manager with Booz Allen Hamilton. Subsequently, Don assisted DRPT and Metropolitan Washington Airports Authority (MWA) with the development of cash flow projections for both the project’s capital and operating costs. Based on the status of the Dulles Metrorail Project, Don’s extensive knowledge of WMATA’s cost structure provided support to the project development team and allowed approval of the funding and financing plans for the project. Don provided a wide range of technical efforts to support the Dulles project including obtaining FTA funding under New Starts.



6. Strategic Planning/Capital Investment Planning

— Assist in the development of strategic and/or capital investment plans for DRPT and other authorized users as directed.

Lead: Mike Lambert (Kimley-Horn)
Key Staff: John Martin, P.E. (Kimley-Horn)

Services

Strategic plans focus on identification and definition of a series of steps to be pursued to implement a project or program, including the identification of the financial requirements of each step and a means of providing the resources needed when needed. Where line item budgets are often extensions of historic patterns or levels of spending, strategic plans begin with the determination of the desired result and proceed by developing a program to achieve that result. In addition, strategic planning often considers funding alternatives, implementation alternatives, the impacts of differing funding scenarios and project risks, and identifies potential contingency measures. Ideally a strategic plan provides the highest probability of success with the least risk and lowest overall cost to achieve its objective.

Approach

Kimley-Horn also is experienced in working with other agencies to identify funding and developing grant or loan applications. Mike Lambert, AICP, the project manager and lead for this service, led the development of the High Speed Intercity Passenger Rail grant application for the planning of expansion of Boston’s South Station. The application required development of conceptual designs, cost estimates, work programs, and completion of a redevelopment potential analysis. It resulted in a \$32.5 million grant to fund an environmental study and preliminary engineering for the South Station expansion.

We understand the various requirements to secure funding for projects through grants or loans through a number of different agencies. Some of the other agencies that we have a working knowledge of their application requirements include Housing and Urban Development (HUD), FHWA, FTA, Virginia Department of Motor Vehicles (DMV), Virginia Department of Emergency Management, Virginia Department of Historic Resources, and the Virginia Department of Conservation and Recreation.

Kimley-Horn is currently leading in the development of the DC Department of Transportation (DDOT) Long-Range Plan. The extensive effort brings together all city departments to view transportation strategy, while delivering and receiving information to and from the public ensuring as well that the process fits within the current political and planning processes. Delivering strategic planning to deliver capital investment plans is a critical part of successful delivery of transportation projects. Kimley-Horn has a proven record of services in these areas as do our partners Jacobs and Parsons, who will deliver successful results to DRPT and its authorized users.

Select Project Experience

South Coast Commuter Rail Extension to Southeastern MA

Prior to joining Kimley-Horn, Mike served as the project manager and was responsible for planning input for the alternatives analysis and environmental review necessary to satisfy NEPA as well as MEPA environmental review requirements. Tasks include technical writing, technical analyses, team coordination, document production and quality assurance/quality control. Mike headed the development of the Fast Start New Bedford TIGER grant application.

7. Operations Planning and Analysis —

Review and conduct comprehensive operations planning and analysis for DRPT and other authorized users as directed. Develop demand or market forecasts including utilizing transportation forecasting models when required. Develop operating scenarios utilizing operational models and other tools and estimate operating costs and revenues.

Lead: Jim Baker (CTG)
Key Staff: Milbrey Heard (CTG)

Services

Operations planning and analysis are integral to the development of TDP’s and are discussed in Task 10. Market forecasts and demand projections are accomplished in one of several ways. Regional ridership models residing with the responsible metropolitan planning organization (MPO) are often used for long-range projections, albeit some lack fully developed transit components or ridership modeling capabilities having been developed for air quality conformity work rather than transit modeling per se. The most expedient approach where the current model lacks an adequate transit component is often to use the same demographic and network databases to apply a proven transit model. Pivot point/direct demand models are used for the evaluation of short-term ridership impacts, and are most appropriate when evaluating modifications of an existing transit system as opposed to a new service. Such models depend on good field data, particularly recent ridership survey data. As there is increasing emphasis on short-term projections in MAP-21, it is reasonable to expect increasing reliance on pivot point and similar spreadsheet types of analysis, which should have the benefit of reduced costs and increased reliability (since the projections will be near term and founded on recent data). Operating models for transit systems have to be customized for each system, often relying on a three-factor model that looks at relatively fixed costs (such as management and administration), costs that vary with vehicles miles of service and costs that vary with hours of service. The Kimley-Horn team, especially Gallop Corporation for ridership and Connetics Transportation Group (CTG) for operations and maintenance models, has an excellent track record in developing both ridership and operations and maintenance cost projections for all types and sizes of transit operations.

Select Project Experience

Greater Lynchburg Transit Company, Comprehensive Operations Analysis, Lynchburg, VA

This project was developed for GLTC in Lynchburg, VA with three time horizons. The Near-Term Plan (1-2 years) identified underutilized trips and route segments and reapplied those resources into improved on-time performance system-wide. Restructuring and simplification of the Liberty University on-campus bus system also was addressed. The second phase was the Short-Range Plan (3-5 years) and was the most significant in terms of route structure realignments; as this plan also was designed to accommodate the move to GLTC’s new centralized transfer center—Kemper Street Station. The third and final planning horizon was the Long-Range Service Plan (6-10 years) which assumed modest growth and expansion outside of the city’s traditional service area.

Approach

Members of the Kimley-Horn team have conducted comprehensive operations analyses for numerous transit agencies across the Commonwealth of Virginia and the nation. Typical steps included in a comprehensive service evaluation for fixed route and paratransit services are:

- Assessment of existing conditions, including historical system performance evaluation, route and stop level ridership performance evaluations, and operational assessments
- Market analysis, including evaluation of service to existing markets and assessment of emerging new markets
- Survey efforts of riders and non-riders to gauge service needs
- Development of alternative service strategies, which can include cost reduction, cost neutral, and cost expansion strategies
- Evaluation of service strategies, including ridership forecasts, cost, and farebox revenue estimates
- Development of near-term, short-range, and long-range service recommendations

Work tasks also may include an assessment of fare structure and review/development of service standards. Public and stakeholder outreach is critical throughout a comprehensive operations analysis.

8. Project Evaluation — *Develop and implement evaluation programs that analyze the effectiveness, success and results of DRPT programs and projects.*

Lead: Paul Elman, P.E. (Kimley-Horn)
Key Staff: Jeff Allen, AICP (Kimley-Horn)

Services

With MAP-21 and other funding legislation requiring performance measurement and the establishment of relevant metrics to clearly document the value of all transportation infrastructure investment, it is critical at all levels—federal, state, and local agencies—to have a “Dashboard” and various tools of how projects, grantees, and agencies are performing. This can range from such federal requirements by Congress and FTA as the Before and After study for new starts grantees, to local performance measurement of community bus operations. Among the tools that could be applied in evaluations are performance benchmarking, value capture, regulatory compliance evaluation, schedule and budget/cost reviews, value engineering, and procedural reviews.

Approach

It is important for program and project evaluation to occur not only at their commencement and completion but continuously over their life with applicable management tools to identify issues and make potential mid-period adjustments before completion. Project evaluations performed following post-construction, revenue operations, or at another operational milestone date often provide the opportunity to be comprehensive and identify both best management practices and lessons learned. For example, at the completion of the Before and After study, lessons learned can be incorporated into future endeavors without delaying the current undertaking. The value of capturing this post-mortem information is in accurately documenting and updating the procedures, training materials, policies, or specifications while assessing individual project issues.

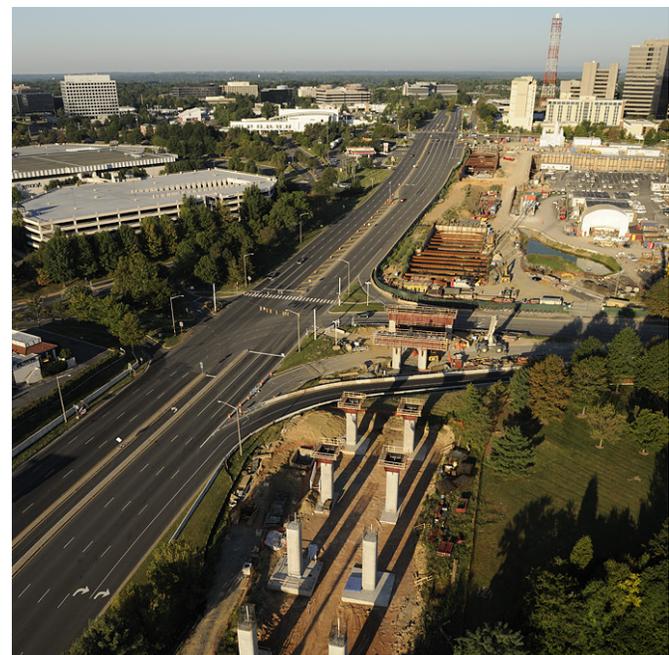
The presence and use of performance measures in public transit is evidenced by many variations and formats. Since there is no one all-encompassing best performance measurement system currently in use, a wide variety of performance measurement systems can be utilized that reflect the degree to which each agency chooses to integrate day-to-day performance management into the overall fabric of their fundamental mission. There are excellent performance management systems in many of the transit

agencies used throughout the country. Kimley-Horn will work with DRPT as needed to derive best practices within DRPT guidelines to ensure performance measurement is utilized and documented as warranted. Assessing stakeholder use and perception of, and contribution to DRPT programs is critical. The Kimley-Horn team will utilize user surveys and/or interview questions that: identify what success looks like from their perspective; gather feedback on the performance measures and targets; assess their use and perception of, and contribution to the DRPT program.

Select Project Experience

Dulles Corridor Metrorail Project Program Management Support Services — Vienna, VA

Kimley-Horn is part of the Jacobs team for providing program management support services for both phases of the Dulles Corridor Metrorail Project for the Metropolitan Washington Airports Authority. In this role, the team is responsible for project evaluations associated with a variety of reporting, regulatory, and compliance requirements. The team is currently preparing the “Before” study for Phase 1, documenting the performance of the project (as it nears construction completion and prior to revenue operations) against previous project forecasts and projections. This will be followed by similar effort “After” effort when the system commences revenue operations.



9. Safety and Security — *Conduct safety and security assessments of transit operators, evaluate system safety plans, conduct safety and security training and exercises for transit operators as requested.*

Lead: Mike Cephas (IEI)
Key Staff: Dorothy Schulz (IEI)

Services

Safety and security audits focus on the risks to persons and assets by the operation of the transit service. This typically includes a review of training, monitoring, and response procedures and practices. In addition to the obvious objective of reducing and eliminating the risk of injury or death to persons, or damage to assets, there is the secondary objective of reducing costs associated with incident remediation. While much of the original focus of this practice was passenger and employee safety, increasingly security has become an equal focal point. Securing assets is but one aspect of the security. Having well-formed procedures that have been tested and are routinely practiced for emergency operations also is an important part of this practice.

Approach

Interactive Elements, Inc. (IEI) will be leading the safety and security task assignments for our team. In performing assessments, the IEI team will apply its experience at every level of safety and security program development and implementation, including evaluation of safety and security policies, plans, and procedures; and identification of training needs and the best programs to meet them. IEI has worked successfully for decades to improve public mass transit safety and security. Their technical approach builds on the hands-on rail operating experience of our staff at some of the nation’s largest and most complex rail agencies. They have worked with FTA grantees in every region, assisting them in incorporating safety and security into design, engineering, and operation of their rail transit systems, and hands-on management of the safety certification process. They have worked on security studies for the Transportation Research Board (TRB), including researching and writing two major security studies, providing material for a tunnel emergency study, and leading and participating on panels and committees. IEI has conducted an overall assessment of system safety and security programs, the roles and responsibilities of transit personnel, the identification and characterization of transit activities in terms of best practices

and prioritization of the program elements as to impact, range of application, and achievable benefit. The development of quantitative criteria is key to the effectiveness and industry acceptance of such analyses.

Select Project Experience

FTA State Safety Oversight Program

In July 2011, IEI was awarded a five-year contract to perform safety and security audits of State Oversight Agencies as congressionally mandated by 49 CFR 659. The Oversight Agencies are responsible for assessing the safety and security performance of rail fixed guideway systems. The contract also provides for the delivery of technical assistance to rail agencies to improve their safety and security programs. The firm’s assignment for the first year included passenger rail systems in California, Texas, Ohio, Wisconsin, and Michigan. A new task order adds oversight of the FTA’s State of Good Repair program. In 2013, in addition to performing additional audits of State Safety Oversight Agencies, IEI also is performing reviews for the New Starts Readiness Program in order to ensure that Safety and Security Management Plan requirements specified in FTA’s Full Funding Grant Agreement Circulars 5200.1A and 5800.1 are met. The on-site assessments are conducted to ensure the readiness of newly constructed transit projects before the commencement of revenue operations.



10. Short-Range Plan and Program Development

— Prepare updates to Transit Development Plans and Transportation Demand Management (TDM) Plans to identify needs and required resources for modifying/enhancing services and provide a basis for evaluating funding requests.

Lead: Tim Crobons (CTG)
Key Staff: Glen Waters (CTG)

Services

Transit providers are required to develop and update TDPs every six years in Virginia, with an annual letter required to progress toward implementing the TDP. To assist and provide guidance in this effort “Transit Development Plan Requirements” was issued by DRPT. The planning horizon for a TDP is six years or more. In addition to TDPs, agencies may develop COAs that focus almost exclusively on operations, reviewing route performance and formulating adjustments. The time horizon for a COA is usually only two to three years. Developing either TDPs or COAs entails a thorough review of the existing operation, identification of performance objectives and assessing performance against those objectives, assessing potential changes to improve operations, and identifying a program that addresses all aspects (for TDPs) of the system.

Approach

CTG will be leading the short-range plan and program development pieces of this contract. Their staff has completed numerous short-range transit plans for clients across the country. These projects have included transit feasibility studies, COAs and TDPs. CTG has a solid understanding of the data that needs to be collected for these studies, methods for analyzing this data, and the use of this data to formulate solid and defensible service recommendations. CTG staff also has assisted many clients with implementation of recommendations that have resulted from short-range planning efforts.

Select Project Experience

Statewide Transit and TDM Plan, Statewide, VA

CTG has played a strong role in the development of a new Statewide Transit and TDM Plan. Their role has included extensive data collection of all transit and TDM related plans, studies, and activities conducted during the past several years, projections of population to year 2040, development of methodologies to determine transit service gaps across the state, identification of capital improvements needed to bring the state transit infrastructure under state of good repair, development of transit service needs related to capacity enhancements, and identification of major transit capital investments projects across the Commonwealth of Virginia. Additionally, CTG has developed capital and operating cost estimates for all improvement projects, performed a revenue analysis, built a fiscally constrained cash flow model and performed analysis related to a fiscally unconstrained plan, identified project priorities, and a financial resource allocation plan. Throughout the study effort CTG has participated and led stakeholder presentations related to development of transit service and capital improvement projects as well as coordinated closely with the concurrent Super NoVa Study performed in the Northern Virginia area.

11. Training — Assist with developing training materials and conducting training courses for DRPT and other authorized users that are related to DRPT programs and industry specific issues.

Lead: Chris Barber, P.E. (Kimley-Horn)
Key Staff: Ian Frost (EEE)

Services

We understand that, as part of its mission, DRPT develops and promulgates procedures, regulations, and guidance to the multitude of transit operators in the Commonwealth under its charter. This entails developing briefing and training materials, creating presentations and workshops, and conducting briefings and training sessions.

Approach

Under this task, Kimley Horn will develop customized, multi-media, training modules and support DRPT in delivering training to their staff and sub-recipients on a range of potential topics that may include, but are not be limited to:

- FTA/FRA/OLGA grant preparation and application
- Grant reporting
- Environmental compliance
- Risk assessment
- Federal procurement regulations and requirements
- Transit operations planning
- Program and project management
 - Project management plans
 - Organizational management
 - Schedule management
 - Budget management
 - Change management
 - Quality management
 - Design management
 - Real estate acquisition and management
 - Construction management
- Transit design considerations
- Intermodal facility design considerations

Our approach to training is based on extensive experience with what works best and there is no substitute for mastery of the topic when creating training materials. While the topics are often complex, the training has to be clear, simple, understandable, and memorable. Even advanced training

starts with a review of the key aspects of the subject area, so we begin by reviewing and updating the topic area and identifying the main attributes that must be conveyed. This often requires the creation of simplified examples, or graphics. Support materials are then designed to reinforce the presentation, adding detail and depth. When training exceeds an hour, consideration is given to breaking it into two modules or more. Once the presentation and materials are almost final, practice sessions are held to test the materials and identify how they could be improved. Only then are they ready and the training sessions can begin.

Select Project Experience

Grantee Training on FTA Procedures while providing Project Management Oversight Consultant to the following FTA Grantees:

- CTA, Chicago
- Metra, Chicago
- CDOT, Chicago
- GCRTA, Cleveland
- DART, Dallas
- The T, Fort Worth
- Capital Metro, Austin
- RPTA, Phoenix
- NJT, New Jersey
- NYCDOT, New York

Multiple, Program Management and On-Call, Contracts:

- SFRTA, Florida
- VTA, Santa Clara
- Met Council, Twin Cities
- SANDAG, San Diego
- MWAA, Virginia

12. Technology/ITS — Assist DRPT in the evaluation of technology products and systems designed to improve the efficiency and effectiveness of DRPT and other authorized users, including various Information Technology solutions and Intelligent Transportation Systems.

Lead: Mike Harris (Kimley-Horn)
Key Staff: Jeremy Siviter (IBI)

Services

Information technology solutions and intelligent transportation systems (ITS) are comprised of signal and control systems that include measures to modify operations to facilitate transit operations and include feedback provisions to inform operators and users in real time of system conditions. This can include TSP as well as passenger information systems. The ability to implement ITS solutions hinges on securing agreement with the agencies responsible for roadway operations, which entails identifying the implications to all users, not just transit users. Kimley-Horn’s team has extensive experience with the planning, design, and implementation of the full range of ITS solutions.

Approach

The Kimley-Horn team will utilize the systems engineering approach for planning of ITS. Systems engineering is an interdisciplinary approach and means to enable the realization of successful systems. It focuses on defining customer needs and required functionality early in the development cycle, documenting requirements, then proceeding with design synthesis and system validation while considering the complete problem. The “V” diagram will be followed which documents the concept of operations followed by system requirements definition. This work is critical to be completed prior to the issuing of RFP for technology hardware and software. Ultimately the requirements should become contractual in nature and upon delivery, the system should be tested against the requirements for successful delivery and system acceptance.

Systems engineering integrates all the disciplines and specialty groups into a team effort forming a structured development process that proceeds from concept to production to operation. Systems engineering considers both the business and the technical needs of all customers with the goal of providing a quality product that meets the user needs.

Select Project Experience

Virginia Statewide ITS Planning and Deployment Support, DRPT, Richmond, VA

DRPT is working with local transit agencies throughout Virginia to foster a coordinated approach to transit technology planning and development, as part of a strategy to apply available state funding grants in this area. In 2009, IBI Group, with the assistance of then DRPT employee, Mike Harris, conducted workshops with groups of agencies to explore current operations, transit technology infrastructure, and needs. A report was published on the findings from these discussions, highlighting identified needs that could be addressed through additional transit technology development as well as opportunities for coordinated efforts by agencies in these areas.

Follow-up workshops were conducted in 2010 to enable more in-depth discussions about potential deployments. The current focus is assisting the transit agency in Williamsburg (WATA) with its transit technology deployment. IBI has assisted with needs assessment, deployment planning, specifications/RFP development and procurement, and are currently assisting with implementation.

Kimley-Horn and team partner IBI Group have a long successful history with DRPT providing ITS services to meet the needs of the Department and its grantees. Kimley-Horn is a nationally recognized and nationally active firm in ITS planning, operations, systems engineering, system integration, and program planning. The Kimley-Horn team brings a diverse range of expertise and experience to this assignment. Members of our staff have worked directly with numerous state and local DOTs, metropolitan planning organizations, and other transportation management agencies on day-to-day operations activities, and have coordinated closely with them on the key processes to enable them. Members of our team have been actively involved in working with regions and states to develop ITS architectures to guide collaborative decision making about transportation system development, implementation, and integration. Our staff recognizes that the value of the ITS architecture goes beyond meeting a federal requirement or establishing a one-time snapshot of desired functionality for a region or state; the potential impacts on agency-to-agency relationships, technical and policy decisions, and opportunities for higher-level operations collaboration are just a few of the important activities that an ITS architecture can support.

Additional Services

Multimodal Corridor Studies

Lead: Steve Walter (Parsons)
Key Staff: Harriet Levine, P.E. (Jacobs)

Our team has leading consultants in the planning of regional and statewide transportation systems, corridor studies, TDM programs, and transportation impact assessments. We have assisted numerous local and state agencies in developing transportation plans and programs for both short-term and long-range improvements. These and other assignments in transportation planning and network analysis, economics, urban and regional planning, and engineering design provide a depth of experience on this contract. Our team has the capacity to develop a master plan, examine alternatives, present those alternatives to the public, and prepare preliminary and right-of-way plans. We also can assess the socioeconomic and environmental consequences of making or not making transportation improvements.

Many members of our staff are former local, state, or federal engineers. Our staff background in municipal government keeps us aware of regulations and requirements. Our experienced planners support you in assessing your full range of options—locational, modal, and size—against a complete grid of study parameters, growth expectations, and strategic goals. We tailor our efforts to the decision you have to make, remaining focused on your specific issues and circumstances. We'll provide support for your efforts to enhance transportation systems while maintaining the fabric of your communities.

Select Project Experience

I-66 Tier 1/EIS and Related Studies, Fairfax County and Prince William County, Virginia

VDOT, in cooperation with DRPT and FHWA, has initiated a study of the Interstate 66 Corridor from the Capital Beltway (I-495) in Fairfax County to State Route 15 in Prince William County. A Tier 1 EIS is being prepared for the project in accordance with NEPA by Parsons with team members Kimley-Horn and Jacobs. The study will identify transportation needs within the project corridor and evaluate the impacts of proposed improvements to meet those needs. Work activities will be conducted in a two-tiered process. Tier 1 will focus on broad issues within the corridor, including the identification and development of improvement concepts; the preparation of NEPA documentation, such as Section 4(f) and Section 106 evaluation; public outreach, and agency coordination. The subsequent Tier 2 analyses will focus on site-specific details, including the development of alternatives, specific project impacts, and environmental mitigation. Tier 2 will be initiated upon the identification of preferred improvement concepts and the completion of the NEPA process (under a separate contract).



Transportation/Land Use Planning

**Lead: Deanna Rhodeside
(Rhodeside & Harwell)**
Key Staff: Clarence Eng, AICP (Kimley-Horn)

For any land use or zoning initiative to be effective, a successful balance must be created between broad public sector and community goals and ideals and the reality of private sector development demands. Too often, public and private sector forces battle one another, diluting the effectiveness of important community building initiatives. We have real-world experience of designing public sector, community-based plans and partnering to build private sector development projects. This translates into an effective community consensus on the ideal—with an implementable plan to make the ideal real. We realize creating ideal projects that work is an important part of the city’s focus, as it is ours; in our experience, we’ve provided exactly this focus to other municipalities.



Select Project Experience

Amtrak Station Area Planning And Land Use Analysis, Commonwealth of Virginia

Rhodeside & Harwell assisted DRPT in assessing transit-oriented development potential around six existing and potential Amtrak stations, which DRPT identified as potential stops on a passenger rail line between Washington, DC and Newport News, VA. RHI developed urban design proposals for a half-mile radius around each station site. The team worked with local planners and DRPT to develop a unique vision for each station location and to estimate the types and quantities of land uses that could occur there. In addition to Rhodeside & Harwell, the team included economic and transportation planners, in order to assess the feasibility station-area development from the perspective of rail operations and ridership, market potential, and traffic. Through this process, the team explored how transit-oriented development can be applied to a wide variety of communities and contexts, including downtown redevelopment and revitalization (City of Newport News and City of Richmond), a historic railroad town (Town of Ashland), a predominantly rural county (Caroline County), and a suburban county (Henrico County).



Tab 2: Experience and Qualifications

The Offeror must describe the skills and qualifications it has available to perform the various types of tasks described in the Statement of Needs. The key personnel who could be assigned to these various tasks must be identified. The Offeror must demonstrate that it has sufficient personnel with the various types of skills needed to staff the purchase orders when needed. The Offeror shall provide all of the following information concerning its company, subcontractor and personnel qualifications.

Kimley-Horn and Associates, Inc. is a



Kimley-Horn and Associates, Inc.

full-service planning and engineering consulting firm with more than 1,700 employees serving clients from 63 offices nationwide. We have the depth of transit system experience that will serve DRPT well on your General Planning Consultant Services Contract for Transit Projects in Virginia. We have experience in all modes of transit including heavy and light rail, commuter rail, streetcar, and bus/BRT. We specialize in intermodal and multimodal solutions, unique modeling and simulation capabilities, alternatives analysis, innovative funding, and leading-edge implementation of intelligent transportation system (ITS) technologies.

Our firm provides a full range of transit planning services including planning and feasibility studies, ridership/demand forecasts developed through transportation forecasting models, alternatives analysis, environmental studies, conceptual project design, and conceptual costs. We also develop operating scenarios using operational models and other tools and estimate operating costs and revenues. Our transit planning and design staff have delivered projects for DRPT, FTA, VDOT, PRTC, WMATA, Alexandria, and Arlington, as well as transit providers throughout the Commonwealth.

We have extensive experience coordinating all the various requirements associated with the federal new/small starts process, and can help identifying potential funding from private investment. We also specialize in providing assistance in project justification, helping develop a sound financial plan, and advocating complementary transportation and land use policies.

Services include expertise in:

- Funding (local and FTA/New/Small Starts)
- Feasibility studies
- Major investment studies
- Corridor planning

- Station planning
- Alternatives analysis
- Ridership studies
- Environmental studies
- Conceptual design and costs

A team capabilities matrix demonstrating the services to be provided under this contract may be found on the following page.

Parsons Transportation Group, Inc. will co-lead



environmental analysis as well as multimodal corridor analysis services. Parsons has been serving state and local transportation agencies in Virginia on a continuous basis for more than 30 years—major clients include DRPT, the Virginia Department of Transportation (VDOT), Washington Metropolitan Area Transit Authority (WMATA), Virginia Railway Express (VRE), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). Their local staff provides turn-key services for all surface transportation modes—spanning the full project development process from feasibility studies to complex National Environmental Policy Act (NEPA) documents to final design and construction.

Their planners and scientists work closely with designers and construction managers to deliver planning efforts that are based on sound engineering and are environmentally compliant. For example, Parsons planning studies have led to the successful design and construction of such major transportation projects as the I-495 Express Lanes and I-95/I-395 HOT Lanes in Northern Virginia and the implementation of 72 miles of managed lanes (HOV, bus, and HOT) on the Capital Beltway and I-95/395 between Fredericksburg and Washington, DC. As the general engineering consultant for WMATA since 1963, they have been providing Metrorail and bus planning and engineering services including the preliminary engineering and environmental impact statement for the Dulles Corridor Metrorail Project. Parsons’ experience with DRPT includes the Richmond High-Speed Rail, I-66 inside the Capital Beltway, and the recent joint VDOT-DRPT planning effort for the I-66 Tier 1 Environmental Impact Statement (EIS)—with Kimley-Horn and Jacobs—as well as assignments under the current General Planning Services contract such as the Broad Street Alternatives Analysis and NEPA documents. Other Parsons Virginia transit experience includes the Hampton Roads Transit Peninsula Corridor Analysis and Draft EIS, a project to identify transit options including light rail transit (LRT), bus rapid transit (BRT), and streetcars.

Organization Matrix

Team Members	1. Project Feasibility/Identification & Alternatives Analysis	2. Environmental Analysis	3. Public Participation/Outreach/ Communications/Marketing	4. Marketing and Research	5. Financial Planning and Analysis	6. Strategic Planning/Capital Investment Planning	7. Operations Planning and Analysis	8. Project Evaluation	9. Safety and Security	10. Short-Range Plan and Program Development	11. Training	12. Technology/ITS	Major Capital Projects	Transportation/Land Use Planning
Kimley-Horn and Associates, Inc.	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Parsons Transportation Group, Inc.	●	●	●			●	●	●	●	●		●	●	●
Jacobs Engineering Group Inc.	●	●	●		●	●	●	●	●	●	●	●	●	●
Connetics Transportation Group, Inc.	●		●		●	●	●	●	●	●			●	●
Cordell & Crumley Communication Strategists			●											
Southeast Institute of Research				●										
Interactive Elements Inc.								●						
Gallop Corporation	●						●							
IBI Group, Inc.												●		
Don Schneck					●									
Rhodeside and Harwell, Inc.	●		●											●
EEE Consulting, Inc.		●												

Jacobs Engineering Group Inc. will co-lead



environmental analysis and project evaluation as well as support project feasibility analysis and alternatives analysis. Jacobs is one of the largest global providers of comprehensive professional consulting services including planning, design, construction management, and financial analysis expertise to successfully implement projects for government and private sector clients. They have the depth of resources, world-class expertise, and financial stability to deliver successful project completions. For nearly 70 years, they have been providing their expertise to state departments of transportation, regional-transit agencies, counties, and other public- and private-sector clients throughout the world. Jacobs has a multidisciplinary staff specializing in alternatives analysis studies, engineering and design, NEPA environmental studies and documentation, public and agency outreach, and project management. Jacobs multidisciplined structure enables them to provide full consulting services for every step of the project from inception to implementation. Jacobs is currently providing support to DRPT under their General Engineering Consultant contract, and is teamed with Parsons and Kimley-Horn on VDOT’s I-66 Tier 1 EIS. Kimley-Horn is a part of the Jacobs team on the Program Management Support Services contract for the Dulles Corridor Metrorail Project.

Connetics Transportation Group, Inc. (CTG) will lead



operations planning and analysis and short-range plans and project development. CTG specializes in public transportation systems and operations planning. CTG’s staff members have provided bus and rail transit planning services to agencies in nearly every major U.S. city for more than 20 years. Their expertise includes short-range service planning, long-range systems plans and corridor projects, financial and economic analysis, and ridership forecasting. Their service and operations planning assignments have encompassed bus (local, express, and paratransit), BRT, LRT, streetcar, automated guideway, heavy rail, commuter rail, diesel railcars, intercity rail, and typically the interfacing of modes. CTG is currently providing support to DRPT under the General Planning Consultant contract for a variety of transit planning and operations task, including working with Kimley-Horn on the Super NoVa Transit/Transportation Demand Model (TDM) Vision Plan. CTG is a DMBE-certified small business.

Cordell & Crumley Communication Strategists will lead public participation.



Their team is experienced at developing successful public involvement programs. Their approach is to thoroughly understand the needs of each project before determining the most effective way to reach various stakeholders using multiple strategies and techniques. Because each situation is unique, Cordell & Crumley’s approach to each specific public involvement challenge is distinctive and adaptable. Cordell & Crumley understands that it is essential to include the public, agencies, and special interest groups early in the planning process because community input is vital to seeing that the resulting project meets the needs of the entire community. Cordell & Crumley also is part of the Super NoVa team led by Kimley-Horn. Cordell & Crumley is a DMBE-certified small business.

Southeastern Institute of Research (SIR) will lead marketing and research work.



SIR is a SWaM-certified small business marketing firm headquartered in Richmond, VA. For 48 years, SIR has been helping Fortune 500 companies, national organizations, and state and regional governments uncover insights, formulate research-inspired marketing strategies, implement marketing programs, and track the overall effectiveness of their marketing communications programs. Much of SIR’s work is focused on helping state and regional agencies, in general, and transportation-related agencies, in particular. SIR previously provided market and research support for DRPT Long-Term TDM Planning.

Don Schneck will lead financial planning and analysis. Don has more than 35 years of experience in the analysis of transportation management, planning, operations, and finance, focusing on strategic, capital, and business planning; major project development, long-range corridor, short-range facility, and service planning; travel market modeling and ridership analysis; operating and capital cost and revenue modeling; performance, productivity, and cost containment evaluation; financial modeling, asset management, and state of good repair estimation; and program management of new federal initiatives. Don has significant experience with the National Transit Database and evaluating capital and operational cost models, and provided project planning and development technical assistance for DRPT for the Dulles Corridor Metrorail Project.

Interactive Elements, Inc.



(IEI) is a SWaM-certified small business that will lead safety and security tasks. IEI is a transportation consulting firm specializing in public transit operations and engineering. The firm provides a wide range of services, including operations and maintenance liaison; capital program planning and support; safety and security; systems assurance; customer relations/public affairs/community outreach; program and construction management; and information systems and services. Working with operators, consultants, construction managers, contractors, and government agencies, IEI seeks to improve safety and security, on-time performance, service quality, and cost-effectiveness of public mass transit agencies. The firm participates in the management and inspection of transit construction projects involving significant work in areas of heavy traffic. It provides full-time inspection personnel in a variety of crafts, including electrical, structural, mechanical, and architectural disciplines. IEI has significant experience developing safety and security certification plans and providing training for transit operators, and is currently working with Kimley-Horn on the FTA Program Management Oversight Consultant contract.

Gallop Corporation will provide ridership analysis for project feasibility and the identification and analysis



of alternatives. Founded in 1994 and located in Rockville MD, Gallop is a certified DBE consulting firm with highly technical skills and diversified experience specializing in transportation demand modeling and quantitative analysis. Gallop’s professional staff have expertise and experience in such areas as transportation planning and demand modeling, transit ridership forecasts, TDM evaluation and modeling, computer software applications (e.g., Cube, TP+, MINUTP TRANPLAN, EMME/2, TransCAD, ALOGIT, TDM Evaluation Model, etc.), traffic operations and simulation analysis, transportation system analysis and project evaluation, logistics planning and analysis, quantitative methods and statistical analysis, aviation system planning, transportation planning and analysis for developing countries, and innovative research. Gallop worked with Kimley-Horn providing travel demand modeling for the Alexandria Dedicated Transitways, and currently is providing ridership modeling for the Maryland Purple Line.

IBI Group, Inc. will support technology/ITS tasks. IBI previously provided Virginia Statewide ITS Planning and Deployment Support for DRPT. IBI specializes in ITS, transit technology and operations, transportation planning, compute and communications systems, urban planning, and architecture. IBI has a good understanding of the entire project life cycle, key practical considerations in ITS deployment and hands-on experience making ITS systems work. From project concept to full operations, IBI has an integrated multidisciplinary team committed to the deployment of ITS programs. IBI and Kimley-Horn have worked successfully together before in Virginia on ITS systems engineering projects.



Rhodeside & Harwell, Inc. will



support transportation/land use planning. With an acclaimed portfolio focused on sustaining and celebrating the natural and built environments, Rhodeside & Harwell has directed many of the country’s most compelling projects in planning, landscape architecture, and urban design. For 25 years, their diverse expertise has helped restore historic parks, preserve community green spaces, revitalize urban districts, and create engaging public amenities for people of all ages to enjoy. Rhodeside & Harwell developed the Amtrak Station Area Planning and Land Use Analysis for DRPT under a General Planning Consultant contract. They are a SWaM-certified business.

EEE Consulting Inc. will support environmental

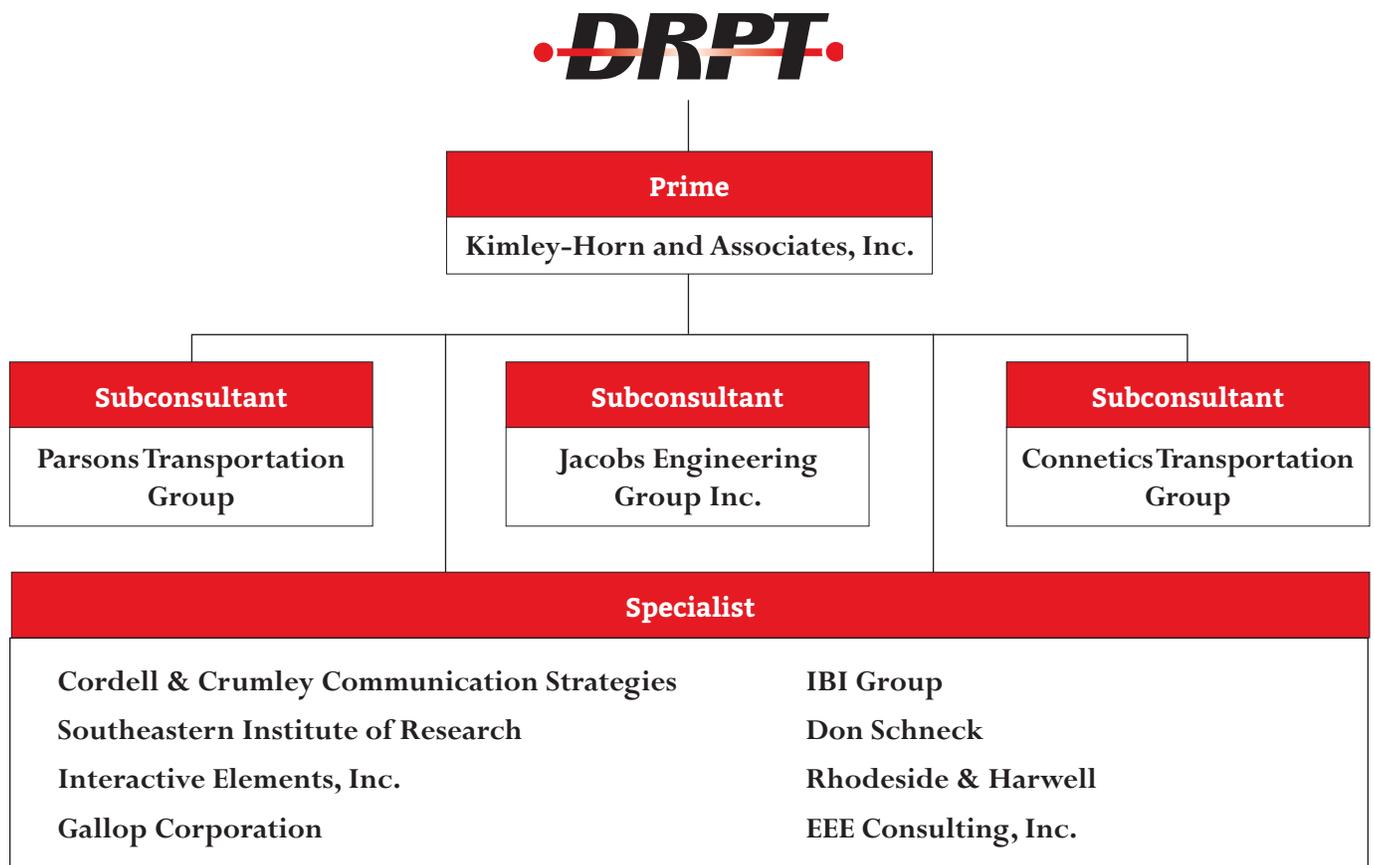


analysis and NEPA services. EEE is a certified small business specializing in environmental studies, environmental engineering, environmental education, and planning. They have a broad experience base, having worked with federal, state, and local governments and a variety of private sector firms on thousands of projects across the country. EEE provides service and products of the highest quality by working closely with their clients to determine their needs and by utilizing internal total quality management procedures, including formal quality control/quality assurance controls. They are effective and efficient, and have a low overhead structure that makes them competitive and able to respond more quickly on smaller projects. EEE provided environmental services for DRPT for the ACCA Bypass in Ashland, VA and the Dulles Rapid Transit Project EIS.

A. A detailed statement indicating the organizational structure under which the firm proposes to conduct business. If more than one firm is involved in this project, state the type of arrangement between the firms and the percentage of work to be performed by each.

The organizational matrix, below, shows the organizational structure of our team, with Kimley-Horn as the prime subconsultant, supported by the listed subconsultants.

Organization Chart



The teaming matrix shows the anticipated percentage of work each firm will perform under this contract. These are estimates and actual workload will vary by task and availability. Kimley-Horn’s project manager will oversee the assignments of each task and ensure that each is completed in a timely manner and to the highest quality possible.

Teaming Matrix

Firm	Anticipated Percentage of Work
Kimley-Horn and Associates, Inc.	30-50%
Parsons Transportation Group	20-40%
Jacobs Engineering Group, Inc.	20-40%
Connetics Transportation Group	8-15%
Cordell & Crumley Communications Strategists	5-10%
Southern Institute of Research	0-2%
Interactive Elements, Inc.	0-2%
Gallop Corporation	1-3%
IBI Group	0-3%
Don Schneck	0-2%
Rhodeside & Harwell	1-3%
EEE Consulting, Inc.	0-2%

B. A list of the key personnel including subcontractors who could be assigned to the various tasks identified. Give the relevant experience record of each and include resumes and any certifications.

Please find the resumes of our key personnel beginning on page 2-8. An availability matrix for our key personnel can be found to the right.

Availability Matrix

Firm	Key Staff	Availability
Kimley-Horn	Mike Lambert, AICP	70%
Kimley-Horn	Mike Harris	30%
Kimley-Horn	Paul Elman, P.E.	35%
Kimley-Horn	David Whyte, P.E.	30%
Kimley-Horn	Chris Barber, P.E.	30%
Kimley-Horn	John Martin, P.E.	25%
Kimley-Horn	Jeff Allen, AICP	35%
Kimley-Horn	Clarence Eng, AICP	40%
Kimley-Horn	Erin Murphy, EIT	30%
Parsons	Joseph Springer	25%
Parsons	Gibran Hadj-Chikh	30%
Parsons	Anne Darnall	25%
Parsons	Stuart Tyler	30%
Parsons	Stephen Walter	25%
Jacobs	Harriet Levine, P.E.	40%
Jacobs	Chris Collins	60%
Jacobs	Harvey Zelefsky	85%
Jacobs	Deirdre Smith, P.E.	60%
Jacobs	Alvaro Sifuentes, P.E.	60%
CTG	Jim Baker	35%
CTG	Milbrey Heard, AICP	40%
CTG	Tim Crobons	35%
CTG	Glen Waters	40%
Cordell & Crumley	Deborah Cordell	30%
Cordell & Crumley	Janette Crumley	30%
SIR	Karen Smith	35%
Don Schneck	Don Schneck	75%
IEI	Michael Cephas	30%
IEI	Dorothy Schulz, Ph.D.	40%
EEE	Ian Frost, AICP, CEP, CE, LEED AP	20%
IBI	Jeremy Siviter, PMP	25%
Rhodeside & Harwell	Deanna Rhodeside	25%

C. A list of references to include name, address, telephone number, email address, project, and dollar amount of project.

Metropolitan Washington Airports Authority

1593 Spring Hill Road, Suite 300
Vienna, VA 22182

Mr. Karl A. Rohrer, Deputy Project Director – Phase 2
(703) 572-0533
karl.rohrer@dullesmetro.com

Project: Dulles Corridor Metrorail Project – Phases 1 and 2
Construction Program Cost – \$6B
Kimley-Horn Fees for Program Management –
\$2.5M

City of Alexandria

301 King Street, Suite 1200
Alexandria, VA 22314

Mr. Jim Maslanka, Chief of Transit Services
(703) 746-4082
Jim.Maslanka@alexandriava.gov

Project: Dedicated Transitways Corridor Study
Construction Cost – (TBD)
Kimley-Horn Fees for
Planning and Design – \$500K

Arlington County Division of Transportation

Department of Environmental Services
2100 Clarendon Boulevard, Suite 900
Arlington, VA 22201

Mr. Stephen Del Giudice, Transit Bureau Chief
(703) 228-0090
sdelgiudice@arlingtonva.us

Project: Columbia Pike Multimodal Improvements Project
Construction Cost – (TBD)
Kimley-Horn Planning and Design Fees – \$1.2M

D. A Certificate of Insurance with at least the minimum amount of coverage cited in the Insurance clause in Attachment A - Required General Terms and Conditions of the RFP.

Please find a Certificate of Insurance at the end of this section.

Professional Credentials

Master of Science, Department of Community Development, University of Louisville, 1976

Bachelor of Science, Department of Urban Planning, University of Illinois, 1970

Professional Organizations

American Planning Association

Mike Lambert, AICP

Project Manager;

Task Leader, Strategic Planning/Capital Investment

Relevant Experience

On-Call Services, Statewide, VA — *Project Manager.* Prior to joining Kimley-Horn, Mike was project manager for the provision of on-call services to DRPT including review and evaluation of turn-key transit operations center design and construction. He led and was responsible for the Harrisonburg bus operations and control center turn-key design review.

BRT System Modeling and Simulation, Richmond, VA — *Project Manager.* Prior to joining Kimley-Horn, Mike was the project manager for BRT system simulation and operating cost analysis of the planned Broad Street BRT project. This project included evaluation of modifications to the existing GRTC route structure featuring the creation of transit centers and the Main Street Transit Terminal. The study was used to refine the definition of the BRT project for use in a parallel alternatives analysis being conducted by DRPT.

Feasibility Study/Alternatives Analysis for Service Extension to Gainesville-Haymarket, Gainesville and Haymarket, VA — *Planner.* Prior to joining Kimley-Horn, Mike provided planning input for the proposed service extension study in the northern Virginia region. The first phase of this study established a public involvement plan and involved preparation of an existing conditions report for the study. The second phase involved conducting an alternatives analysis of the various modes of transportation to be considered for the region. The overall study included public participation, transportation planning and preliminary conceptual design.

DASH Bus System Maintenance Requirements Analysis, Alexandria, VA — *Planner.* Prior to joining Kimley-Horn, Mike analyzed existing and projected DASH operations as part of a program to create a new bus maintenance facility for the city of Alexandria, including developing route level schedules and overall system fleet requirements as the basis to size the planned maintenance facility.

Clarendon Land Use and Transportation Study, Arlington, VA — *Project Manager.* Prior to joining Kimley-Horn, Mike directed the transportation planning analysis elements of the study, including pedestrian circulation, bicycle circulation and vehicular circulation analysis for a very urbanized area in Arlington that is undergoing dynamic growth and redevelopment. Increasing traffic congestion and development pressures are the major motivation for the study coupled with a strong desire by the community to preserve the character of the area. He also directed an evaluation of the use of traffic circles, limited grade separations, pedestrian and bicycle provisions and an integrated approach to the control of land use development as well as traffic.

Bus Rapid Transit On-Call Services, Montgomery County, MD — *Project Manager.* Before joining Kimley-Horn, Mike led the provision of on-call services for the planned BRT system for Montgomery County. The Montgomery County BRT program includes development of an extensive network of BRT corridors throughout Montgomery County BRT proposed system includes 150 miles of transitways of which almost 60% will be exclusive, transit signal priority (TSP) and queue jump lanes, and 150 stations.

Priority Bus Guidelines, Washington DC — *Project Manager.* Prior to joining Kimley-Horn, Mike led the development of a guidelines document for use throughout the Metropolitan Washington region to advance implementation of priority bus treatments. The treatments covered include running ways, stops/stations and crossing treatments. The document was intended to bridge the gap between transit operators and traffic engineers, explaining what can be done within reasonable parameters regarding traffic impacts.

Mike Lambert, AICP

Relevant Experience, cont.

NY-VT Bi State Intercity Passenger Rail AA/PE, NY and VT — *Project Manager*. Prior to joining Kimley-Horn, Mike directed the analysis of route and service alternatives, the development of environmental documents and completion of preliminary engineering for new passenger rail service for the western corridor of Vermont.

New Bedford Transit Development Plan, New Bedford, MA — *Project Manager*. Prior to joining Kimley-Horn, Mike directed the analysis of transit system performance and the development of a TDP for New Bedford, MA in anticipation of the implementation of the South Coast Rail Project. This project included an on-board user survey, telephone survey, an evaluation of the performance of the Southern Regional Transit Agency (SRTA) bus system on a route-by-route basis and the development of recommendations to improve the efficiency and effectiveness of that system.

South Station Expansion HSIPR Grant Application, Boston, MA — *Project Manager*. Prior to joining Kimley-Horn, Mike managed the grant application for High Speed Intercity Passenger Rail (HSIPR) funding for the expansion of Boston's South Station. The plan involved expanding South Station by adding additional tracks, relocating the current US Postal Service (USPS) facility, providing a new USPS facility, reworking the trackwork and signal systems and planning for a new layover facility to support projected operations till 2030. The project required development of conceptual designs, cost estimates, work programs, and completion of a redevelopment potential analysis.

South Coast Commuter Rail Extension to Southeastern MA — *Planning Manager*. Prior to joining Kimley-Horn, Mike served as the project manager and was responsible for planning input for the alternatives analysis and environmental review necessary to satisfy NEPA as well as MEPA environmental review requirements for the South Coast Rail Extension. Tasks include technical writing, technical analyses, team coordination, document production and quality assurance/quality control. Mike headed the development of the Fast Start New Bedford TIGER grant application.

Evaluation of PCN System — *Project Manager*. Prior to joining Kimley-Horn, Mike led the evaluation of the proposed WMATA regional bus priority corridor network system. This study review refined the definition of WMATA's proposed 24 corridor program to improve bus operations in the Washington, DC metropolitan area. The study included an evaluation of the potential ridership benefits of improved operations in the selected corridors and will evaluate the overall potential effectiveness of the PCN program.

Stewart International Airport Access Feasibility Study, New York, NY — *Project Manager*. Prior to joining Kimley-Horn, Mike served as the project manager. Mike developed a study evaluating the feasibility of fixed guideway transit service to Stewart International Airport, which is a candidate as the fourth regional airport serving the New York Metropolitan Area, but at 55 miles from midtown Manhattan needs improved regional transit access to make this a viable proposition. The study identified modal and route alternatives for connecting the airport to midtown, identified their costs and potential.

Service Alternatives Analysis, Chicago to Crete, IL — *Project Manager*. Prior to joining Kimley-Horn, Mike was responsible for preparation of an alternatives analysis of new commuter rail service to serve a 32-mile corridor extending from downtown Chicago south to Crete, Illinois. Mike directed the development and layout of alternative bus networks to service the corridor and feed the rail system. Plan included service plans, routing plans, estimated fleet requirements and operating schedules. Alternatives considered included the full range of transit technologies with the final alternatives consisting of a new DMU service and a BRT alternative using existing freeway shoulder lanes.

BursaRay System, Bursa, Turkey — *Project Manager*. Prior to joining Kimley-Horn, Mike established a project control system for the monitoring of progress and expenditures, including development of a revised work breakdown structure and budget. Mike developed the fare collection equipment requirements and led development of the fare collection procurement specification for a smart card fare system.

Professional Credentials

Master of Science, Urban Systems Engineering, George Mason University, 1992

Bachelor of Science, Civil Engineering, Pennsylvania State University, 1985

Professional Organizations

Intelligent Transportation Society of America (ITS America)

ITS Virginia

Mike Harris

*Deputy Project Manager
Task Leader, ITS/Technology*

Relevant Experience

Super NoVa Transit and Transportation Demand Management Vision Plan, Northern Virginia, VA — *Project Manager.* The Commonwealth of Virginia conducted a planning study called the SuperNoVa Transit and Transportation Demand Management (TDM) Vision Plan. Led by the DRPT, the super region for this planning effort was defined as all of the localities comprising Northern Virginia and those extending

from Northern Virginia to Caroline County on the south, to Culpeper County on the west, and to Frederick County to the northwest. The study included coordination with Maryland; Washington, DC; and West Virginia. The Super NoVa vision plan identified and evaluated current gaps in transit service and TDM programs; existing and future land use, population, and employment conditions; travel patterns and trends; and projected travel demand as a basis for the development of a multihorizon vision for transit and TDM in the super region. Understanding the complexities of the region and its varying geographic and demographic landscape, DRPT also requested the development of recommendations for a wide range of transit modes such as local, express, rapid, and priority bus and fixed guideway transit (including rail), as well as transportation demand management programs and infrastructure. The multihorizon vision plan focuses on the near-, mid-, and long-term periods between 2012 and 2040. Mike led the project team for this year-long study that will identify and evaluate current gaps in transit service and TDM programs; existing and future land use, population, and employment conditions; travel patterns and trends; and projected travel demand as a basis for the development of a multihorizon vision for transit and TDM in the super region. Mike provided project management, public and stakeholder outreach, and overview of data analysis and production for this project. Mike brought to this project not only his working relationships with many of the stakeholders, but also an understanding of the complexities involved in this geographic and demographic landscape project.

Virginia Connected Vehicle Initiative, VA — *Member of the Connected Vehicle Initiative University Transportation Centers Advisory Board.* Led by the University of Virginia, Virginia Center for Transportation Innovation and Research, in partnership with VTTI, and VDOT, Mike served as an advisor for millions of dollars of research on Connected Vehicle initiatives in Virginia test beds in Blacksburg and Fairfax County.

Dulles Rail, Northern Virginia, Loudoun County, VA — *Team Member.* Kimley-Horn is working with Loudoun County to support them as they critically review their position of the Dulles Rail Project. Mike is the lead coordinator for Kimley-Horn working with Loudoun County staff. Mike ensures cooperation and coordination among project partners including Fairfax County, Loudoun County, Washington Metropolitan Area Transit Authority (WMATA), MWAA, FTA, VDOT, and DRPT.

Advanced Public Transit System Consulting and Communication Services, Purcellville, VA — *Project Manager.* Virginia Regional Transit (VRT) retained IBI and Kimley-Horn to prepare systems engineering documents to enhance technology and provide better customer service. Mike led the effort to develop the concept of operations as part of the systems engineering approach.

Tier I Environmental Impact Statement and Related Studies for I-66, Prince William and Fairfax Co., VA — *Team Member.* Kimley-Horn is working with VDOT on the development of the NEPA Tier 1 for I-66, a major corridor in Northern Virginia that extends from I-495 to Route 15. Mike is supporting Kimley-Horn in the development of concepts regarding transit and TDM. Mike also is developing MOUs and is critical in stakeholder and public outreach. His background and relationships with local agency stakeholders has been used by VDOT to ensure coordination and communication of project developments. Mike acts as a liaison between the VDOT I-66 NEPA Tier 1 effort outside the Beltway and the VDOT I-66 multimodal study inside the Beltway.

Mike Harris

Relevant Experience, cont.

Statewide ITS General Consulting Services Contract (2011), Statewide, VA — *Team Member*. Kimley-Horn provides intelligent transportation system (ITS) services on an on-call basis to VDOT's Operations and Security Division (OSD). A major element of this contract is to assist the Central Contract Manager from OSD and the operating regions in preparing ITS plans, specifications, and estimates as well as RFP criteria packages for turnkey procurements and ITS implementations. Additional services will include integration, planning, standards, security applications, telecommunications, maintenance of traffic plans, GIS support, quality control, systems manager, review of construction documents and field deployments, and other professional services.

Consulting Services for Planning, Procurement, and Implementation Support Relating to Selected IT-Related Projects, Fredericksburg, VA — *Principal-in-Charge*. FRED retained Kimley-Horn to develop requirements for their next generation transit technology deployments. Mike was technical advisor to the effort for the redesign of the FRED website, conversion of route maps and information from current forms to Google Transit, development of performance specifications for a real-time AVL/GPS-driven schedule information system, and procurement and implementation support for a cost-effective system.

University of Maryland Transit ITS, MD — *Project Manager*. Kimley-Horn supported the University with facilitation and outreach for transit ITS stakeholders. Mike was project manager in facilitating a workshop to gather stakeholders from Maryland and DC on transit ITS. Kimley-Horn presented the latest state of technology and then facilitated a regional discussion. The event promoted RITIS interface and integration. Stakeholder included transit operators, WMATA, MPOs, and other interested parties.

Vision and Operational Concept for Enabling Advanced Traveler Information Services (EnableATIS), USDOT — *Team Member*. Mike is a team member supporting the Kimley-Horn team on all aspects of the effort. Kimley-Horn worked with the US DOT on a workshop, stakeholder outreach, and development of the operations concept development. Support to US DOT on the development of an operations concept for the next generation of traveler information services.

Professional Credentials

Master of Engineering, Engineering Management, Virginia Polytechnic Institute and State University, 1994

Bachelor of Science, Civil Engineering, George Washington University, 1987

Professional Engineer in Virginia, Maryland, Delaware, and the District of Columbia

Professional Organizations

American Public Transportation Association (APTA)

American Society of Civil Engineers (ASCE)

Paul Elman, P.E.

Task Leader, Strategic Planning/Capital Investment Planning

Relevant Experience

Tier I Environmental Impact Statement and Related Studies for I-66, Prince William and Fairfax County, VA — *Project Manager: Transit*. Kimley-Horn is part of the technical management team working with the VDOT and DRPT on the development of the NEPA Tier 1 EIS, designed to aid in the development of a long-term vision for the I-66 corridor from US 15 to I-495 (Capital Beltway) that includes corridor-wide multimodal concepts and assists in making informed decisions about the best program of near-term and long-term transportation improvements. The Tier 1 EIS defines existing and future transportation conditions and needs within the study corridor, identifies a range of transportation improvement concepts. Paul serves as project manager of Kimley-Horn’s efforts for the transit concepts along I-66 including an Orange Line extension, bus rapid transit, and VRE commuter rail.

SuperNoVa Transit and Transportation Demand Management Vision Plan, Northern Virginia, VA — *Technical Advisor*. The Commonwealth of Virginia has embarked on a planning study called the Super NOVA Transit and TDM Vision Plan. Led by DRPT, the defined super region for this planning effort encompasses all of the localities comprising Northern Virginia and the localities extending from Northern Virginia to Caroline County on the south, Culpeper County on the west, and Frederick County to the northwest. Coordination with Maryland; Washington, DC; and West Virginia is anticipated. The Transit/TDM Vision Plan identifies and evaluates current gaps in transit service and TDM programs; existing and future land use, population, and employment conditions; travel patterns and trends; and projected travel demand. Paul provides technical input regarding the development of the transit elements and evaluation as well as agency coordination and public outreach.

Dedicated Transit Corridor Study, Alexandria, VA — *Project Manager*. Kimley-Horn is providing transportation planning, transit planning and analysis, and environmental services for a dedicated transitway along three corridors in the city—US 1, Duke Street, and Van Dorn Street/Beauregard Street. The project involves evaluating each corridor’s current use and its future potential, conducting an outreach process, reviewing prior studies and ongoing transit corridor implementation projects, and developing high-capacity transit services. As the project manager, Paul managed the development of cost estimates, revenue and ridership projections, and implementation schedules and strategies. Paul was responsible for oversight of project scope, schedule, and budget and management of subconsultant team work product and deliverables for transportation planning, transit planning and analysis, and environmental services for a dedicated transitway along three corridors.

Dulles Corridor Metrorail Project Program Management Support Services, Vienna, VA — *Project Manager*. Kimley-Horn is providing program management services for the 23-mile rail extension of the WMATA Metrorail orange line through Tyson’s Corner, VA to Dulles Airport and Loudoun County. Paul assists the owner in providing program management support services for managing all environmental analysis and compliance and coordination with stakeholders, agencies, jurisdictions, and adjacent development, and obtaining key permit/regulatory approvals at the local, state and federal levels.

Columbia Pike Multimodal Street Improvements, Arlington County, VA — *Technical Advisor*. Kimley-Horn is conducted a multimodal transportation study, environmental documentation, public involvement process, and preliminary design for corridor improvements for the accommodation of transit along the 3.5-mile length of Columbia Pike. The analysis examined alternatives for implementing improvements for providing a modified street cross section and reconfigured travel and space accommodation for transit facilities. Paul provided technical guidance related to the design of improvements that accommodate transit.

Paul Elman, P.E.

Relevant Experience, cont.

Route 1 Bus Rapid Transit Feasibility Study, Prince William County, VA — *Project Manager*. This project involved conducting a bus rapid transit (BRT) feasibility study with the intent to develop improved transit services along Route 1. The feasibility study for U.S. Route 1 corridor focused on service route planning, traffic operations improvements, and corridor impact analysis. Paul managed Kimley-Horn's efforts related to the development of cost estimates, corridor impact analysis, and transit service planning in the corridor.

General Planning Consultant Services for Transit Projects, Statewide, VA — *Project Manager*. Kimley-Horn has been providing a variety of on-call services as a sub-consultant with Virginia DRPT to provide a full range of activities required by federal, state, regional and local processes for public transportation and congestion management planning and projects. These activities included project feasibility/identification, alternatives analysis, environmental analysis, public participation, marketing, research, financial planning, strategic planning/capital investment planning, operations planning and analysis, project/program evaluation, safety and security, and training and technology/intelligent transportation systems (ITS).

Lee Highway and Glebe Road Transit Improvements Analysis and Design, Arlington, VA — *Project Manager*. Kimley-Horn is assisting with the overall analysis and design for transit improvements at intersection Lee Highway and Glebe Road. The goal of this project is to improve transit access at the Lee Highway/Glebe Road intersection which included an analysis and creation of various options for accommodating high volume bus stops at this intersection. The analysis involves a survey of bus ridership patterns including pedestrian access to bus stops and transfer movements of passengers from route to route. A site analysis will be completed to identify potential bus stop locations, including bus shelter size options, physical constraints, right-of-way issues, traffic operational issues and impacts to adjacent properties to develop several design alternatives. Kimley-Horn is assisting with the public involvement to arrive at a preferred alternative. Paul served as overall project manager for the development of transit facility concepts and service analysis options to improve transit access at the Lee Highway/Glebe Road intersection. The analysis involved a survey of bus ridership patterns including pedestrian access to bus stops and transfer movements of passengers from route to route. Paul also assisted with the public involvement to arrive at a preferred alternative.

Central Corridor Light Rail, Minneapolis to Saint Paul, MN — *QC/QA Reviewer*. Kimley-Horn worked as a subconsultant to develop the design and provide construction oversight for an 11-mile light rail transit (LRT) line that will run from Minneapolis to St. Paul along University Avenue. The line will accommodate 31 LRT vehicles and will connect 16 stations. Kimley-Horn led civil engineering, traffic control design, and streetscape design efforts for the design phase of this project. In addition, Kimley-Horn staff provided construction management and oversight for construction of the west half of the project.

Project Management Oversight Services IDIQ, 2009-2014, Nationwide, NJ — *Project Engineer*. The Federal Transit Administration (FTA) retained Kimley-Horn to provide project management oversight support services for select capital projects under an indefinite delivery/indefinite quantity (IDIQ) contract for transit projects across the nation. Services include contract and program support, project management review services, and technical review services to ensure projects are completed in accordance with the specified scope (i.e., approved project design), according to schedule, and within budget. Paul serves as technical advisor for transit and civil engineering issues in monitoring performance of the FTA grantees for these projects.

Professional Credentials

Bachelor of Science, Civil Engineering, North Carolina State University, 1998

Professional Engineer in Virginia and North Carolina

Professional Organizations

American Public Transportation Association (APTA)

Institute of Transportation Engineers (ITE)

David Whyte, P.E.

Task Leader, Project Feasibility/ Identification and Alternatives Analysis

Relevant Experience

Super NoVa Transit and Transportation Demand Management Vision Plan, Northern Virginia, VA — *Project Engineer.* The Commonwealth of Virginia conducted a planning study called the SuperNoVa Transit and Transportation Demand Management (TDM) Vision Plan. Led by the Virginia Department of Rail and Public Transportation (DRPT), the super region for this planning effort was defined as all of the localities

comprising Northern Virginia and those extending from Northern Virginia to Caroline County on the south, to Culpeper County on the west, and to Frederick County to the northwest. The study included coordination with Maryland; Washington, DC; and West Virginia. The SuperNoVa vision plan identified and evaluated current gaps in transit service and TDM programs; existing and future land use, population, and employment conditions; travel patterns and trends; and projected travel demand as a basis for the development of a multihorizon vision for transit and TDM in the super region. Understanding the complexities of the region and its varying geographic and demographic landscape, DRPT also requested the development of recommendations for a wide range of transit modes such as local, express, rapid, and priority bus and fixed guideway transit (including rail), as well as transportation demand management programs and infrastructure. The multihorizon vision plan focuses on the near-, mid-, and long-term periods between 2012 and 2040. David is leading the analysis and public outreach/coordination aspects of the project. This involves the analysis and processing of super regional demographic, travel demand, and employment information to understand travel patterns, regional growth, and land use plans.

Dedicated Transit Corridor Study, Alexandria, VA — *Project Engineer.* Kimley-Horn is providing transportation planning, transit planning and analysis, and environmental services for a dedicated transitway along three corridors in the city—US 1, Duke Street, and Van Dorn Street/Beauregard Street. Kimley-Horn is evaluating each corridor’s current use and its future potential, conducting an outreach process, reviewing prior studies and ongoing transit corridor implementation projects, and developing high-capacity transit services. The plans will demonstrate the way in which the preferred transit technology will “fit” within each corridor—showing how transit services and facilities will integrate within the neighboring community and within realistically attainable roadway rights-of-way. Plans also will need to be informed by a NEPA and permitting strategy that considers screening level reviews of resources and impacts and the likely requirements and process that will need to be fulfilled for future permitting and funding activities. Corridor alignments that identify the location—curb, median-running, or a combination of the two—will need to be prepared in conjunction with plans. Kimley-Horn also will develop cost estimates, conduct revenue and ridership projections, and develop implementation schedules and strategies. David is leading all aspects of the technical studies conducted for each corridor which include detailed evaluations, ridership modeling, operational modeling, and physical concept development, in addition to leading the extensive stakeholder and public outreach efforts.

Long-Range Multimodal Transportation Plan, Washington, DC — *Project Manager.* In partnership with the District Department of Transportation (DDOT), Kimley-Horn is preparing the District of Columbia’s multimodal long-range transportation plan. The transportation plan will provide short-, mid-, and long-term transportation system investment guidance for DDOT, helping to support important city initiatives and goals. The plan will provide recommendations for an integrated multimodal transportation system for the District of Columbia offering a multitude of travel choices for all trip types. David is leading the consultant team for the transportation plan. His role includes designing and leading the public outreach effort, leading documentation, planning, modeling and analysis of all plan elements, and overall management of the project.

Planning for Transit-Friendly Development Around Four Chicago El Stations, Chicago, IL — *Project Manager.* Kimley-Horn, working with the City of Chicago, the Chicago Transit Authority (CTA), and the Regional Transportation Authority (RTA), prepared transit-friendly (oriented) urban design plans and guidelines for the neighborhoods surrounding four Chicago El Stations—43rd/Calumet (South Side, Green Line), Cermak (South Loop, Green Line), 18th Street (South Loop, Green Line), and Berwyn (North Side, Red Line). Three station area master plans were prepared and focused on deliberately

David Whyte, P.E.

Relevant Experience, cont.

connecting land use and transportation through good urban design and placemaking strategies. The plans recommended specific forms, concepts, principles, and strategies for transportation, development, and policy for each station area neighborhood. Ultimately, the plans will guide community reinvestment by private developers, the city, public agencies, and community groups. The process and study, documents educated and demonstrated to residents, developers, and the community at-large as to how good planning principles and implementation strategies could be applied to transit station areas to produce sustainable and meaningful urban environments. David led this urban planning project focused on four neighborhoods within Chicago. During the course of this project, neighborhood and transit plans developed were brought to the public, neighborhood stakeholders, and City Alderman in public workshops to allow the interested persons to provide meaningful input to the planning process. For each area studied, the public outreach effort began with an organized visioning session. This was followed by collaborative concept development for each area and the effort concluded with a final working session to collect comments and additional ideas. A total of 16 meetings were organized and facilitated. These meetings involved the public, City and regional officials, elected officials, and special interests.

Strategies to Implement High-Capacity Transit Services on Route 3, Fredericksburg, VA — *Project Manager.*

Kimley-Horn prepared a set of corridor guidelines and a concept plan for the implementation of high-capacity transit services along Route 3 in Fredericksburg and Spotsylvania Counties. The majority of recommendations focused on how operational strategies and transit facilities—exclusive and shared use lanes, traffic signal priority, queue jump lanes, bus bays, and similar—can improve the performance of local, express, and regional transit services as well as support ridesharing and high-occupancy vehicle operations along the Route 3 corridor. The plan presented concept-level implementation options for rapid bus or bus rapid transit for a 5-mile section of the Route 3 corridor between Gordon Road and the VRE station in downtown Fredericksburg. The plan incorporated recommendations from the Fredericksburg Area MPO, Regional Transit Policy Plan, which represented the long-term vision for transit in the George Washington Region.

Travel Demand Model Update, Fredericksburg, VA — Project Manager. Kimley-Horn worked with FAMPO to update their regional travel demand model to coincide with the region's long-range transportation plan update. The FAMPO model is currently a CUBE model. Kimley-Horn recalibrated the model, reoriented the model to align with state plane coordinates, updated the model's socioeconomic data, horizon year, and network. Kimley-Horn also conducted training for FAMPO staff in the use of the model for their plan's development. Kimley-Horn prepared four interim horizon year model networks and sets of socioeconomic data and completed runs for each year. At the conclusion of the model update process, Kimley-Horn provided technical documentation on the updates as well as the model stream files for FAMPO staff.

Consultant Services for Transportation and Urban Planning, Design, and Engineering Services (2012), Fairfax County, VA — Project Manager. Kimley-Horn was recently selected for this on-call contract. Services under this contract will include subarea studies in revitalization areas, identification of strategies to alleviate traffic congestion, improvements to transit services, conceptual engineering and design, and environmental investigation and assessment.

Dulles Metrorail Station Roadway Prioritization Study, Loudoun County, VA — Project Engineer. Kimley-Horn is currently assisting Loudoun County in determining the priority of planned roadway improvement projects and parking facilities associated with the Route 606 and Route 772 Metrorail stations and nearby development. Tasks for the Kimley-Horn team include data collection and assimilation, summary of the future roadway build-out, developing possible prioritization scenarios for future roadways, and developing planning-level costs for construction. Kimley-Horn is utilizing transportation, transit, and bicycle and pedestrian plans, along with existing and planned development plans to determine potential future roadway networks. Based on the future build-out conditions summary, Kimley-horn is developing growth projections for the study area in approximately 5-year increments from 2013 to 2040. Transportation measures of effectiveness (MOE) were identified for analysis purposes. Based on the MOEs and the evaluation of forecasts, Kimley-Horn will identify transportation improvements and their associated planning-level construction costs for each planning horizon.

Professional Credentials

Bachelor of Science, Civil Engineering, University of Portsmouth, UK, 1975

Professional Engineer in Arizona

Professional Organizations

American Public Transportation Association (APTA)

American Railway Engineering and Maintenance-of-Way Association (AREMA), Member

American Society of Civil Engineers (ASCE), Member

Chris Barber, P.E.

Task Leader, Training

Relevant Experience

Federal Transit Administration, Program Management Oversight for New Jersey Transit, Statewide, NJ — *Program Manager*. As part of our FTA Program Management Services IDIQ, the FTA Region 2 selected Kimley-Horn to provide project management oversight services for New Jersey Transit through August 2014. Services include contract and program support, project management review services, and technical review services. Current projects include, but are not limited to: Hoboken Improvement Program, Newark Penn Station, Trenton Rail Station, Metropark Reconstruction, Hudson Bergen MOS III, Dual-Powered Locomotive, Passenger Rail Cars, Multilevel Cars, Northern Branch Rail Project, Pensuaken Transfer Station, and NY Penn Station Platform Extension.

Federal Transit Administration, Program Management Oversight for the Staten Island’s St. George Ferry Terminal, Staten Island, NY — *Program Manager*. As part of our on-call contract with the Federal Transit Administration, Kimley-Horn is providing program management oversight services for the New York City DOT for the Staten Island St. George Ferry Terminal expansion. This is a Design-Build project with the contractor mobilized on site. Improvements include the rehabilitation of the bus and taxi ramps. This project is utilizing ARRA funding.

Federal Transit Administration, Project Management Oversight Services IDIQ, 2009-2014, Nationwide, NJ — *Program Manager*. The Federal Transit Administration (FTA) retained Kimley-Horn to provide project management oversight support services for select capital projects under an indefinite delivery/indefinite quantity (IDIQ) contract for transit projects across the nation. Services include contract and program support, project management review services, and technical review services to ensure projects are completed in accordance with the specified scope (i.e., approved project design), according to schedule, and within budget.

Houston METRO East End LRT Corridor, Houston, TX — *Team Member*. Kimley-Horn is providing ITS design, traffic operations analysis, signal system control assessments, pedestrian analysis, LRT alignment design, and trackwork design as part of the East End corridor design team. Our work to date has included a schematic design of the ITS elements and communications backbone, and a basic definition of the over all ITS architecture for the corridor.

Mr. Barber worked on the following projects prior to joining Kimley-Horn and Associates, Inc.

California High Speed Rail — *Altamont Corridor*. Engineering Manager for the team that was selected for the planning and preliminary engineering of the joint-use “Regional Rail” and high-speed-train infrastructure project in the Altamont Pass corridor.

DesertXpress — DesertXpress is a privately funded, passenger train service, which plans to operate up to 10 car trains at speeds in excess of 125 mph, and with peak-hour headway of 20 minutes, within a 192-mile corridor paralleling I-15. As the key client contact and manager for the engineering support to the Environmental Impact Consultant, Chris was responsible for directing a team of engineers who are engaged in preparing fully engineered plan and profile drawings, together with typical sections, typical structural drawings and architectural oversight for the station and maintenance facilities; a Design Interface Manual that identifies how the system will be integrated within the existing I-15 corridor; and conceptual definition and preparation of an order-of-magnitude cost estimate for a 25 kV AC, 60 HZ overhead contact electrification system, which included the development of a list of key advantages for electrified versus diesel-powered multiple units, as well as a list of the principal factors that should be considered in performing a life-cycle cost analysis of EMU versus DMU passenger trains.

Chris Barber, P.E.

Relevant Experience, cont.

Central Phoenix/East Valley Light Rail Project, Line Section 4, Phoenix, AZ — Principal-in-Charge for the Jacobs team which, as subconsultant to PBQ&D, prepared final design documents, including design drawings, specifications and bid documents for Line Section 4 of this light rail starter system for Valley Metro Rail. In this capacity, Chris was responsible for assisting PB during the procurement process and guided the project from contract negotiations through final completion.

East-West Gateway Coordinating Council, Metro South MetroLink Extension, St. Louis, Missouri — Responsible for preparing the response to the RFP and leading the presentation, following which Chris took over the role of key client contact and manager of this project that involved the planning, alternatives analysis, and preparation of a draft environmental impact statement for the south extension of MetroLink. This analysis involved reducing the multiple potential alignments within the area to 3 viable corridors, with 3 possible termini. Managed the preparation of multiple fully engineered alignments, operating plans, ridership forecasts, construction and operating cost estimates, construction schedules and financing options for each corridor, which were then used to identify community and environmental impacts in the corridor and from which the locally preferred alternative was selected.

Bi-State Development Agency, MetroLink Cross County Extension, St. Louis County, Missouri — Developed construction-friendly tunneling concepts during the preliminary design phase of the project, which were used to develop cost effective designs, and mitigate street closures and traffic impacts.

City of Houston, Metro Light Rail, Line Section 1, Houston, TX — Project Manager. Chris oversaw the final design and construction management of Line Section 1 of the LRT Starter System. This project involved managing a team of approximately 12 engineers and five subconsultants to develop the final design and construction documents of approximately 1 mile of ballasted, revenue track along the west side of South Fannin St., which included a skewed grade crossing of South Fannin Street, South Fannin Station, and a park-and-ride facility; a full-service maintenance and storage facility, which housed the central control, operations rooms, and SCADA; and a 2-mile test track, complete with three grade crossings, which paralleled a UP freight line.

Dallas Area Rapid Transit, DART GEC II Project, Dallas, TX — Chris established the project controls systems and procedures for the Joint Venture team to monitor the project expenditures and progress against annual budgets and schedules. The main focus of the system was to capture the cost and time utilization from multiple firms (up to 50 at any one time), working on multiple projects in various states of development, and provide project managers with weekly real time data. Provided management oversight to the project as a member of the Joint Venture Board.

Metra, Union Pacific West Line, Geneva to Elburn, IL — Senior Associate and Project Manager. Managed the final design for a third mainline track, starting west of Geneva, to Elburn, and a fourth yard lead track to the proposed Elburn Yard, adding approximately 10 miles of new track. The project also included the design of a yard and station in Elburn, including a welfare facility, parking lot, access roadway and platform construction, and a new station at LaFox.

Metra, Union Pacific North West Line, Illinois — Construction Manager for the reconstruction of eight railway bridges; raising a 4-span railway bridge across the Kennedy Expressway, together with the approaching track structure; and the construction of associated retaining walls and station platforms. In addition to representing the client (Metra), Chris acted as the main point of contact between the operator (UP) and the contractor. This work was performed without impacting commuter and freight operations on adjacent tracks.

New Jersey Transit, Light Rail, Southern New Jersey — Prepared the quality assurance manual and established the quality assurance program for the supervising engineering team overseeing this design build project to provide rail service in Southern New Jersey using light rail DMU vehicles. The quality program was designed to meet ISO 9001 requirements.

Professional Credentials

Master of Science, Aerospace Engineering, Air Force Institute of Technology, 1988
 Bachelor of Science, Civil Engineering, North Carolina State University, 1984
 Professional Engineer in Virginia and New York
 Secret clearance

Professional Organizations

American Society of Civil Engineers (ASCE)
 American Society of Highway Engineers (ASHE)
 Institute of Transportation Engineers (ITE)
 Dulles Area Transportation Association
 Virginia Transportation Construction Alliance

John Martin, P.E.

Support, Strategic Planning/Capital Investment Planning

Relevant Experience

I-95 Corridor Study, Hanover County/Town of Ashland, Hanover County/Town of Ashland, VA — *Project Manager*. Kimley-Horn conducted a planning/conceptual study to assess transportation improvements along a 13.5-mile stretch of the I-95 corridor featuring three interchanges. The project’s scope included examining existing traffic conditions, developing and analyzing future year (2025) traffic conditions based on proposed land uses around the interchanges and along the corridor, making recommendations for operational and capacity improvements, and preparing conceptual plans and cost estimates. Recommendations were vetted through an advisory committee and presented to public officials. The project also involved significant participation of a technical advisory committee made up of the project’s stakeholders.

On-Call for Multimodal Transportation Planning, Engineering, and Project Management Services, Arlington, VA — *Project Manager*. Kimley-Horn is currently assisting Arlington County on assignments associated with multimodal transportation planning, design, and construction in urban settings. Under this five-year contract, we

have performed a wide range of tasks, including preliminary project planning; inventory and analysis, surveys, data collection for all modes of transportation, and studies of individual transportation modes and multimodal solutions; project design, engineering, and cost estimation, including modeling and simulating alternatives; designing the street space to accommodate all modes and developing accurate cost estimates; and project and construction management, including assisting the county in implementing multimodal transportation projects from construction contract award through project close-out.

Lee Highway and Glebe Road Transit Improvements Analysis and Design, Arlington, VA — *Principal-in-Charge*.

Kimley-Horn is assisting with the overall analysis and design for transit improvements at intersection Lee Highway and Glebe Road. The goal of this project is to improve transit access at the Lee Highway/Glebe Road intersection which included an analysis and creation of various options for accommodating high volume bus stops at this intersection. The analysis involves a survey of bus ridership patterns including pedestrian access to bus stops and transfer movements of passengers from route to route. A site analysis will be completed to identify potential bus stop locations, including bus shelter size options, physical constraints, right-of-way issues, traffic operational issues and impacts to adjacent properties to develop several design alternatives. Kimley-Horn is assisting with the public involvement to arrive at a preferred alternative.

Long Bridge Drive Multimodal Transportation Planning, Design, and Environmental Assessment (EA), Arlington County, VA — *Project Manager*. John has led the firm in completing the multimodal transportation element to the park master plan; transportation design and final construction drawings; and bid and construction phase services. He has facilitated dozens of citizen meetings for this project and also supported Arlington and the National Park Service in completing an EA. He’s currently assisting the County with modifications to the I-395/Boundary Channel Drive interchange and on interchange modification report (IMR) requirements.

Metropolitan Washington Airport Authority (MWAA), On-Call Planning Services for Dulles and National Airports, Washington Metro Area, DC — *Project Manager*. John has led multiple task orders related to regional transportation issues and landside access to Dulles International Airport, including a study of 427 acres of land adjacent to the west side of Dulles Airport; planning for land use, parking, and multimodal access for the future Route 606 Metrorail station area; completing an air rights study for the future Reston Metrorail station; developing interchange concepts and cost estimates for the I-495/Dulles Access Highway/High Occupancy Toll (HOT) Lanes; and conducting an E-Z Pass Feasibility Study.

Professional Credentials

Master of Arts, Planning, University of California, Berkeley, 1980

Bachelor of Arts, Geology, University of Wisconsin, 1974

American Institute of Certified Planners (#9801)

UC Berkeley, Institute of Transportation Studies, HCM Workshop, 1995

UC Berkeley, Institute of Transportation Studies, Geometric Design Workshop, 1990

Urban Mass Transportation Administration, Transit Operations and Planning Seminar, 1984

Professional Organizations

American Institute of Certified Planners (AICP), Member

American Planning Association (APA), Member

Institute of Transportation Engineers (ITE), Member

Passenger Rail Cars, Multilevel Cars, Northern Branch Rail Project, Pensuaken Transfer Station, and NY Penn Station Platform Extension.. Responsibility: Task Order Manager.

Jeff Allen, AICP

Support, Project Evaluation

Relevant Experience

AC Transit East Bay Bus Rapid Transit (BRT) (CEQA/NEPA portion), Alameda County, CA — *Project Manager.* Kimley-Horn is supporting Alameda County Transit (AC Transit) and prime consultant Cambridge Systematics, Inc. in the development of an approximately 17-mile, high-level BRT project through the San Francisco East Bay cities of Berkeley, Oakland, and San Leandro. The project includes dedicated transit lanes in existing arterial rights-of-way, approximately 50 light-rail-like stations, and various station and passenger amenities that will make transit use more convenient, safe and secure. Kimley-Horn is supporting AC Transit and Cambridge Systematics in preparing the final EIS for the proposed project, valued at approximately \$235 million. The two firms prepared a Small Starts submittal in 2008 that resulted in the project receiving a “high” rating from the Federal Transit Administration (FTA).

Program Management Oversight for New Jersey Transit, Statewide, NJ — *Project Manager.* As part of our FTA Program Management Services IDIQ, the FTA Region 2 selected Kimley-Horn to provide project management oversight services for New Jersey Transit through August 2014. Services include contract and program support, project management review services, and technical review services. Current projects include, but are not limited to: Hoboken Improvement Program, Newark Penn Station, Trenton Rail Station, Metropark Reconstruction, Hudson Bergen MOS III, Dual-Powered Locomotive,

Fresno Bus Rapid Transit (BRT) Design, Fresno, CA — *Project Manager.* Kimley-Horn is providing final design services for the City of Fresno’s Blackstone-Ventura-King’s Canyon BRT project. This 15-mile-long project includes 27 stations (51 separate platforms), each with level-boarding, off-board fare collection, and custom/branded shelters. Transit signal priority will be implemented on over 80 signals, and a bus-only lane will be developed for three miles of the corridor. Kimley-Horn has worked closely with the City’s Public Works Department to address their concerns over far-side bulbed-out stations, buses stopping in the vehicular way, and other vehicular and pedestrian concerns. Synchro and VISSIM simulations were used to demonstrate how the BRT buses will operate along the corridor.

LAVTA Route 10 Bus Rapid Transit Planning and Design aka Bus Rapid Transit Planning, Design, Monitoring and Evaluation, San Francisco Bay Area, CA — *Project Manager.* Kimley-Horn led a team that was responsible for the design of a 10-mile bus rapid transit project in the San Francisco Bay Area through the communities of Livermore and Pleasanton. VISSIM models of the corridor were used to evaluate transit signal priority strategies for the corridor including green extension, red truncation, and queue jumper lanes. Project design included improvements at 32 existing and new RAPID bus stops including installation of real time bus arrival information signs and wayfinding signage. Key RAPID stops are located at the Dublin/Pleasanton BART Station, Hacienda Business Park, Downtown Pleasanton, Downtown Livermore and the Lawrence Livermore National Laboratory. The project is federally funded.

Fresno Bus Rapid Transit Master Plan, Fresno, CA — *Project Manager.* The Fresno Council of Governments/Fresno Area Express retained Kimley-Horn to prepare a bus rapid transit master plan for the greater Fresno area. The project included transit forecasting, reviewing various technologies, evaluation of land use and transit/transportation system, preparation of a financial plan, updating of the short-range and long-range transit plans, and development of a plan for four major corridors. Kimley-Horn also prepared a detailed implementation plan for the Ventura Avenue corridor.

Professional Credentials

Master, Planning, University of Southern California, 1996
 Master, Urban Design, University of Southern California, 1996
 Bachelor of Landscape Architecture, University of Montreal, 1991
 American Institute of Certified Planners (#015595)

Professional Organizations

American Institute of Certified Planners (AICP)
 American Planning Association (APA)
 Congress for New Urbanism (CNU)
 Urban Land Institute
 National Charrette Institute (Certified Charrette Leader)
 Institute for Urban Design (Fellow)

Clarence Eng, AICP

Support, Transportation/Land Use Planning

Relevant Experience

Origin-Destination Surveys for Local Bus Service, Miami-Dade MPO GPC IV #30, Miami, FL — *Project Manager*. Kimley-Horn was selected by the Miami-Dade MPO to conduct on-board transit surveys for 22 Miami-Dade Transit bus routes serving Downtown, Miami Beach and North Miami. Our team interviewed about 10% of the 100,000 daily transit riders over seven survey days to develop improved origin-destination, transit boarding and alighting, travel pattern, and socioeconomic data for inclusion in the Southeast Florida Regional Planning Model (SEPRM). The data quality combined with a strong overall response rate will improve geocoding, ridership forecasts, and the modeling efforts needed to support the numerous Federal Transit Administration (FTA) funded transit studies in the region. . Responsibility: Served as project manager for on-board transit surveys for 22 Miami-Dade Transit bus routes serving Downtown, Miami Beach and North Miami. Our team interviewed about 10% of the 100,000 daily transit riders over seven survey days to develop improved origin-destination, transit boarding and alighting, travel pattern, and socioeconomic data for inclusion in the Southeast Florida

Regional Planning Model (SEPRM). The data quality combined with a strong overall response rate will improve geocoding, ridership forecasts, and the modeling efforts needed to support the numerous Federal Transit Administration (FTA) funded transit studies in the region.

Wave Streetcar Alternatives Analysis/Environmental Assessment, Fort Lauderdale, FL — *Project Planner*. Kimley-Horn is providing engineering, planning, and environmental services for an Alternatives Analysis (AA) and Environmental Assessment (EA) toward advancing the Downtown Transit Circulator (DTC) Project (WAVE Streetcar) into the Project Development (PD) phase as a Small Starts project. The Wave Streetcar involves constructing a new fixed guideway streetcar transit service within Downtown Fort Lauderdale in Broward County, Florida.

Service Evaluation Phase 2, Miami-Dade Transit, Miami, FL — Served as project manager for Miami-Dade Transit bus system evaluation and service plan development. The major restructuring, route modifications and creation of a family of services (Metrorapid, frequent, local, circulator, express, and lifeline) was prepared to improve service and efficiency and reduce costs for the nation’s 14th largest transit agency. (added 1/2013)

US 301 Roadway Enhancement, Zephyrhills, FL — *Project Manager/Planner*. Kimley-Horn assisted the City of Zephyrhills in preparing recommended roadway and intersection enhancement concepts for US 301. Pedestrian crosswalks were evaluated to improve overall connectivity and planning-level cost estimates were developed as part of better defining their main street appeal. The project results were used to as part of discussions with FDOT concerning their planned improvements.

Hillsborough County Metropolitan Planning Organization (MPO), Hillsborough County, FL* — *Project Manager*. Clarence was responsible for leading the values-based, placemaking, and scenario planning that applied extensive community outreach and innovative analytical tools to develop the transit system concept, including assessment of transit alignments, transit technologies, and transit-oriented neighborhoods at stations. The result of the study was a transit-oriented growth scenario for Hillsborough County in 2050 that provided an integrated mobility and future land use solution for the County. The study has received three planning and design awards from national and regional groups following the unanimous adoption by the Hillsborough County MPO Board in November 2007.

***Work performed outside of Kimley-Horn.**

Professional Credentials

Master of Science, Civil Engineering, Carnegie Mellon University, 2005

Bachelor of Science, Civil and Environmental Engineering, Carnegie Mellon University, 2005

Registered Engineer-in-Training

VDOT Basic Work Zone Traffic Control Training, 2011, #031111760

VDOT Guardrail Installation Training, 2010, ISP-042210-21

Erin Murphy, EIT

Support, Project Feasibility/Identification and Alternatives Analysis

Relevant Experience

Columbia Pike Multimodal Street Improvements, Arlington County, VA — Analyst. Kimley-Horn is conducting a multimodal transportation study, environmental documentation, public involvement process, and preliminary design for street improvements along the 3.5-mile length of Columbia Pike. The analysis is examining alternatives for implementing improvements for providing a modified street cross section to include reconfigured travel and left-turn lanes, on-street parking, bicycle accommodations, wider sidewalks, enhanced pedestrian crossings, landscaped medians, and street trees. The ultimate goal is to implement street space improvements also while accommodating future streetcar transit. Erin was responsible for traffic forecasts.

East Falls Church Transportation Study, East Falls Church, VA — Analyst. Kimley-Horn assisted Arlington County, WMATA, and the City of Falls Church in the preparation of a land use and transportation master plan for the neighborhoods surrounding the East Falls Church Metrorail Station. Erin was responsible for the compilation, analysis, and mapping of existing multimodal conditions as well as preparing materials for and attending public involvement sessions and walking tours. She prepared traffic volume forecast using traditional tools such as historic traffic volumes, the MWCOG travel demand model, and ITE Trip Generation model in an innovative way to account for trips made by modes other than single-occupancy vehicle. She prepared presentational and written documentation explaining this methodology and future traffic analysis. Erin prepared alternative corridor cross sections and intersection layouts to plan for improving pedestrian, bicycle, and on-street parking within existing street right-of-way while maintaining adequate vehicular conditions. She also interfaced with the land use planning team to integrate urban design plans with the transportation network and coordinate renderings and other exhibits.

Long-Range Multimodal Transportation Plan, Washington, DC — Analyst. In partnership with the District Department of Transportation (DDOT), Kimley-Horn is preparing the District of Columbia’s multimodal long-range transportation plan. The transportation plan will provide short-, mid-, and long-term transportation system investment guidance for DDOT, helping to support important city initiatives and goals. The plan will provide recommendations for an integrated multimodal transportation system for the District of Columbia offering a multitude of travel choices for all trip types. The transportation plan will provide recommendations at corridor, neighborhood, and citywide scales for all modes of transportation—pedestrians, bicycles, vehicles, and transit. The plan will include all elements required of federally-compliant long-range transportation plans in addition to elements that help the city meet its primary goal of providing a high quality of life for its residents, workers, and visitors. These include elements that address context sensitivity, sustainability, and livability. The significant diversity of the city necessitates that public engagement will be an important part of the planning process. The District has set an ambitious goal of having more than 10,000 unique people participate in the planning process. Public engagement will include a visioning and goal-setting symposium, a public planning committee, a workshop series, participatory webcasts, blogger meet-ups, extensive use of social media, an interactive project web site, and two different surveys—Metroquest and a statistically-based research survey.

Tier I Environmental Impact Statement and Related Studies for I-66, Prince William and Fairfax Co., VA — Analyst. Kimley-Horn is working with VDOT on the development of the NEPA Tier 1 for I-66, a major corridor in Northern Virginia that extends from I-495 to Route 15. Erin was responsible for existing conditions data collection and analysis, travel mode evaluation, and opinions of probable cost.

Professional Credentials

Bachelor of Science, Environmental Conservation, Virginia Polytechnic Institute & State University (VA TECH), 1976

Master of Science, Environmental Science, University of New Haven, 1985

Professional Organizations

American Council of Engineering Companies of Metropolitan Washington

Stephen Walter

Task Leader, Multimodal Corridor Studies

Relevant Experience

I-66 Tier 1 Environmental Impact Statement (EIS), Virginia Department of Transportation (VDOT Fairfax County and Prince William County, Virginia

— *Project Manager.* Mr. Walter was Project Manager for the preparation of a Tier 1 EIS for the Interstate 66 Corridor from the Capital Beltway (I-495) in Fairfax County to State Route 15 in Prince William County. The Tier 1 EIS identified transportation needs within the project corridor and evaluated the effectiveness of a range of multimodal improvement concepts in meeting those needs. The analysis reflected a multimodal approach based on

estimating total person-trip demand (rather than vehicle-trip demand). The analysis of improvement concepts was performed at a high-level to correspond to the broader analytic requirements of a Tier 1 document. Similarly, the evaluation of potential impacts was performed at a high-level, ensuring that all were identified and quantified only to the level needed to support decisions to advance particular modal improvements for subsequent Tier 2 studies.

I-66 Inside the Beltway, Arlington and Fairfax Counties, VA — *Project Manager.* Project manager for the multimodal feasibility study of transportation improvements to I-66 inside the Capital Beltway, the first in Virginia to employ the FHWA’s guidelines for context-sensitive design in developing potential improvement options. Extensive public participation program conducted in the initial phase was integral to the development of the project’s problem statement, the development of potential solutions, and the evaluation criteria. (Client: Virginia Department of Rail and Public Transportation and the Virginia Department of Transportation)

I-95/395 HOV/Bus/HOT Lanes Project, Northern VA — *Environmental Project Manager.* Responsible for the environmental coordination and NEPA documents for the proposed implementation of 58 miles of managed lanes (HOV, bus, and HOT) on I-95/395 between Fredericksburg, Virginia, and Washington, D.C. This project is the first under Virginia’s Public-Private Transportation Act to include the NEPA components under the private sector’s obligation. (Client: Fluor- Transurban [Private Partner] and Virginia Department of Transportation [Public Partner])

I-495 Capital Beltway Improvements, Fairfax, VA — *Project Manager.* Project manager for the multiyear planning study for improvements to the Virginia section of the Capital Beltway. Mr. Walter managed the multidisciplinary team responsible for the project and was a principal author of the project’s major investment study, environmental impact statements, and various other technical reports. Mr. Walter headed the project’s technical advisory committee and extensive public information program associated with this very controversial project. (Client: Virginia Department of Transportation)

Woodrow Wilson Bridge Improvement Study, Alexandria, VA — *Project Manager.* Served as project manager for developing and evaluating preliminary engineering alternatives for the mile-long crossing of the Potomac River, as well as interchange and roadway improvements for the 4 miles of Capital Beltway approaches. Conducted environmental assessments of the proposed improvements and documented the findings in technical reports and an environmental impact statement. Developed and implemented a new NEPA/Section 404 procedure that was acceptable to both Virginia Department of Transportation and Maryland State Highway Administration and the Federal Highway Administration for this multijurisdictional project. Project also involved the preparation of a major investment study (MIS) and an extensive public involvement program.

Professional Credentials

Master of Science, Civil Engineering (Transportation), University of Virginia, 1981

Bachelor of Arts, Environmental Science, University of Virginia, 1976

Stuart Tyler

Support, Environmental Analysis

Relevant Experience

I-66 Tier 1 Environmental Impact Statement (EIS), Virginia Department of Transportation (VDOT Fairfax County and Prince William County, Virginia,

— *NEPA Lead.* Mr. Tyler was the NEPA Lead, managing the environmental analysis of

a Tier 1 EIS for the Interstate 66 Corridor from the Capital Beltway (I-495) in Fairfax County to State Route 15 in Prince William County. The Tier 1 EIS identified transportation needs within the project corridor and evaluated the effectiveness of a range of multimodal improvement concepts in meeting those needs. The analysis reflected a multimodal approach based on estimating total person-trip demand (rather than vehicle-trip demand). The analysis of improvement concepts was performed at a high-level to correspond to the broader analytic requirements of a Tier 1 document. Similarly, the evaluation of potential impacts was performed at a high-level, ensuring that all were identified and quantified only to the level needed to support decisions to advance particular modal improvements for subsequent Tier 2 studies.

I-64 Hampton Roads Bridge Tunnel, VA, United States, Virginia Department of Transportation (VDOT)

— *Environmental Specialist.* Mr. Tyler is an environmental specialist, responsible for the environmental impact statement and supporting documentation.

Virginia Statewide Environmental Document and Related Services, statewide, VA, Virginia Department of Transportation (VDOT) — *Project Manager.* The Virginia Department of Transportation (VDOT) retained Parsons to provide professional services related to environmental documentation, permit acquisition, and other relevant assignments for various projects throughout the state of Virginia on an as-needed basis, for a period of three years. Scope elements include preparation of simple categorical exclusions and environmental assessments, as well as fairly complex environmental impact statements. Parsons has furnished environmental services under contract to VDOT continuously since 1998. Mr. Tyler is responsible for managing task order assignments for environmental documentation statewide.

Environmental Document, On-Call, Fairfax, VA, Virginia Department of Transportation (VDOT) — *Project Manager.* The project includes preparation of an environmental assessment for Section II; reevaluations for sections I, IIIB, and IIIC; and associated analyses and documentation for the proposed projects in Southwest Virginia, which altogether total approximately 60 miles in length. Mr. Tyler is responsible for managing task order assignments for environmental documentation statewide.

Interstate 75 Managed Lanes Planning and Design, Henry and Clayton Counties, GA, Georgia Department of Transportation — *Environmental Specialist.* The project involves various design services for the construction of a 1.25-mile auxiliary lane northbound on Interstate 75 from Eagles Landing Parkway/Hudson Bridge Road to Interstate 675 and 12 miles of managed southbound lanes from State Route 155 to State Route 138 in Henry and Clayton counties. Parsons is responsible for all the necessary activities and deliverables for public involvement, concept development, database preparation, environmental documentation, geotechnical, and 30 percent plans. Mr. Tyler is the environmental specialist responsible for preparing the environmental assessment and supporting documentation.

Professional Credentials

BS, 1986, Civil Engineering,
University of Maryland

Registration

1992, PE, Maryland
1994, PE, Virginia

Harriet K. Levine, P.E.

Support, Multimodal Corridor Studies

Relevant Experience

Route 460 Toll Feasibility Study, VA — Project Manager responsible for managing study to determine the feasibility of implementing tolls on the alternatives being developed as part of the Route 460 Location Study. Activities included revenue, diversion analysis, operational and design challenges, and an estimate of the fraction of annualized construction costs that could be financed by toll net revenues.

City Line Road Feasibility Study, Virginia Beach, VA — Project Manager responsible for overall management of study to determine the feasibility of constructing a new multi-lane roadway from Providence Road to Indian River Road in the vicinity of the Chesapeake and Virginia Beach city line. The project also included the conceptual design and justification for a new interchange with I-64. Project activities included traffic data collection and analysis, environmental inventory, development of the project purpose and need, and public involvement.

US 1 Corridor Feasibility Study, Howard County, MD — Project Manager to establish a new approach to corridor planning for MD SHA. The strategic plan for the 12 mile corridor went beyond the more traditional focus on addressing growth in traffic demand. It instead considered the roadway, its supporting street network, and surrounding land use. The end result is a strategy document that includes both physical and policy recommendations that will be used to guide State, County and private investment along the corridor so that all actions are consistent and in support of a common future vision.

Purple Line Study, Montgomery and Prince George’s Counties, MD — Jacobs Project Manager for study to implement transit on this 16-mile corridor. Responsible for public involvement and outreach as well as management of Jacobs’ efforts including alternatives development, roadway and track design, utilities, cost estimates, planning activities, project documentation, and special studies. Also participated in project risk assessment and value planning.

Woodrow Wilson Bridge Improvement Study, VA/DC/MD — Project Manager responsible for coordinating environmental regulatory agency and public involvement activities, and developing technical documentation in accordance with Federal/State regulations.

Western Transportation Corridor Location Study, VA — Deputy Project Manager responsible for coordinating overall study considering a new 50-mile transportation corridor from I-95 near Quantico to Route 7 near Leesburg. Activities included purpose and need, alternatives development, environmental assessment/documentation, public involvement, and agency coordination.

Hampton Roads Transit (HRT) Peninsula Rapid Transit Project, Newport News, VA — Project Manager assisting HRT with the management of planning study for the implementation of transit in Newport News including LRT, BRT, and Streetcar alternatives.

Engineering and Environmental Services (SHA), Statewide, MD — Project Manager for three consecutive open-end planning contracts. Manage numerous individual tasks requiring planning, preliminary engineering, public involvement and environmental services. Activities include overall contract management including responsibility for scope, schedules, budget, and task management. Also responsible for overseeing planning, engineering and environmental documentation for several multi-modal transit planning studies.

ADA Program Support (SHA), Statewide, MD — Project Manager to provide overall program support to SHA in implementing its ADA program. Activities included researching regulations and best practices, developing and training all SHA employees on general ADA awareness, preparing quarterly reports to FHWA, and conducting outreach. This included meeting facilitation and outreach materials in printed, Braille, large-print and alternative formats.



Professional Credentials

Bachelor of Arts, English and Art History, College of William and Mary, 1984

Master of Urban Planning Program, University of Virginia

Professional Organizations

Institute of Transportation Engineers

Joseph Springer

Relevant Experience

I-66 Tier 1 Environmental Impact Statement (EIS), Virginia Department of Transportation (VDOT Fairfax County and Prince William County, Virginia — *Deputy Project Manager*. Mr. Springer was Deputy Project Manager and Traffic Lead for the preparation of a Tier 1 EIS for the Interstate 66 Corridor from the Capital Beltway (I-495) in Fairfax County to State Route 15 in Prince William County. The Tier 1 EIS

identified transportation needs within the project corridor and evaluated the effectiveness of a range of multimodal improvement concepts in meeting those needs. The analysis reflected a multimodal approach based on estimating total person-trip demand (rather than vehicle-trip demand). The analysis of improvement concepts was performed at a high-level to correspond to the broader analytic requirements of a Tier 1 document. Similarly, the evaluation of potential impacts was performed at a high-level, ensuring that all were identified and quantified only to the level needed to support decisions to advance particular modal improvements for subsequent Tier 2 studies.

Statewide Environmental Consulting Services, Virginia Department of Transportation — *Project Manager*.

Responsible for a traffic assessment of eight widening alternatives for a 2.5-mile section of US 29 in Albemarle County and/or the development of a plan to increase pedestrian demand and enhance pedestrian safety along 6 miles of US 29. Task manager for the traffic assessment of two roadway improvement alternatives for Princess Anne Road/Ferrell Parkway in Virginia Beach.

Winchester Area Transportation Study, Winchester, Virginia Department of Transportation — *Project Manager*.

This study of existing and future transportation needs for the city of Winchester and surrounding Frederick County included an extensive data collection program; transportation model development; and an assessment of roadway capacity, safety, parking, transit, and goods movement. Data collection included roadside origin-destination studies, automated and manual turning movements, the collection of travel time data, and home interview surveys of travel patterns and transportation concerns.

US 29 Corridor Development Study, Phases I, II, III, Virginia Department of Transportation — *Task Manager for Traffic and Transportation (Phase I), Project Manager (Phases II/ III)*. This study from North Carolina to Warrenton, undertaken based on Congressional designation of US 29 as a National Highway System study corridor, includes detailed transportation analysis at both the macro and micro levels. At the macro level, the impacts of improvements to US 29 on both statewide and eastern seaboard travel were determined through the development of a statewide MINUTP transportation model and the use of a national intercity travel model. At the micro level, impacts on corridor traffic and operations were assessed using a corridor model developed for this study. This study also incorporated an extensive data collection effort, including traffic counts, goods movement surveys, origin-destination surveys, and the collection of detailed land-use data.

City Line Road Feasibility Study, Virginia Beach, VA, Virginia Department of Transportation, Deputy Project Manager. This study included an extensive traffic count program, the analysis of existing transportation conditions, and the determination of project needs based on traffic forecasts developed using the regional MINUTP transportation model, which is being enhanced in the project area to provide the necessary level of detail for transportation analysis.

Downtown Norfolk Corridor Study, Norfolk, VA, Virginia Department of Transportation — *Task Manager*.

Performed transportation modeling and roadway capacity analysis and analyzed several alternatives based on a range of transportation measures of effectiveness, such as travel time, safety, traffic operations, etc. Several transportation scenarios were modeled using the MINUTP software and were analyzed based on area-wide measures of effectiveness, as well as analysis of individual roadway segment, intersection, and interchange operations.

Professional Credentials

Master of Science, Urban/
Regional Planning, Florida State
University, 1997

Bachelor of Arts, Economics

CERTIFICATIONS

Project Manager Certification,
Parsons

Gibran Hadj-Chikh

Relevant Experience

WMATA On-Call General Architectural and Engineering Consultant (GAEC) Services, Washington Metropolitan Area Transit Authority (WMATA) — Task Manager and Technical Lead. The Gannet Fleming/ Parsons joint venture is providing general engineering and architectural services to the Washington Metropolitan Area

Transit Authority (WMATA) in support of the agency’s capital improvement program under a five-year task order contract. The scope of work includes infrastructure renewal, facilities design, construction management services, rail systems rehabilitation, and systems integration support. He is responsible for working directly with WMATA’s Metrorail planners, maintenance staff, and management to revise the Rail Fleet Management Plan team to respond to previous comments from the Federal Transit Administration and its program management oversight (PMO) consultant. His duties include incorporating information about procurements, maintenance practices, operating schedules, and ridership forecasts into a single, integrated matrix that would forecast the vehicle demand/supply balance over the next 15 years.

Broad Street Corridor Transit Study — Alternatives Analysis/Environmental Assessment, Richmond, VA, Virginia Department of Rail and Public Transportation, Senior Transportation Planner. The Virginia Department of Rail and Public Transportation is working with the Greater Richmond Transit Company to submit a Small Starts application for bus improvements along the Broad Street corridor. Parsons is taking the lead in the alternatives analysis for the project, developing alternatives that include bus rapid transit options and improvements to the baseline transit network and coordinating with other transit and rail projects in the region. Parsons is also responsible for the environmental assessment of the locally preferred alternative resulting from the project, ensuring the project is compliant with National Environmental Policy Act (NEPA) requirements and eligible for federal funding. He is responsible for managing the alternatives analysis process. He is responsible for directing staff involved in the development and execution of an evaluation methodology that takes advantage of streamlined requirements of the Small Starts process. Mr. Hadj-Chikh’s duties include coordinating with the Virginia Department of Transportation (VDOT), the City of Richmond, and Henrico County, and ensuring the stakeholders understand the potential impacts of bus rapid transit improvements to both the transit and general traffic operations along the corridor. His earlier responsibilities entailed developing a cost-effective bus rapid transit alternative that would maximize user benefits accrued to a new premium transit service while simultaneously benefitting the majority of bus routes currently using the Broad Street corridor.

Maryland Transit Administration Authorized Task Orders, Planning Services, Baltimore, MD, Maryland Department of Transportation Maryland Transit Administration (MTA) — Project Manager. Parsons, in joint venture with STV, is providing professional project planning services for the Maryland Transit Administration’s Red Line and Green Line and portions of the Northeast Corridor. The professional services include project planning support for transit studies, alternatives analyses, and National Environmental Policy Act (NEPA) documentation being conducted within the Office of Planning. Mr. Hadj-Chikh is responsible for managing the task order contract on behalf of the Parsons/STV joint venture. In this role, he is responsible for ensuring the planning, design, and travel demand forecasting tasks are executed on time, within budget, and to the client’s satisfaction; developing and negotiating scopes and budgets between the Maryland Transit Administration and the joint venture and its subconsultants; maximizing disadvantaged business enterprise participation; and ensuring each task order has the proper mix and depth of resources necessary to satisfy project objectives.

Professional Credentials

Bachelor of Science, Chemistry,
Dickinson College, 1990

Master of Science, Geology,
Rensselaer Polytechnic Institute,
1997

Coursework/Training

Regional and Transportation
Planning, Transportation
Planning, University of Virginia,
1999-2000

Registrations

American Institute of Certified
Planners, 012415, 1996

Anne Darnall

Relevant Experience

Broad Street Rapid Transit Study AA/EA, Virginia Department of Rail and Public Transportation — *Task Lead*. Task lead responsible for development of the problem statement, evaluation criteria, and environmental assessment for the implementation of bus rapid transit improvements along 7 miles of Broad Street, a major transportation corridor through the central business district of Richmond, Virginia. The project includes extensive agency coordination, technical and policy advisory committees, stakeholder coordination, and public outreach.

Florida High-Speed Rail Tampa to Orlando FEIS Reevaluation/ROD, Florida Department of Transportation (FDOT) — *Principal Planner*. Planner responsible for environmental impact analysis for a Reevaluation of the Florida High-Speed Rail Tampa to Orlando FEIS for FRA consideration. The resulting document was prepared under extremely tight time frames to support the FRA’s decision to move the project forward with a record of decision (ROD), maintaining Florida DOT’s eligibility for HSR funding. The ROD was signed by the FRA in May 2010.

Green Line Alternatives Analysis (MTA 1094C, On-Call Task Orders Planning Services), Baltimore, MD, Maryland Transit Administration (MTA) — *Principal Planner*. Principal planner, responsible for development of the purpose and need statement, quality assurance reviews of project deliverables such as the Federal Transit Administration initiation package, and evaluation methodology and criteria. She also developed the public participation plan and facilitated small groups at public meetings.

Union Pacific-West Line Upgrade Alternatives Analysis, Chicago, IL — *Principal Planner*. Responsible for development of alternatives analysis reports, including the Detailed Definition of Alternatives, Park and Ride Study, Final Screening Report, and Locally Preferred Alternative Report, for this 36-mile regional rail corridor that serves the western suburbs of Chicago.

Las Colinas Automated Personal Transit System Alternatives Analysis, TX — *Project Planner*. Responsible for the development of the purpose and need and portions of the environmental assessment in support of this FTA Small Starts project. The project includes developing environmental baseline data to support screening of a series of alternatives and full documentation of the potential effects of a smaller set of alternatives in the environmental assessment.

Southwest Corridor LRT Extension Preliminary Engineering/Environmental Evaluation, Denver, CO — *Deputy Project Manager and Environmental Evaluation Lead*. Deputy project manager and environmental evaluation lead for a 2.3-mile-long and 2.5-mile-long extensions of Denver’s light rail transit system in the Southeast and Southwest corridors, respectively. The 24-month project involves extensive agency and stakeholder coordination and public involvement to address the issues associated with the proposed extensions. Ms. Darnall was responsible for direction to multiple subconsultants and coordination with multiple stakeholders and the general public.

E Street sbX BRT Corridor Environmental Assessment/Preliminary Engineering/Final Design, San Bernardino, CA — *Project Planner*. Responsible for assessment of impacts to land use in support of the environmental assessment of a 16-mile, 17-station bus rapid transit (BRT) corridor to complete the project development process and to meet Federal Transit Administration (FTA) requirements for Section 5309 Small Starts funding.

Professional Credentials

BS, Biology, University of
Richmond, 1993

M.S., Biology, University of
Richmond, 1997

Christopher G. Collins

Task Leader, Environmental Analysis

Relevant Experience

US Route 460 Environmental Assessment/EIS Reevaluation — Mr. Collins is Jacobs' project manager and leads the team preparing this Environmental Assessment to reevaluate the EIS for a 55-mile new location corridor between Petersburg and Suffolk. The project, which is being developed as a public-private partnership, involves the preparation of an Environmental Assessment for the Federal Highway Administration and VDOT documenting changes in the project since the approval of the EIS, including a new western terminus with Interstate 295. Mr. Collins is also responsible for managing the study, writing major sections of the EA and serving as an interface with VDOT, the P3 developer and FHWA.

Interstate 66 Tier 1 Environmental Impact Statement and Related Studies — Mr. Collins is Jacobs' project manager and a member of the team preparing this Tier 1 EIS for a 25-mile, multimodal transportation corridor between I-495 and Route 15 in Northern Virginia. The project involved the preparation of a Tier 1 EIS to identify transportation problems in the corridor and develop multimodal solutions. He is responsible for reviewing sections of the EIS prepared by the team and ensuring that the document and technical reports are prepared in accordance with NEPA, CEQ regulations, 23 CFR 771 and other environmental laws and regulations. Mr. Collins is also responsible for writing major sections of the EIS and serving as an interface with VDOT and FHWA to ensure that the client receives an acceptable EIS.

Hampton Roads Crossing Study/Patriots Crossing Environmental Assessment/EIS Reevaluation — Mr. Collins served as Jacobs' project manager for the Patriots Crossing Environmental Assessment/EIS Reevaluation. Mr. Collins was under contract with the Virginia Department of Transportation to review the Environmental Assessment/ EIS reevaluation prepared by VDOT's consultant and ensure that the document and technical reports were prepared in accordance with NEPA, CEQ regulations, 23 CFR 771 and other environmental laws and regulations. Mr. Collins was also responsible for suggesting revisions to the NEPA document and served as interface with VDOT and FHWA to ensure that the client received an acceptable NEPA document.

Purple Line Study, Montgomery and Prince George's Counties, MD — Mr. Collins is part of the Jacobs team engaged in this bi-county study to implement light rail (LRT) or bus rapid transit (BRT) on this 16-mile corridor. He is responsible for review, comment and preparation of Section 4(f) documentation.

Virginia Department of Transportation and Virginia Department of Rail and Public Transportation, I-66 Tier 1 Environmental Impact Statement, Fairfax & Prince William Counties, Virginia — Mr. Collins served as VDOT's project manager for evaluation of preliminary concepts for a 25-mile, multimodal transportation corridor between I-495 and Route 15 in Northern Virginia. The project involved the preparation of a Tier 1 EIS to identify transportation problems in the corridor and develop multimodal solutions. He was responsible for all aspects of the scope, schedule, budget and deliverables from consultant procurement through the alternatives analysis. This work included the development of the approach for the EIS; execution of an agreement among FHWA, FTA, VDRPT and VDOT; preparation of a scope of work; consultant selection and negotiation of the contract; preparation of purpose and need; public involvement; development of highway and transit alternatives; leadership of the Participating Agencies team; interaction with the media; extensive agency coordination; and management of all activities of the project team.

Professional Credentials

B.S., Physics, City College of New York
 M.U.P., Urban Planning, New York University

Harvey Zelefsky

Relevant Experience

MTA 1348A – Transit Business Planning and Management Services Contract

Project Manager for the following tasks:

- MARC Third-Party Mobilization Support
- Right Size MTA Transit Service

MTA 1098B – Policy Business and Transit Management Services Contract

Project manager for the following tasks:

- MARC Parking Needs Assessment
- Office of Local Transit Support Strategic Plan
- Office of Finance, Organization and Performance Assessment
- Development of 2010 Parking Facilities Manual
- MTA State Management Plan Update
- GIS Mobility Analysis
- Office of Safety, Quality Assurance & Risk Management Assessment
- Transit Route Profiles Report FY07-10
- Office of Training Management Assessment
- Title VI Fare Equity Analysis
- Bus Stop Consolidation Study

Maryland Transit Administration, BRAC Public Transportation Report — As Jacobs’ Project Manager, Mr. Zelefsky developed this report to specifically focus on the provision of transit as a means to address the impending BRAC influx of personnel. This report focuses on the provision of transit and ridesharing services available to the five BRAC-impacted military installations and documents all current public transportation planning efforts by local governments, transit agencies and military installations in Maryland.

Maryland Transit Administration, MTA Bus Operators Comfort Station Assessment — Mr. Zelefsky served as Project Manager for this assessment of the adequacy and sufficiency of currently identified accommodations for MTA bus operators. Under this task Jacobs surveyed approximately 140 designated comfort stations for bus operators. The survey included a safety and security review of each site. The recommendations addressed capital and operating costs, and short and long-term solutions on a system-wide and route-by-route basis. Priority was given to locating retail establishments before recommending the purchase of manufactured facilities in order to reduce operating and capital costs.

Maryland Transit Administration, BRAC Commuter Bus Study — Mr. Zelefsky managed an effort to define commuter bus routes which will provide service to Fort Meade and Aberdeen Proving Ground as part of the state effort to accommodate the tremendous growth in employment at the two facilities. Mr. Zelefsky lead the effort to provide services to Fort Meade and has conducted a program of outreach involving military base, government facility, and local provider representatives to determine the potential for providing bus service to the facility. Issues addressed included access onto base property, transfer locations, and the institution of a potential incentive/disincentive program on base to maximize transit ridership. The final product from this study included a plan outlining transit routes and operating costs, which was assessed by the MTA and MDOT for potential implementation.



Professional Credentials

BS, Civil Engineering, 1988

Licenses

Professional Engineer: VA, MD, DC

Deirdre Smith, P.E.

Relevant Experience

MTA MARC Storage and Maintenance Facility, MD, Maryland Transit

Administration (MTA) — MTA Project Manager (through a staff augmentation task)

for the preliminary engineering design and phasing of the new MARC maintenance facility and vehicle storage tracks. This task is to manage the development of the yard concept up to and through preliminary engineering. Requires coordination with MARC and Amtrak.

Proposed Third Mainline Track between Crossroads and Hamilton, VA, Virginia Department of Rail and Public Transportation (DRPT) — Task Manager (through DRPT GEC task order contract) for the review, comments, and subsequent report of the 75% design of the Virginia Railway Express (VRE) triple tracking project on existing CSX track. The project was part of VRE’s Capital Improvement Projects and will be part of a series of new construction and infrastructure upgrades that are needed to enhance capacity and improve reliability for both passenger and freight railroad services.

Collier Connection at Petersburg, VA, Virginia Department of Rail and Public Transportation (DRPT) — Task Manager (through DRPT GEC task order contract) for the review, comments, and subsequent report of the 100% design for the track connecting CSX and NS in Petersburg, VA. This project involved building the proposed track connection, just north of Collier Yard, from the CSXT A Line to the NS Petersburg Belt Line. This connection allows the continued use of the existing Petersburg passenger station at Ettrick, north of the Appomattox River.

Transit Alternatives Analysis Tren Liviano – Municipality of San Juan, Puerto Rico — Technical Reviewer for the geometric alignment of the 5.3 mile proposed light rail that would connect the Tren Urbano terminus at Sagrado Corazon to Old San Juan. Also, assisting with site selection for the proposed yard and storage facility. This task is concurrent with the FEIS.

MTA Purple Line Preliminary Engineering, Montgomery and Prince George’s Counties, MD, Maryland Transit Administration (MTA) — Civil Engineer for Track Design responsible for 30% level of design for a two mile length of street running light rail in Montgomery County. Also includes the track design and multidisciplinary coordination with Montgomery County’s Silver Spring Library design. Also includes 30% design for the New Carrollton Station Site layout in Prince George’s County. The New Carrollton Station requires designing for bus, parking, kiss and ride, and pedestrian access to Purple Line, WMATA, Amtrak, and MARC along with coordinating with affiliated agencies.

CSX – Bellwood Subdivision Track Project — Task Manager responsible for the preliminary level design for the addition of a new second mainline track for approximately 10 miles of CSX track. Design also provided for the upgrade of track to increase speed for passenger service and included plans, profiles, and cross sections.

CSX – Cherry Hill Third Track Project — Task Manager representing CSX for the preliminary engineering level design for the addition of a third track for approximately 11 miles. The design was done by a third party through a contract with the VRE (Virginia Railway Express). Ms. Smith was responsible for reviewing design criteria comments, alignment alternatives, and the plan set. She was also responsible for ongoing coordination between VRE and CSX.

MTA Purple Line DEIS, Maryland Transit Administration — Civil Engineer for Track Design. Ms. Smith was responsible for development and design of alignment alternatives for a proposed 16 mile LRT/BRT system, development of concept level design for coordination with CSX along a one mile segment of alignment that runs parallel to CSX. Ms. Smith was also responsible for site selection and conceptual level design of the proposed Operations, Maintenance, & Storage Facility and provided general engineering support for special studies.



Professional Credentials

MBA, 2010, Business Administration
 B.S., 2000, Civil Engineering

Registration

Professional Engineer: Maryland
 #25210, 2004

Alvaro A. Sifuentes, P.E.

Relevant Experience

Maryland Transit Administration, Purple Line GEC — Senior Project Engineer responsible for providing preliminary engineering and final design services for a proposed 16-mile rapid transit line extending from Bethesda in Montgomery County to New Carrollton in Prince George’s County. Alvaro was responsible for coordinating the track

and highway design from the Silver Spring Library up to Piney Branch Road. This section of the alignment included over a mile of transit/vehicular shared lanes that required extensive coordination between the highway and track engineers to ensure an adequate design that met the needs of the Purple Line and the existing roadway operation. In addition Alvaro was responsible for overseeing the Maintenance of Traffic work along Bonifant Street, Wayne Avenue, Arliss Street and Piney Branch for the project and responsible for the preparation of construction documents and quantities.

I-95/I-495 HOT Lanes Environmental Re-evaluation, Fairfax Co., VA — Senior Transportation Engineer working on the environmental re-evaluation of the PPTA (public-private) proposal for the implementation of HOT lanes on the Virginia side of the Capital Beltway. Responsible for reviewing engineering design in relation to the environmental document. Duties included updating environmental analyses and documentation for VDOT and FHWA concurrence/approval.

I-95/MD 222 Corridor Study. Maryland Transportation Authority — Project Manager responsible for coordination of overall study to investigate improvements to the I-95/MD 222 interchange and improvements along MD 222 from MD 276 to US 40. Responsible for the development of engineering alternatives that would address future needs and cost estimates for the proposed improvements and a construction phasing plan that prioritized improvements based on development trends. Responsible for preparing and delivering a series of presentations to Executive Level management at both the State Highway Administration and Maryland Transportation Authority as well as state and local elected officials.

MD 295 Project Planning Study. Maryland State Highway Administration — Project Manager responsible for coordination overall study along MD 295 between MD 100 and I-195 in Howard and Anne Arundel counties, MD. This project included alternatives capacity improvements along MD 295, a new interchange at MD 295 and Hanover Road and improvements to Hanover Road to serve as a secondary access to the Baltimore Washington International (BWI) Airport. Project required coordination between SHA, MAA, FAA, FHWA, NPS, Anne Arundel and Howard Counties. Responsible for the development of the purpose and need document, alternatives development, preliminary engineering, environmental assessment, public involvement and environmental documentation.

MD 5 Corridor Transportation Study. Maryland State Highway Administration — Project Manager responsible for the coordination of the overall 10 mile study along MD 5 from the US 301 interchange to just north of the Capital Beltway at Auth Road in Prince George’s County, MD. Responsible for the development of engineering alternatives along MD 5 that include capacity expansion, priced and non-priced managed lanes, new grade separated interchanges and enhanced transit solutions along the corridor. Duties include managing all aspects of the project including the design of conceptual interchange alternatives, alignment studies, intersection and interchange layouts, coordination with client and sub consultants,

Professional Credentials

B.S., Community and Regional Planning, Iowa State University, Ames, IA 1984
 M.C.P., Masters of City Planning, Georgia Institute of Technology, Atlanta, GA, 1986

James Baker

Task Leader, Operations Planning and Analysis

Relevant Experience

I-95 Transit and TDM Plan — The Virginia Department of Transportation (VDOT) is advancing a new I-95 High Occupancy Vehicle/High Occupancy Toll (HOV/HOT) Lanes project to provide additional HOV and HOT capacity in the I-95 corridor from Spotsylvania County to the City of Alexandria. An I-95/I-395 Transit and TDM Plan were prepared in 2008 that identified transit and TDM improvements for the corridor that was to be funded by the HOV/HOT Lanes project. The HOV/HOT Lanes project was delayed, and VDOT has since decided to move forward with a redefined project. Mr. Baker led a consultant team effort to update the prior I-95/-395 Transit and TDM Plan to reflect a more current assessment of corridor transportation needs, and service improvements that take advantage of the redefined HOV/HOT Lanes Project.

Transit Development Plans for Various Virginia Transit Agencies — Connetics Transportation Group has completed Transit Development Plans (TDP’s) for numerous Virginia transit agencies under an on-call services contract with the Virginia Department of Rail and Public Transportation (DRPT). Mr. Baker was responsible for completing TDP’s for the City of Bristol, Danville Transit, the City of Fairfax CUE and Loudoun County Transit. He has also assisted in TDP efforts for Arlington Transit, Charlottesville Area Transit. Each TDP has a unique scope of work to address each agency’s specific data collection and service planning needs. Each TDP identifies a six year capital improvement and operations plan.

Michigan/Grand River Avenue Alternatives Analysis: Lansing, MI — The Michigan/Grand River Avenue Corridor is a heavily traveled corridor in the Lansing region that experiences severe congestion. This 7 ½- mile corridor includes downtown Lansing, the State Capitol, a major hospital, Michigan State University and a large regional mall. Mr. Baker was responsible for development of bus rapid transit, light rail transit and streetcar service plans for the various project alternatives. Background bus changes were also identified. Service plans were crafted to address this corridor’s unique travel characteristics associated with Michigan State University travel demands. Annual O&M cost estimates were also developed and used to determine the cost effectiveness index (CEI) for each project alternative.

Denver FasTracks Rail Operations Plans — The FasTracks program is a 12-year comprehensive plan to build and operate 119 miles of high speed rail lines, 18 miles of bus rapid transit service and to expand and improve bus service and park-and-ride lots in the Denver region. Mr. Baker worked closely with RTD Systems Planning staff prior to the November 2004 referendum in the development of system rail operating plans, estimates of rail operating statistics, including fleet requirements, the estimation of annual rail O&M costs, and the allocation of rail O&M costs by corridor. The FasTracks voter referendum passed, and RTD is in the process of implementing the 12-year program. Mr. Baker continues to be involved in operations planning-related tasks for RTD through various work orders as the FasTracks program advances through various planning, engineering and construction activities.



Professional Credentials

B.S., Business Admin - Management
 University of South Florida,
 Tampa, FL, 1990
 M.B.A., Masters of Business Admin.
 University of Central Florida,
 Orlando, FL, 1999

Tim Crobons

Task Leader, Short-Range Plan and Program Development

Relevant Experience

Virginia DRPT – Statewide Transit/TDM Plan — Mr. Crobons recently served as Deputy Project Manager for the development of the Virginia Statewide Transit / TDM Plan. This plan was completed in February 2013. Mr. Crobons was responsible for the development of Statewide transit need for all plan capital and operating investment strategies (Low, Moderate and High investment strategies) including state of good repair, service capacity enhancements and major transit capital investments; guiding financial planning and cash flow analysis; and development of financially constrained and unconstrained statewide transit plans.

Transit Development Plans for Various Virginia Transit Agencies — Connetics Transportation Group has completed Transit Development Plans (TDP’s) for numerous Virginia transit agencies under an on-call services contract with the Virginia Department of Rail and Public Transportation (DRPT). Mr. Crobons was responsible for completing TDP’s for Roanoke, VA, Arlington County, VA, Virginia Railway Express (VRE) and the City of Falls Church. He has also assisted in TDP efforts for Potomac Rappahannock Transportation Commission (PRTC). Each TDP has a unique scope of work to address each agencies’ specific data collection and service planning needs. Each TDP identifies a six year capital improvement and operations plan.

Ft. Worth Southwest to Northeast (SW2NE) Corridor EIS — Mr. Crobons developed bus and rail operations plans and annual operating and maintenance (O&M) cost estimates for a No Build, Baseline and Build Alternatives, which were used for FTA New Starts submittals. The location and alignment of this rail corridor results in a significant restructuring and expansion of the existing Ft. Worth Transportation Authority (The “T”) transit system. This rail corridor is designed with connections to two commuter rail lines and one LRT rail line, as well as the Dallas/Ft. Worth International Airport (DFW).

Pinellas County, Florida Alternatives Analysis — Mr. Crobons is responsible for the development of bus and rail operations plans, modal travel time estimates, station location determination, operating and maintenance (O&M) cost methodology and estimation, coordination with travel demand modeling tasks as well as with ongoing Rail and BRT Alternative Analyses in an adjacent County. Operating plans developed for this study effort include a No Build, Baseline and a Build LRT Alternative, which will be used for FTA New Starts submittals. This study effort is a product of the TBARTA Master Plan in which Mr. Crobons lead all operations planning activities.

Potomac Yard Metrorail Station Draft & Final EIS — Mr. Crobons has recently assisted WMATA in the evaluation of three alternatives sites for the construction of a new infill Metrorail station in the Potomac Yard redevelopment area. Mr. Crobons was responsible for the assessment on existing rail operations, defining supporting feeder bus networks, incremental rail and bus operating and maintenance costs and vehicle requirements.



Professional Credentials

B.B.A., Business Geography,
University of Georgia, Athens,
GA 1988

M.C.R.P., Master of City and
Regional Planning, University of
Memphis, Memphis, TN 1992

Professional Organizations

American Institute of Certified
Planners (AICP #012187)

American Planning Association
Georgia Planning Association

Milbrey Heard, AICP

Support, Operations Planning and Analysis

Relevant Experience

Transit Development Plans for: Various Virginia Transit Agencies – Commonwealth of Virginia — CTG has completed Transit Development Plans (TDP’s) for numerous Virginia transit agencies under an on-call services contract with the Virginia Department of Rail and Public Transportation (DRPT). Ms. Heard was responsible for completing TDP’s for the Williamsburg Area Transit Authority (WATA), Fredericksburg Regional Transit (FRED), the Potomac and Rappahannock Transportation Commission (PRTC) in Prince William County, and JAUNT in Charlottesville. Each TDP has a unique scope of work to address each agency’s specific data collection and service planning needs, and identifies a six year capital improvement and operations plan.

Small Starts Submittal for: East-West Connector Study – Nashville, TN — The East-West Connector is a BRT system that will run along the busy 7.5-mile corridor that stretches from Five Points in East Nashville to White Bridge Road in West Nashville. Ms. Heard is managing and completing much of CTG’s work for this study. Working closely with the Nashville Metropolitan Transit Authority (MTA), she has developed preliminary BRT and feeder bus transit operations plans for the no-build and build alternatives. CTG also has developed preliminary fully allocated O&M costs for these alternatives.

Corridor Study for: I-95 Transit and TDM Plan – Northern Virginia & D.C. — Virginia is advancing a new I-95 HOV/HOT Lanes project in the I-95 corridor from Spotsylvania County to the City of Alexandria. The project was delayed, and the Commonwealth has since moved forward with a redefined project. The purpose of this project was to update the prior Transit and TDM Plan to reflect a more current assessment of corridor transportation needs, and service improvements that take advantage of the redefined HOV/HOT Lanes Project. Ms. Heard was primarily responsible for recommendations for the segment of the corridor within Prince William County.

Major Investment Study for: Northeast Corridor Mobility Study – Nashville, TN — The purpose of the Nashville MPO’s Northeast Corridor Mobility Study was to develop a regional transportation investment strategy for the 30-mile corridor between downtown Nashville and Gallatin. Ms. Heard defined an initial universe of transit alternatives for the study, including candidate technologies and corridors. Ten potential commuter rail, light rail, and bus rapid transit (BRT) build alternatives were screened based on their ability to meet the corridor need and purpose. Ms. Heard then completed the detailed definition of a no-build, a TSM, and three build alternatives and the development of associated operating & maintenance (O&M) costs.



Professional Credentials

Coursework in Business Administration, Valencia College, Orlando, FL 1986

Professional Organizations

APTA Multimodal Operations Planning Committee 1998-present

Glen Waters

Support, Short-Range Plan and Program Development

Relevant Experience

Greater Lynchburg Transit Company (GLTC) Comprehensive Operations Analysis and Transit Development Plan

— In 2009, CTG was contracted by the Virginia Department of Rail and Public Transportation (DRPT) to conduct a Comprehensive Operations Analysis for GLTC in Lynchburg, VA. Mr. Waters managed

the COA project as well as the accompanying Transit Development Plan. Tasks included public input events, stakeholder interviews, an onboard survey and a full review of GLTC’s Automatic Passenger Counter (APC) data. The APC data was thoroughly vetted for accuracy with GLTC’s vendor and was later used to identify on-time performance and ridership activity. Once all of the inputs were collected, route-level and system-level analyses were completed. A route profile was developed for each service including the contracted services for Liberty University. Top performers as well as bottom performers were identified. In the end, service plans were developed to encompass three distinct time horizons – immediate near-term needs (1-3 years) to address on-time performance issues; short-range needs (4-6 years) to address the pending move to GLTC’s planned intermodal station; and long-range needs (7-10 years) to meet identified growth both inside and outside of the city.

Valley Metro Transit Development Plan — In 2008, CTG was contracted by the Virginia Department of Rail and Public Transportation (DRPT) to prepare Transit Development Plans (TDPs) for four small to mid-sized transit properties throughout the commonwealth. Mr. Waters was responsible for developing the TDP for Valley Metro Transit in Roanoke, VA. Elements of the TDP included an evaluation of existing ridership, service and financial performance characteristics; a peer review comparison with similar-sized transit systems; an on-board transit opinion survey; public outreach efforts to garner input from key stakeholder groups; development of goals, objectives and performance standards; identification of transit service and facility needs; an operations plan that describes how fixed route and demand response services are intended to be modified over the TDP period; a capital improvement program that describes capital programs required to carry out operations and services set forth in the TDP operating plan; and a financial plan that demonstrates how the operator plans to provide a sustainable level of transit service over the TDP planning period.

Virginia Railway Express Transit Development Plan — In 2011, CTG was contracted by the Virginia Department of Rail and Public Transportation (DRPT) to prepare a Transit Development Plan (TDP) for the Virginia Railway Express (VRE) commuter rail system in Northern Virginia. Mr. Waters was responsible for developing this TDP which emphasized VRE’s goals and objectives, existing service characteristics, near-term service and facility needs and the scheduling and funding of new services and facilities. The service expansion projects recommended included route extensions to the Fredericksburg and Manassas Lines, track infrastructure improvements, new and rehabilitated rolling stock, maintenance and storage facilities, passenger facilities (stations and parking), and other operational improvements such as a new fare collection system and positive train control. These initiatives were then prioritized and categorized as either cost-feasible or unconstrained. The cost-feasible improvements were then programmed into six-year operating and capital financial plans for use in VRE’s future budget programming.



Professional Credentials

B.S. Communication Arts (Honors),
 Minor in Spanish, James
 Madison University, 1987
 Associate of Arts, University of
 Maryland, Munich Germany
 Campus, 1984

Training

Train the Trainer
 University of Richmond, 2000
 Dale Carnegie Distinguished
 Graduate

Affiliations

Virginia Transit Association Public
 Relations and Marketing
 Committee
 Hampton Roads Public Transit
 Alliance
 HOV Marketing Sub-Committee
 American Society of Training and
 Development
 Contemporary Art Center of
 Virginia
 Hampton Roads Clean Cities
 Coalition
 HOV Marketing Committee

Deborah Cordell

Task Leader, Public Participation

Relevant Experience

Deborah Cordell has 25 years experience in the communication field including seven years in senior account management and four years as vice president of a multi-state advertising and public relations firm. For the past fourteen years, she has managed Cordell & Crumley in partnership with Janette Crumley.

Cordell & Crumley is a Virginia based, woman-owned firm specializing in designing, developing and managing public participation programs that engage the public to improve community decision-making. The firm’s focus is on transportation, land use and environmental projects.

Ms. Cordell’s primary role with Cordell & Crumley is the development and implementation of educational and promotional materials that build awareness for projects and invite stakeholder participation. Cordell & Crumley is a certified Disadvantaged Business Entity (DBE) in Maryland, North Carolina and Virginia.

Ms. Cordell has represented a variety of clients on an international, national and regional level, providing marketing, research, advertising, public relations and public involvement strategy and implementation. She has managed multi-million dollar advertising and public relations campaigns for clients including Sprint Cellular, the Virginia Department of Transportation, the Federal Aviation Administration and Hampton Roads Transit.

Her extensive experience focuses on multi-market advertising and public relations campaigns, survey research, broadcast and print media planning and placement and creative development of television and radio commercials, print ads, brochures and long-format videos.

Ms. Cordell served as a judge for the National Transportation Public Affairs Workshop Marketing and Public Relations awards competition and has conducted training seminars in public involvement for the Virginia Department of Transportation.



Professional Credentials

B.S. in Accounting, East Carolina University, 1985

Affiliations

St. Mary's Home for Disabled Children, Kid2Kid Program Chairperson

Public Relations Committee for National Engineers Week – Future City Competition

Public Relations Society of America (PRSA)

Virginia Transit Association Public Relations and Marketing Former Committee Chair

Virginia Beach Forum Board of Directors

Janette Crumley*Support, Public Participation***Relevant Experience**

Janette Crumley has more than 25 years experience in the communication field with expertise in public relations management and public involvement. For the past fourteen years, she has managed Cordell & Crumley Communication Strategists in partnership with Deborah Cordell.

Cordell & Crumley is a Virginia based, woman-owned firm specializing in designing, developing and managing public participation programs that engage the public to improve community decision-making. The firm's focus is on transportation, land use and environmental projects.

Ms. Crumley's specific expertise is in strategic planning. Cordell & Crumley is a certified Disadvantaged Business Entity (DBE) in Maryland, North Carolina and Virginia.

Ms. Crumley served as public relations manager for Tidewater Regional Transit for six years. During her tenure, she developed and implemented public relations and communication strategies for all facets of the agency in addition to supervising public relations and customer service staff. Her responsibilities included strategic planning and implementation of public involvement techniques for the Light Rail Transit Major Investment Study, in addition to transit and rideshare programs. Her work with Tidewater Regional Transit gained national recognition by the American Public Transit Association earning her Public Education/Advocacy Awards in 1993, 1994, and 1995.



Professional Credentials

Ph.D. in Sociology from Arizona State University
 M.A. in Sociology from University of Missouri
 B.A. – Magna Cum Laude – from Wichita State University

Professional Organizations

Member, American Marketing Association (AMA)
 Association for Commuter Transportation (ACT)
 Phi Kappa Phi Honorary

Karen Smith

Task Leader, Marketing and Research

Relevant Experience

Karen is SIR’s senior vice president of research strategy and executive director of SIR Transportation Project. After being awarded a doctoral degree in sociology from Arizona State University, Karen has had a successful career in marketing and marketing research – working in both corporate and supplier positions. She has conducted a variety of different types of marketing and behavioral research, including market demand forecasting, imagery studies, new product development, advertising research, positioning studies and segmentation research.

With over 25 years of experience conducting research, Karen is the most senior researcher for SIR. In this capacity she personally leads many of SIR’s transportation-related research efforts, addressing such issues as transportation management planning, TDM and transit evaluation and planning, teleworking, innovative financing, HOV operations, HOT lanes’ development, 511 traveler information service and commuter decision making. She regularly works with large groups of stakeholders, transportation professionals and other advisory groups.

Over the last dozen years, Dr. Smith has focused on transportation research, becoming one of the nation’s leading transportation, TDM and transit marketing researchers. She has led the research efforts on such projects as the AMTRAK Virginia advertising research, Hampton Roads Transit The Tide Light Rail Marketing Research Study, I-66 Transit/TDM Market Research Study, I-95/I-395 HOT Lanes Transit/TDM Market Research Study, Dulles Corridor Metrorail Impact Study, Springfield Interchange Construction CMP (TMP) Research, Hampton Roads’ Congestion Pricing, creative development of Virginia 511 Information Service, Dulles Toll Road Toll Increase Study, Virginia Beach Town Center Impact Study, Arlington County Impact of Transportation on Quality of Life Study, TRAFFIX Awareness and Imagery Tracking Study, VDOT’s Customer Satisfaction Research, I-66 Inside the Beltway Multimodal Study, I-95 Richmond Bridges Restoration Research, and a host of other transportation, TDM and transit studies.



Professional Credentials

Civil Engineering, Drexel University, 1977

Professional Organizations

American Public Transportation Association

Donald C. Schneck

Task Leader, Financial Planning and Analysis

Relevant Experience

Major Transit Capital Project Development Analysis, Booz Allen Hamilton, Philadelphia, PA 1975–2007 — *Senior Associate* — Mr. Schneck has provided a

lead role in corridor planning, alternatives analyses, preliminary engineering and final design for agencies and for the Federal Transit Administration (FTA) in the evaluation of project plans. He prepared extensive light and heavy rail, busway, and bus rapid transit alternatives for the Los Angeles County Metropolitan Transportation Authority to guide investments. He has developed commuter and light rail and bus access, station, and line improvement plans; ridership and revenue estimation; and operating and capital cost estimates. In Pasadena, he assisted with the preparation of the financial, cost, and operating plan for the Pasadena Gold Line and Extension. For the Southeastern Pennsylvania Transportation Authority he developed financial plans for the corridor planning and engineering of light rail lines in the city, a commuter rail line in northeast Philadelphia, a circumferential Cross-County Line along the northern suburbs, and an extension of service of the Philadelphia Main Line.

Mr. Schneck prepared the alternatives evaluation, operating plan, operating and capital cost estimates, and the financial plan for a multimodal (highway, transit, and intelligent transportation system components) preliminary engineering study of six corridors in Tampa, FL. He developed Long Island Rail Road commuter rail and New York City Transit Authority heavy rail alternatives and cost estimates for the 63rd Street tunnel.

For the FTA, Mr. Schneck has evaluated project plans for Norfolk and Virginia Beach, New Jersey Hudson–Bergen, San Juan Tren Urbano, Baltimore Central Light Rail, Connecticut Hartford Busway, San Francisco BART Extension and Denver light rail and bus plans. He has prepared financial assessment profiles of earmarked “New Start” projects for submission to Congress over the last 22 years and was invited to serve on the FTA project rating committee. He also has developed fixed-guideway capital cost databases of light rail, heavy rail, and busways to quantify actual unit costs, to develop an econometric forecasting capability, and to prepare cost, quantity, and schedule variance analysis for risk assessments.

Financial Analysis — Mr. Schneck has completed financial analyses for the development of financial plans, capital programming, and operational and capital cost and revenue modeling. In Washington DC, he assisted Virginia with the financial plan development, risk assessment, cost estimates and New Starts full funding grant agreement for the Dulles Corridor project. In Chicago, he developed a capital investment and asset management model of rail and bus transit networks with individual asset deterioration rates based on age, usage, and maintenance rates to estimate state of good repair needs. This model has been appended with the capital programming process, grant administration, project management oversight, and operations and maintenance costing. He recently completed a similar asset management model for the Pace Suburban Bus system to estimate state of good repair and added service planning capabilities.

For New York City Transit, Mr. Schneck developed a manpower, materials, and cost budgetary model based on fleet size, service levels, and collision rates. He also helped develop the performance-based funding allocation system for Los Angeles County operators. He has applied financial investment techniques such as present value; annual equivalent and life cycle costing; and direct/avoidable, activity-based, and full-absorption costing. Mr. Schneck developed the Hillsborough County (Tampa) Metropolitan Planning Organization’s long-range financial plan. For Washington Metropolitan Area Transit Authority Mr. Schneck developed an operating cost model at a detailed management center functional definition.

Strategic and Business Planning Studies — Mr. Schneck provided technical support during development of the London Transport Strategic Plan and then directed implementation activities incorporating the cost containment, private-sector initiatives, and facility investment planning aspects of the strategic plan. He assisted London Buses with the development of their strategic plan, focusing on management and cost-reduction responses to the privatization of all regional bus routes.

Professional Credentials

Liberal Arts Curriculum, 1969 – 1971, University of Pittsburgh

Aeronautical Mechanics Courses, 1972 – 1973, Pittsburgh Institute of Aeronautics

Track Maintenance Course, 1982, Railway Educational Bureau

Port Authority of Allegheny County training courses in Management, Labor/Management Relations, and Teambuilding

APTA, Rail System Safety and Security Seminars, June 2005

Courses in Microsoft Office, Windows NT, and Track Maintenance

US Army Reserves 1971-77
Honorable discharge US Army/
NSA Military Intelligence as Spec 5

Professional Organizations

Board of Directors for Inroads/ Pittsburgh

Pittsburgh Council for International Visitors

Member of Conference of Minority Transportation Officials (COMTO)

Safety and Security Certification Plans for the North Corridor Extension Project. Mr. Cephas has also prepared a PHA and TVA for the projects. He managed the updating of the System Security Plan, Security Design Criteria, Critical Elements Lists, Criteria and Specification Conformance Checklists, Specification Review Checklists, Emergency Response Procedures, and other related documents.

Safety and Security Task Leader, Phoenix Metrorail Northwest LRT Extension Project — Mr. Cephas developed an SSMP, SSCP, and Certifiable Elements list for this light rail Project that includes approximately 3.2 miles of double track in the North West/Phoenix East Valley area.

Michael J. Cephas, Sr.

Task Leader, Safety and Security

Relevant Experience

North Shore Connector (NSC) LRT Expansion Project — Port Authority of Allegheny County (Pittsburgh) – As the NSC Safety and Security Certification Manager and Chairperson of the Safety and Security Certification Review Committee, Mr. Cephas prepared the agency’s SSMP and managed the development of review checklists and the safety and security certifiable elements list. He prepared both the PHA and TVA, managing the identification, categorization, and resolution of safety and security issues through each phase of the project life cycle. Also as Rail Activation Manager, Mr. Cephas developed the Project Rail Activation Plan (RAP) and chaired the Rail Activation Group (RAG).

Stage II LRT Expansion Program — Port Authority of Allegheny County (Pittsburgh) - As Chair-person of the Safety and Security Certification Review Committee verifying safety-related contractual compliance, Mr. Cephas developed the Certifiable Elements List and criteria and specification conformance checklists. He managed the entire safety and security certification process through start-up, including updating the Authority’s Configuration Management system.

Program Management Consultant, Miami-Dade Transit Authority — As a member of MDT’s Program Management Consultant Team, Mr. Cephas assisted with updating the design criteria of three major transit projects: the Miami Intermodal Center (MIC)-Earlington Heights Connector Metrorail Extension, the North Corridor Metrorail Extension, and the East-West Corridor Metrorail Extension. He prepared SSMPs and



Professional Credentials

Liberal Arts Curriculum, 1969 – 1971, University of Pittsburgh

Aeronautical Mechanics Courses, 1972 – 1973, Pittsburgh Institute of Aeronautics

Track Maintenance Course, 1982, Railway Educational Bureau

Port Authority of Allegheny County training courses in Management, Labor/Management Relations, and Teambuilding

APTA, Rail System Safety and Security Seminars, June 2005

Courses in Microsoft Office, Windows NT, and Track Maintenance

US Army Reserves 1971-77
Honorable discharge US Army/
NSA Military Intelligence as Spec 5

Professional Organizations

Board of Directors for Inroads/ Pittsburgh

Pittsburgh Council for International Visitors

Member of Conference of Minority Transportation Officials (COMTO)

Dorothy Moses Schulz, Ph.D.
Support, Safety and Security

Relevant Experience

Dr. Schulz has examined various security issues as they pertain to transit throughout her career. As IEL’s Principal Investigator for the Transportation Research Board (TRB), she led the largest study of transit policing ever undertaken prior to 9/11. As part of this study, hands-on research was conducted across the nation to determine the effectiveness of innovative policing strategies. More recently, she was the Principle Investigator for a TRB study Video Surveillance Uses by Rail Transit Agencies, submitted to TRB in July 2010. She developed system safety and security plans for the Salt Lake City Light Rail Project as part of a FTA PMO contract. In addition, she prepared the System Security Standard for PennDOT, assessed security requirements for the rehabilitation of the Atlantic Avenue Terminal Complex for NYCT, and conducted federally mandated State Security Oversight Reviews of the MBTA (2002, 2005), MARTA (Atlanta), the Hudson Bergen Light Rail System (NJ), and Miami-Dade (FL). Pursuant to revised requirements for FFCA submissions, Dr. Schulz participated in FTA PMO reviews of Safety and Security Plans in Pittsburgh and Dallas. As part of the design team for Denver’s West Corridor, she is the lead for security. For the FTA, Dr. Schulz wrote portions of Circular 5800.1, SSMPs, and the Guidance (OP 22) for PMO implementation. She is currently providing security services for the DC Streetcar project and performing FTA Safety and Security Oversight Audits.

Professor, 1993-Present, John Jay College of Criminal Justice, New York, NY
— Dr. Schulz is a Professor in the Department of Law, Police Science, and Criminal Justice Administration. She was Visiting Scholar at the British Police Staff College/

National Training Institute in Bramshill, England (Fall 1998).

Director Of Security, Fashion Institute Of Technology (Suny), 1988-93, New York, NY — She was responsible for managing in-house and contract staff of 85 providing comprehensive security services to 12,500 students, faculty, and staff. Campus included five high-rise classroom buildings, three dormitories housing 1,500 students, a public street closed to traffic 12 hours daily, a 103,000-volume library, and two art galleries.

Captain/Commanding Officer, MTA Metro-North Railroad Police Department, 1986-88, New York, NY — Ms. Schulz was commanding officer in charge of the Department’s Administration/Training Unit. As training officer for the 130 member department, she was responsible for developing and delivering in-service training, pre-training recruits prior to academy enrollment, coordinating with New York and Connecticut training authorities, developing merit-based testing and hiring procedures, and supervising the MN PD headquarters staff and communications desk.

Captain/Commanding Officer, Conrail/MTA Metro-North Railroad Police, 1978-86, New York, NY — Ms. Schulz served as the Police Commanding Officer in Grand Central Terminal with Conrail and then the MTA Metro-North for six years. She was responsible for supervising uniform and plainclothes officers who patrolled the terminal complex, a multi-level underground facility with over 600 daily train movements and nearly 100 stores and concessions, through which over 500,000 persons pass daily. She worked closely with the NYC Transit Police to assure security in the large subway facilities adjacent to GCT.



Professional Credentials

Manchester University, England:
 B.Sc., Electronic and Electrical
 Engineering, First Class (1988)
 PMP Certification, February 2013

Jeremy Siviter, PMP
Support, Technology/ITS

Relevant Experience

Transit ITS Strategic Plan for Virginia Department of Rail and Public Transportation — As part of a Transit Planning on-call contract, Mr. Siviter managed this effort to develop a statewide Transit ITS Strategic Plan and provide periodic updates.

WATA Transit Technology for Operations Management and Public Information — Mr. Siviter is project manager providing assistance to the transit agency in Williamsburg to guide its transit technology deployment. including needs analysis, development of RFP documents, procurement support and implementation oversight.

Northern Virginia Regional Smart Card Integration — Mr. Siviter was Project Manager for providing technical oversight and coordination of the design and installation of new revenue collection devices and central systems for all transit vehicles at six transit agencies.

Delaware Transit Fare Collection Services — Mr. Siviter was Project Manager for this effort to assist the Delaware Department of Transportation’s (DelDOT) Delaware Transit Corporation (DTC) in planning future fare collection system, and provide support throughout the system design and implementation phases.

Virginia Regional Transit (VRT) Transit Technology Program Planning — Mr. Siviter was project manager for this effort to assist VRT with transit technology deployment, including needs assessment and technology selection for this mixed fixed route and demand responsive operations that spans a variety of operating environments.

Development of a Low-Cost Bus Arrival System for Northern Virginia — Mr. Siviter managed a project which designed, developed and deployed a low cost solution for bus arrival traveler information for small transit agencies.

Multi-Modal Traveler Information Kiosk (MMIK) System, Chicago — Mr. Siviter was deputy project manager for the development of a multi-modal information kiosk system and transit information database for the metropolitan Chicago region.

MBTA South Station Traveler Information Kiosks, Massachusetts Bay Transportation Authority — Mr. Siviter provided technical oversight to design transit traveler information kiosks for the MBTA at South Station in Boston.

TRANSMIT Evaluation — Mr. Siviter was project manager for the evaluation of the TRANSMIT system in the New York Metropolitan region. This included evaluation of the benefits of using the E-ZPass tag technology for travel time measurement, incident detection and bus arrival time prediction.

Dulles Airport Ground Transportation Management System — Project Manager to provide requirements and alternative analysis, specifications development and oversight of the installation of new AVI based ground transportation management system.

Dulles Airport Parking System Review — Mr. Siviter was the task manager for this project to review the parking revenue system deployed at Washington Dulles Airport



Professional Credentials

Doctoral studies, 1985-1986,
Zoology Duke University
M.S., 1984, Zoology Ohio State
University
B.S., 1979, Zoology University of
Toronto

Registration

Certified Environmental
Professional, #04860
Certified Ecologist, #379
American Institute of Certified
Planners, #9397
LEED® Accredited Professional

Ian G. Frost, AICP, CEP, CE, LEED® AP
Support, Training

Relevant Experience

WMATA Anacostia Corridor-Light Rail Demonstration Project Environmental Assessment, Washington DC — Task manager for an Environmental Assessment for the Anacostia Corridor-Light Rail Demonstration Project for the FTA. Subsurface sampling and analysis for contamination was conducted along CSX rail corridor, two Superfund sites, and maintenance yards.

Dulles Rapid Transit EIS, Loudon and Fairfax, Virginia — Senior Scientist for a 22-mile rapid transit EIS/corridor study extending to Dulles International Airport. Project included the evaluation of over 300 properties within potential right-of-way that are listed on environmental databases. Second phase of the project included Phase 1 Environmental Site Assessments for 30 properties with Recognized Environmental Conditions.

Bayport Loop EIS, Houston Texas — Task manager for Natural Resource and Water Quality sections for an EIS for 12.8 miles of new rail line between the Bayport Loop and the former Galveston, Henderson & Houston Railroad line. The work addressed 5 possible alignment rail yard improvements, new siding areas, and use of existing trackage. The project included significant natural resource issues associated with impacts to a federally endangered plant, a crossing of a state coastal preserve, impacts to the last remnant coastal prairie habitat in the Houston area, and impacts to Essential Fish Habitat for four species which required consultation with the National Marine Fisheries Service.

Environmental Studies for North Gayton Road Extension, Henrico County VA — Principal-in-charge for environmental studies for this PPTA project that extends Gayton Road across Interstate 64 up to Pouncey Tract and then improves existing Shady Grove Road for a total distance of about 1.5 miles. Project included a hazardous materials study, Phase I ESA, wetland and waters delineation, environmental permitting for stream and wetland impacts, and permit compliance monitoring during construction.

Virginia Department of Transportation, Various Term Contracts throughout Virginia — Task/Project manager for various multi-year environmental service contracts with VDOT including the following:

- 3-year contract for preparation of NEPA documents and supporting studies, including Natural Resource Technical Reports, Water/Wetland permitting, and endangered species consultation under the Endangered Species Act.
- 3-year contract for implementation of MS4 stormwater permit program – statewide
- 3-year statewide contract for environmental compliance services at 300 VDOT facilities throughout Virginia.
- 3-year statewide contract for hazardous materials services at VDOT facilities throughout Virginia.
- 5-year water and wetland services contract including wetland and water-related permitting, wetland delineation and mitigation, wildlife surveys, endangered species surveys and Biological Assessments, stream assessment and permitting, and water resource studies

EIS for Tri-County Parkway, Loudon, Fairfax and Prince William Counties, VA — Task Manager for VDOT contract for preliminary engineering and environmental studies (Environmental Impact Statement) for the Tri-County Parkway in Northern Virginia. The project was intended to provide a connection between the Dulles Airport and the City of Manassas. EEE’s role was to prepare the hazardous materials and natural resource technical reports and the relevant sections of the Draft and Final EIS for National Environmental Policy Act (NEPA) compliance. EEE also has a significant role in the public involvement program and public hearings.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/12/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Greyling Insurance Brokerage 450 Northridge Parkway Suite 102 Atlanta GA 30350	CONTACT NAME: Jerry Noyola PHONE (A/C No. Ext): (770)552-4225 E-MAIL ADDRESS: jerry.noyola@greyling.com	FAX (A/C, No): (866)550-4082
	INSURER(S) AFFORDING COVERAGE	
INSURED Kimley-Horn and Associates, Inc. P.O. Box 33068 Raleigh NC 27636	INSURER A: National Union Fire Ins. Co.	NAIC # 19445
	INSURER B: Commerce & Industry Insurance	NAIC # 19410
	INSURER C: New Hampshire Insurance Company	NAIC # 23841
	INSURER D: Lexington Insurance Company	NAIC # 19437
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:**13-14 (Kimley Mindy) **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X	Y	GL 9645227	4/1/2013	4/1/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 25,000
	<input checked="" type="checkbox"/> Contractual Liability						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY	X	Y	CA 4982985	4/1/2013	4/1/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR	X	BE 016395110	4/1/2013	4/1/2014	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		Y	WC 018112556	4/1/2013	4/1/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability		Y	016017332	12/1/2012	4/1/2014	Per Claim \$2,000,000
							Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Re: RFP General Planning Consultant Services Contract for Transit Project in Virginia.

CERTIFICATE HOLDER

CANCELLATION

Commonwealth of Virginia Department of Rail & Public Transportatio Ashley Nusbaum 600 East Main Street Suite 2102 Richmond, VA 23219	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE David Collings/JERRY <i>David H. Collings</i>

Attachment C

Section B – B. Plans for Utilization of DMBE-Certified Small Businesses for this Procurement

Small Business Name & Address, DMBE Certificate #	Status if Small Business is also: Women (W), Minority (M)	Contact Person, Telephone & Email	Type of Goods and/or Service	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of Contract
Connectics Transportation Group, Inc. 570 Colonial Park Dr., Ste. 302 Rosewell, GA 30075 DBE: 65791	W	Milbrey Heard, (678) 461-0969 x 12, mheard@ctgconsult.com	Transit Planning Consulting	8-15%	N/A
Cordell & Crumley Communication Strategists 4136 Hermitage Point Virginia Beach, VA 23455 DBE/SWAM: 001092	WS	Janette Crumley, (757) 460-4183, Crumley@cordell-crumley.com	Public Relations	5-10%	N/A
EEE Consulting, Inc. 8525 Bell Creek Road Mechanicsville VA 23116 SWAM: 7052	W	Ian Frost, (804) 442-3330 x 201, ifrost@eee-consulting.com	Environmental Analysis	0-2%	N/A
Gallop Corporation 451 Hungerford Drive, Suite 612 Rockville, MD 20850 DBE: 626609	MS	Dr. C. Y. Jeng, (301) 838-0108, Gallopcorp@aol.com	Project Feasibility/ Identification and Analysis	1-3%	N/A
Interactive Elements, Inc. 60 West 55th Street, 3rd Fl. New York, NY 10019 DBE: 647195	W	Eli Gilbert, (212) 490-9090, ejg@ieitransit.com	Safety and Security	0-2%	N/A
Rhodeside & Harwell, Inc. 510 King Street, Suite 300 Alexandria, VA 22314 DBE/SWAM: 626309	WS	Deana Rhodeside, PhD, (703) 683-7447, deanar@rhodeside-harwell.com	Urban Planning, Public Outreach	1-3%	N/A
Southern Institute of Research 2601 Floyd Avenue Richmond, VA 23220 DBE/SWAM: 662527	W	Karen Smith, (804) 358-8981, ksmith@sirresearch.com	Marketing and Research	0-2%	N/A
Total				15-37%	N/A

Tab 4: Contact Person — *The primary Offeror must identify the name, telephone number and e-mail address for the contact person who will be responsible for coordinating the efforts and personnel of all parties and/or subcontractor involved in the proposal.*



As project manager, Mike Lambert will serve as the contact person for this contract. His contact information is listed below. Please do not hesitate to contact him for any question or need.

Mike Lambert

Project Manager

Kimley-Horn and Associates, Inc.

11400 Commerce Park Drive, Suite 400

Reston, VA 20191

Mike.Lambert@kimley-horn.com

Work: (703) 674-1353

Cell: (703) 987-8961

**Attachment D
Price Schedule**

Labor Category* (Change/add categories as necessary)	Direct Actual Hourly Rate*	Overhead Rate	Profit	Total Fixed Rate
Kimley-Horn and Associates, Inc.		194.54%	10%	
Senior Technical Advisor				\$ 279.09
Senior Project Manager				\$ 226.40
Senior Planner				\$ 186.26
Planner/Environmental Planner II				\$ 147.91
Planner/Environmental Planner I				\$ 110.22
Analyst				\$ 85.50
Support Staff				\$ 100.44
Parsons		141.03%	10%	
Contract/Project Manager				\$ 251.05
Level II Principal Engineer/Planner				\$ 224.25
Level I Principal Engineer/Planner				\$ 192.65
Level II Senior Engineer/Planner				\$ 148.42
Level I Senior Engineer/Planner				\$ 131.19
Level II Engineer/Planner				\$ 114.56
Level I Engineer/Planner				\$ 109.39
Associate Engineer/Planner				\$ 90.22
Senior Technician				\$ 102.66
Level II Technician				\$ 91.31
Level I Technician				\$ 65.01
Clerk				\$ 66.28
Jacobs		118.43%	10%	
Task Manager/Senior Project Engineer				\$ 210.50
Environmental Planner/Senior Design Engineer				\$ 169.37
Connetics Transportation Group, Inc.		93.51%	10%	
Project Manager/Principle Planner 1				\$ 163.90
Project Manager/Principle Planner 2				\$ 150.07
Senior Planner 1				\$ 144.21
Senior Planner 2				\$ 128.78
Planner				\$ 73.44
Administrative Assistant				\$ 94.72
Cordell & Crumley Communication Strategists		190.08%	10.00%	
Principal Public Involvement Manager				\$ 150.13
Public Involvement Specialist				\$ 79.77
Southern Institute of Research		N/A	N/A	
Agency Principal				\$ 173.73
Research Professional				\$ 144.77
Administrative Support				\$ 57.91
Interactive Elements, Inc.		148.99%	10.00%	
Project Manager				\$ 279.79
Principal Safety Planner				\$ 183.92
Principal Security Planner				\$ 191.97
Gallop Corporation		102.01%	10.00%	
Senior Planner				\$ 152.84

IBI Group, Inc.				
		139.02%	10.00%	
Project Director/ITS Expert				\$ 328.65
Senior ITS Consultant				\$ 195.93
Senior Planner				\$ 174.21
Planner				\$ 145.24
Transportation Engineer				\$ 125.86
Analyst				\$ 93.02
Support				\$ 88.47
Don Schneck				
Don Schneck				\$ 175.00
Rhodeside & Harwell, Inc.				
		140.43%	10.00%	
Senior Project Manager/Planner				\$ 186.00
Senior Project Manager/Landscape Architect				\$ 186.00
Project Manager/Planner				\$ 116.00
Project Manager/Landscape Architect				\$ 116.00
Planner				\$ 88.00
CADD/Graphic Support				\$ 60.00
EEE Consulting, Inc.				
		226.55%	10%	
Principal				\$ 179.25
Senior Environmental Scientist/Engineer				\$ 142.82
Environmental Scientist Engineer III				\$ 120.41
Environmental Scientist Engineer II				\$ 108.37
Environmental Scientist Engineer I				\$ 74.82

**Attachment D
Price Schedule**

Kimley-Horn and Associates, Inc.		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	194.54%	10%	
Senior Technical Advisor				
				\$ 291.27
				\$ 280.38
				\$ 265.57
Average Senior Technical Advisor				\$ 279.09
Senior Project Manager				
				\$ 249.22
				\$ 224.30
				\$ 233.63
				\$ 239.89
				\$ 239.11
				\$ 224.30
				\$ 211.83
				\$ 204.05
				\$ 210.28
				\$ 227.41
Average Contract/Project Manager				\$ 226.40
Senior Planner				
				\$ 183.80
				\$ 191.58
				\$ 183.80
				\$ 180.69
				\$ 202.50
				\$ 175.22
Average Principal Planner				\$ 186.26
Planner/Environmental Planner II				
				\$ 160.45
				\$ 165.11
				\$ 134.42
				\$ 131.60
Average Sr. Planner/Env Planner				\$ 147.91
Planner/Environmental Planner I				
				\$ 120.73
				\$ 118.38
				\$ 99.69
				\$ 99.69
				\$ 101.24
				\$ 121.50
Average Planner/Env Scientist				\$ 110.22
Analyst				
				\$ 88.48
				\$ 85.67
				\$ 85.67
				\$ 82.23
Average Analyst				\$ 85.50
Support Staff				
				\$ 124.61
				\$ 128.34
				\$ 78.66
				\$ 70.08
Average Support Staff				\$ 100.44

Parsons Transportation Group, Inc.		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	141.03%	10%	
				\$ 265.13
				\$ 245.54
				\$ 227.11
				\$ 197.42
				\$ 182.28
				\$ 168.15
				\$ 119.18
				\$ 108.33
\$ 86.75				
Jacobs Engineering Group, Inc.		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	118.43%	10%	
				\$ 193.47
				\$ 184.82
				\$ 227.51
				\$ 167.64
				\$ 155.65
Connetics Transportation Group, Inc.		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	93.51%	10%	
				\$ 163.90
				\$ 163.90
				\$ 163.90
				\$ 150.07
				\$ 146.87
				\$ 141.55
				\$ 129.85
				\$ 127.72
				\$ 94.72
				\$ 74.50
\$ 72.37				
Cordell & Crumley Communication Strategists		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	190.08%	10.00%	
				\$ 150.13
				\$ 150.13
				\$ 150.13
				\$ 79.77
Southern Institute of Research		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate			
				\$ 173.73
				\$ 144.77
				\$ 144.77
				\$ 57.91

Interactive Elements, Inc.		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	148.99%	10.00%	
				\$ 279.79
				\$ 183.92
				\$ 191.97
Gallop Corporation		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	102.01%	10.00%	
				\$ 152.84
				\$ 152.84
IBI Group, Inc.		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	139.02%	10.00%	
				\$ 328.65
				\$ 195.93
				\$ 211.68
				\$ 174.21
				\$ 145.24
				\$ 124.70
				\$ 125.86
				\$ 136.51
				\$ 115.03
				\$ 93.02
				\$ 103.64
				\$ 104.27
				\$ 90.92
				\$ 76.67
\$ 73.30				
\$ 88.47				
Don Schneck		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	140.43%	10.00%	
				\$ 175.00
Rhodeside and Harwell, Inc.		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	140.43%	10.00%	
				\$ 186.00
				\$ 186.00
				\$ 116.00
				\$ 116.00
				\$ 88.00
				\$ 60.00

EEE Consulting, Inc.		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	226.55%	10.00%	
				\$ 230.43
				\$ 181.08
				\$ 182.44
				\$ 177.30
				\$ 176.15
				\$ 162.90
				\$ 145.12
				\$ 144.98
				\$ 137.25
				\$ 133.70
				\$ 132.98
				\$ 124.46
				\$ 119.76
				\$ 119.08
				\$ 119.94
				\$ 118.83
				\$ 110.67
				\$ 113.98
				\$ 109.92
				\$ 108.34
				\$ 108.34
				\$ 107.76
				\$ 107.04
				\$ 106.72
				\$ 105.68
				\$ 105.35
				\$ 97.63
				\$ 92.71
				\$ 91.81
				\$ 93.57
				\$ 96.20
				\$ 91.45
				\$ 85.74
				\$ 97.63
				\$ 88.11
				\$ 68.28
				\$ 73.92
				\$ 77.34
				\$ 73.67
				\$ 72.27
				\$ 70.15

13. FTA Certifications

ATTACHMENT A-1

1.2.23 CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential Offeror for major third party contract), _____ certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or has a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicated for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause of default.

(If the primary participant (applicant for an FTA grant, or cooperative agreement, or potential third party contractor) is unable to certify any of the statements in this certification, the participant shall attach and explanation to the Certification.)

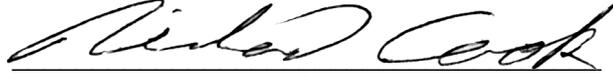
THE PRIMARY PARTICIPANT (APPLICANT FOR AN FTA GRANT OR COOPERATIVE AGREEMENT, OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT), _____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.



Signature and Title of Authorized Official

1.1.23

The undersigned chief legal counsel for the _____
hereby certifies that the _____ has
authority under State local law to comply with the subject
assurances and that the certification above has been legally made.



Signature of Applicant's Attorney

Date

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1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contact, Parsons Transportation Group Inc. of Virginia certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

Parsons Transportation Group Inc. of Virginia, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.

Stephen Walter, VICE PRESIDENT

(Signature and Title of Authorized Official)

The undersigned chief legal counsel for the Parsons Transportation Group Inc. of Virginia hereby certifies that the above officer (Stephen Walter, Vice President) has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.

John C. L. GUYER
(Signature of Applicant's Attorney)

4/23/13

(Date)

1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract, Jacobs Engineering Group Inc. certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

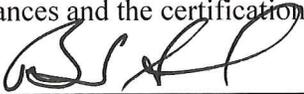
Jacobs Engineering Group Inc., CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.

H. THOMAS METZKE, GROUP VICE PRESIDENT

(Signature and Title of Authorized Official)

The undersigned ~~chief~~ legal counsel for the Jacobs Engineering Group Inc. hereby certifies that the

Group Vice President has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.



(Signature of Applicant's Attorney)

April 24, 2013

(Date)

1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contact, Connetics Transportation Group, Inc. certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

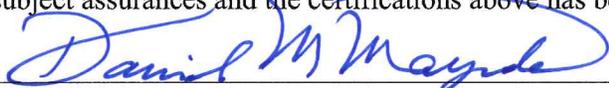
Connetics Transportation Group, Inc., CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.

 President

(Signature and Title of Authorized Official)

The undersigned chief legal counsel for the Connetics Transportation Group, Inc.
Daniel Mayeda hereby certifies that the

Connetics Transportation Group, Inc. has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.



(Signature of Applicant's Attorney)

April 15, 2013

(Date)

1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contact,

Cordell + Crumley certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

Janette Crumley, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.

Jad B owner/partner 4/23/13
(Signature and Title of Authorized Official)

The undersigned chief legal counsel for Cordell + Crumley owner hereby certifies that the _____ has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.

Jad B owner/partner
(Signature of Applicant's Attorney) owner
4/23/13
(Date)

1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contact, the Southeastern Institute of Research, Inc. certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

the Southeastern Institute of Research, Inc., CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.

 CED, 4/13/2013
(Signature and Title of Authorized Official)

The undersigned chief legal counsel for the _____
Southeastern Institute of Research, Inc. hereby certifies that the
Southeastern Institute of Research, Inc. has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.


(Signature of Applicant's Attorney)

4/15/13
(Date)

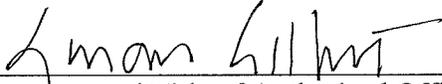
1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contact, Interactive Elements Incorporated certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

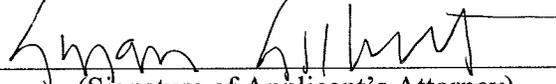
THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

Interactive Elements Incorporated, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.



(Signature and Title of Authorized Official)

The undersigned chief legal counsel for the _____
Interactive Elements Incorporated hereby certifies that the
Susan Gilbert has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.



(Signature of Applicant's Attorney)

April 23, 2013

(Date)

1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

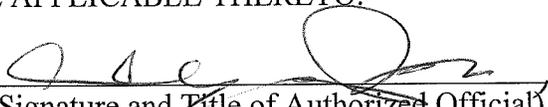
The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contact,

GALLOP CORPORATION certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

GALLOP CORPORATION, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.



(Signature and Title of Authorized Official) PRESIDENT

The undersigned chief legal counsel for the _____

GALLOP CORPORATION hereby certifies that the CHAWN-YAW TENG has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.



(Signature of Applicant's Attorney)

4/23/13

(Date)

1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract, IBI Group _____ certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT) Carl-Henry Piel, PE _____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.

Carl-Henry Piel, DIRECTOR

(Signature and Title of Authorized Official)

The undersigned chief legal counsel for the _____ hereby certifies that the _____ has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.

(Signature of Applicant's Attorney)

2013-04-23 _____
(Date)

1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract, DONALD SCHNECK LLC certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

DONALD SCHNECK LLC, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.

Donald Schneck / Consultant
(Signature and Title of Authorized Official)

The undersigned chief legal counsel for the _____
DONALD SCHNECK LLC hereby certifies that the
DONALD SCHNECK has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.

Donald Schneck
(Signature of Applicant's Attorney)

4-23-2013
(Date)

1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT,
SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract, Rhodeside & Harwell, Incorporated certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

Deana Rhodeside, PhD, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 ET SEQ. ARE APPLICABLE THERETO.

Deana Rhodeside, President
(Signature and Title of Authorized Official)

The undersigned chief legal counsel for the _____ hereby certifies that the _____ has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.

(Signature of Applicant's Attorney)

April 23, 2013
(Date)

1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract, EEE Consulting, Inc certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

_____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.

Sanjiv, President
(Signature and Title of Authorized Official)

The undersigned chief legal counsel for the * _____ hereby certifies that the _____ has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.

(Signature of Applicant's Attorney)

(Date)

* EEE Consulting, Inc does not have a chief legal counsel



Kimley-Horn
and Associates, Inc.

www.kimley-horn.com



13. FTA Certifications

ATTACHMENT A-1

1.2.23 CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential Offeror for major third party contract), _____ certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or has a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicated for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause of default.

(If the primary participant (applicant for an FTA grant, or cooperative agreement, or potential third party contractor) is unable to certify any of the statements in this certification, the participant shall attach and explanation to the Certification.)

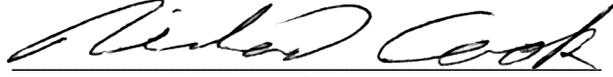
THE PRIMARY PARTICIPANT (APPLICANT FOR AN FTA GRANT OR COOPERATIVE AGREEMENT, OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT), _____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.



Signature and Title of Authorized Official

1.1.23

The undersigned chief legal counsel for the _____
hereby certifies that the _____ has
authority under State local law to comply with the subject
assurances and that the certification above has been legally made.



Signature of Applicant's Attorney

Date

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1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contact, Parsons Transportation Group Inc. of Virginia certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

Parsons Transportation Group Inc. of Virginia, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.

Stephen Walter, VICE PRESIDENT

(Signature and Title of Authorized Official)

The undersigned chief legal counsel for the Parsons Transportation Group Inc. of Virginia hereby certifies that the above officer (Stephen Walter, Vice President) has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.

John C. L. GUYER
(Signature of Applicant's Attorney)

4/23/13

(Date)

1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract, Jacobs Engineering Group Inc. certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

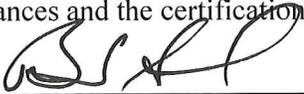
Jacobs Engineering Group Inc., CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.

H. THOMAS METZKE, GROUP VICE PRESIDENT

(Signature and Title of Authorized Official)

The undersigned ~~chief~~ legal counsel for the Jacobs Engineering Group Inc. hereby certifies that the

Group Vice President has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.



(Signature of Applicant's Attorney)

April 24, 2013

(Date)

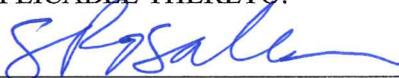
1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contact, Connetics Transportation Group, Inc. certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

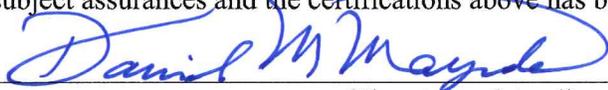
Connetics Transportation Group, Inc., CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.

 President

(Signature and Title of Authorized Official)

The undersigned chief legal counsel for the Connetics Transportation Group, Inc.
Daniel Mayeda hereby certifies that the

Connetics Transportation Group, Inc. has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.



(Signature of Applicant's Attorney)

April 15, 2013

(Date)

1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contact,

Cordell + Crumley certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

Janette Crumley, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.

Jad B owner/partner 4/23/13
(Signature and Title of Authorized Official)

The undersigned chief legal counsel for Cordell + Crumley owner hereby certifies that the _____ has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.

Jad B owner/partner
(Signature of Applicant's Attorney) owner
4/23/13
(Date)

1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contact, the Southeastern Institute of Research, Inc. certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

the Southeastern Institute of Research, Inc., CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.



(Signature and Title of Authorized Official)

The undersigned chief legal counsel for the _____
Southeastern Institute of Research, Inc. hereby certifies that the
Southeastern Institute of Research, Inc. has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.



(Signature of Applicant's Attorney)

4/15/13

(Date)

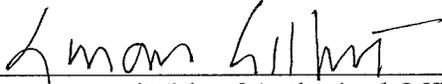
1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract, Interactive Elements Incorporated certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

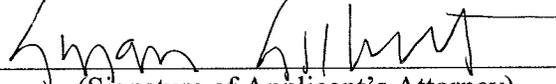
THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

Interactive Elements Incorporated, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.



(Signature and Title of Authorized Official)

The undersigned chief legal counsel for the Interactive Elements Incorporated hereby certifies that the Susan Gilbert has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.



(Signature of Applicant's Attorney)

April 23, 2013

(Date)

1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

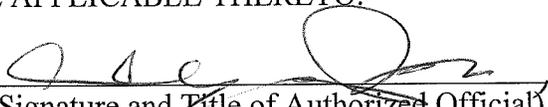
The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contact,

GALLOP CORPORATION certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

GALLOP CORPORATION, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.

 PRESIDENT
(Signature and Title of Authorized Official)

The undersigned chief legal counsel for the _____

GALLOP CORPORATION hereby certifies that the

CHAWN-YAW TENG has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.


(Signature of Applicant's Attorney)

4/23/13
(Date)

1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract, DONALD SCHNECK LLC certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

DONALD SCHNECK LLC, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.

Donald Schneck / Consultant
(Signature and Title of Authorized Official)

The undersigned chief legal counsel for the _____
DONALD SCHNECK LLC hereby certifies that the
DONALD SCHNECK has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.

Donald Schneck
(Signature of Applicant's Attorney)

4-23-2013
(Date)

1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT,
SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract, Rhodeside & Harwell, Incorporated certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

Deana Rhodeside, PhD, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 ET SEQ. ARE APPLICABLE THERETO.

Deana Rhodeside, President
(Signature and Title of Authorized Official)

The undersigned chief legal counsel for the _____ hereby certifies that the _____ has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.

(Signature of Applicant's Attorney)

April 23, 2013
(Date)

1.1.23 CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contact, EEE Consulting, Inc certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by and Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.)

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT)

_____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 *ET SEQ.* ARE APPLICABLE THERETO.

Sanjiv, President
(Signature and Title of Authorized Official)

The undersigned chief legal counsel for the * _____ hereby certifies that the _____ has authority under State and Local law to comply with the subject assurances and the certifications above has been legally made.

(Signature of Applicant's Attorney)

(Date)

* EEE Consulting, Inc does not have a chief legal counsel



Kimley-Horn
and Associates, Inc.

www.kimley-horn.com



**Below Is Required Information That Was Missing from
Proposal But Submitted Prior To Evaluation**



May 3, 2013

■
11400 Commerce Park Drive
Suite 400
Reston, VA 20191

To: Ashley Nusbaum
Procurement Officer
Virginia Department of Rail and Transportation
600 East Main Street, Suite 2102
Richmond, VA 23219

**Re: 505-13-RR0001: Contract for General Planning Consultant Services
for Transit Projects in Virginia – Competitive Negotiation for Non-
Professional Services**

Dear Ms. Numbaum:

Please find a signed original Certification Regarding Lobbying form included in this package. Should you have any additional questions or concerns, please do not hesitate to contact me at (703) 674-1353 or mike.lambert@kimley-horn.com.

Very truly yours,
KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Mike Lambert". The signature is fluid and cursive, with a large initial "M" and a long, sweeping tail.

Mike Lambert, P.E.
Project Manager

ATTACHMENT J

FEDERAL TERMS AND CONDITIONS

1. ENERGY CONSERVATION REQUIREMENTS

42 U.S.C. §§ 6321 *et seq.*

49 C.F.R. pt 18

Energy Conservation - The Offeror agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

2. CLEAN WATER REQUIREMENTS

33 U.S.C. § 1251

Clean Water - (1) The Offeror agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. §§ 1251 *et seq.* The Offeror agrees to report each violation to the Department of Rail and Public Transportation (DRPT) Program Manager and understands and agrees that DRPT will, in turn, report each violation as required to assure notification to FTA and the appropriate Environmental Protection Agency (EPA) Regional Office. (2) The Offeror also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

3. LOBBYING

31 U.S.C. § 1352

49 C.F.R. pt. 19

49 C.F.R. pt. 20

- Lobbying Certification and Disclosure of Lobbying Activities for third party contractors are mandated by 31 U.S.C. § 1352(b)(5), as amended by § 10 of the Lobbying Disclosure Act of 1995, and (Department of Transportation) DOT implementing regulation, "New Restrictions on Lobbying," at 49 C.F.R. § 20.110(d)

- Language in Lobbying Certification is mandated by 49 C.F.R. pt. 19, Appendix A, Section 7, which provides that offerors file the certification required by 49 C.F.R. pt. 20, Appendix A.

Modifications have been made to the Lobbying Certification pursuant to Section 10 of the Lobbying Disclosure Act of 1995.

- Use of "Disclosure of Lobbying Activities," Standard Form-LLL set forth in Appendix B of 49 C.F.R. pt 20, as amended by "Government wide Guidance For New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96) is mandated by 49 C.F.R. pt. 20, Appendix A.

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352, as amended by the Lobbying Disclosure Act of 1995, 2 U.S.C. §§ 1601, *et seq.* - Offerors who apply or bid for an award of \$100,000 or more shall file the certification required by 49 C.F.R. pt. 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its

behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. § 1352. Such disclosures are forwarded from tier to tier up to the recipient.

APPENDIX A, 49 C.F.R. pt. 20--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Offeror] certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995, 2 U.S.C. §§ 1601, *et seq.*]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Offeror, Kimley-Horn and Associates, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Offeror understands and agrees that the provisions of 31 U.S.C. §§ 3801, *et seq.*, apply to this certification and disclosure, if any.

Todd Chavers Signature of Offeror's Authorized Official

Todd Chavers, Senior Vice President Name and Title of Offeror's Authorized Official

May 3, 2013 Date



COMMONWEALTH of VIRGINIA

Thelma D. Drake
Director

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION
600 EAST MAIN STREET, SUITE 2102
RICHMOND, VA 23219

(804) 786-4440
FAX (804) 225 3752
VIRGINIA RELAY CENTER
1-800-828-1120 (TDD)

June 4, 2013

Mr. Mike Lambert
Kimley-Horn and Associates, Inc.
11400 Commerce Park Drive, Suite 400
Reston, VA 20191

Dear Mr. Lambert:

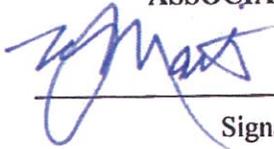
Please find outlined below a summary of the contract terms negotiated between the Department of Rail and Public Transportation (DRPT) and Kimley-Horn and Associates, Inc. (KHA) on May 31, 2013 for RFP 505-13-RR0001 Contract for General Planning Consultant Services for Transit Projects in Virginia – Competitive Negotiation for Non-Professional Services.

- No work will begin on a task order until a purchase order has been issued through eVA. The issuance date of the eVA purchase order will serve as the Notice to Proceed.
- All invoices for task orders issued will be submitted within 90 days of the end date of the task order. After 90 days, task orders will be closed.
- Invoices will be submitted no more frequently than once a month and within 90 calendar days from the date an expense has occurred.
- Purchase Order Deobligation and Closing Forms will be signed and returned to DRPT within seven business days after receipt from a DRPT Program Manager.
- KHA has the capacity to handle potential task orders issued under this contract.
- Annex 3-J Certification of Compliance with Prohibition of Political Contributions and Gifts During the Procurement Process will be signed and returned to DRPT before execution of a contract.
- KHA will provide an updated pricing schedule lowering the profit rate from 10% to 8% for their firm and all subconsultants listed in the proposal. KHA agrees to lock in the rates without rate increases for the first three years of the contract.

- KHA will provide DRPT with a copy of the Federal Acquisition Regulation's approval letter for the firm's overhead rate before execution of a contract.

Please acknowledge KHA's acceptance of the negotiated terms by signing below and returning to Ashley Nusbaum at ashley.nusbaum@drpt.virginia.gov. Should you have any questions, please contact me at the email address above or call 804-786-2890

**KIMLEY-HORN AND
ASSOCIATES, INC.**



Signature

R. JOHN MARTIN

Printed Name

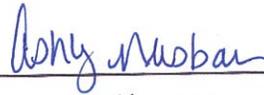
SR. VICE PRESIDENT

Title

6/6/13

Date

**DEPARTMENT OF RAIL AND
PUBLIC TRANSPORTATION**



Signature

Ashley Nusbaum
Financial Compliance and
Procurement Analyst

6/6/13

Date

Annex 3-J
CERTIFICATION OF COMPLIANCE
WITH PROHIBITION OF POLITICAL CONTRIBUTIONS AND GIFTS DURING THE
PROCUREMENT PROCESS

For contracts with a stated or expected value of \$5 million or more except those awarded as the result of competitive sealed bidding

I, J. TODD CHAMBERS, a representative of KIMLEY-HORN AND ASSOC.
Please Print Name Name of Offeror

am submitting a proposal to the Department of Rail and Public Transportation in response to 505-13-RR0001 - Contract for General Planning Consultant Services for Transit Projects in Virginia, a solicitation where stated or expected contract value is \$5 million or more which is being solicited by a method of procurement other than competitive sealed bidding as defined in § 2.2-4301 of the *Code of Virginia*.

I hereby certify the following statements to be true with respect to the provisions of §2.2-4376.1 of the *Code of Virginia*. I further state that I have the authority to make the following representation on behalf of myself and the business entity:

1. The offeror shall not knowingly provide a contribution, gift, or other item with a value greater than \$50 or make an express or implied promise to make such a contribution or gift to the Governor, his political action committee, or the Governor's Secretaries, if the Secretary is responsible to the Governor for an agency with jurisdiction over the matters at issue, during the period between the submission of the proposal and the award of the contract.
2. No individual who is an officer or director of the offeror, shall knowingly provide a contribution, gift, or other item with a value greater than \$50 or make an express or implied promise to make such a contribution or gift to the Governor, his political action committee, or the Governor's Secretaries, if the Secretary is responsible to the Governor for an agency with jurisdiction over the matters at issue, during the period between the submission of the proposal and the award of the contract.
3. I understand that any person who violates § 2.2-4376.1 of the *Code of Virginia* shall be subject to a civil penalty of \$500 or up to two times the amount of the contribution or gift, whichever is greater.

J. Todd Chambers
Signature

SR Vice President
Title

MAY 31, 2013
Date

Nusbaum, Ashley (DRPT)

From: Mike.Lambert@kimley-horn.com
Sent: Wednesday, June 05, 2013 4:56 PM
To: Nusbaum, Ashley (DRPT)
Subject: RE: DRPT Rates 6-1-13.xlsx

Ashley,
You are correct.
I will sign and return the negotiation summary first thing tomorrow morning.
Thanks!
Mike Lambert

From: Nusbaum, Ashley (DRPT) [<mailto:ashley.nusbaum@drpt.virginia.gov>]
Sent: Wednesday, June 05, 2013 4:42 PM
To: Lambert, Mike
Subject: RE: DRPT Rates 6-1-13.xlsx

Thank you, Mike.

I would like to confirm for documentation purposes that the average rates by categories on the Staffing and Pricing Plan summary page are calculated using rates for all employees of the subconsultants' firms, not just the employees listed on the Staffing and Pricing Plan page by individual. For this reason, the average rates listed on the summary page are different than the average rates listed on the pages by individual.

Attached is the negotiations summary. I would appreciate if you could return the signed summary to me by 5:00 tomorrow. We would like to issue the intent to award Friday. Please let me know if this does not work for you. Thanks.

Ashley Nusbaum
Financial Compliance & Procurement Analyst
804-786-2890

From: Mike.Lambert@kimley-horn.com [<mailto:Mike.Lambert@kimley-horn.com>]
Sent: Tuesday, June 04, 2013 3:55 PM
To: Nusbaum, Ashley (DRPT)
Subject: DRPT Rates 6-1-13.xlsx

Ashley,
My deepest apologies. I did not realize that while some of the cells recalculated using the 8% rate, others did not. I have corrected that, including confirming that all of the overhead rates were properly reflected as well (they were but like some of the profit calculations, the cells included the raw numbers rather than the proper formula to derive those numbers).
Again, my apologies, this should have not happened.

Mike Lambert, AICP



11400 Commerce Park Drive, Suite 400
Reston, VA 20191

Direct: 703 674-1353

Mobile: 703 987-8961

Main: 703 674-1300

Fax: 703 674-1350

mike.lambert@kimley-horn.com

www.kimley-horn.com

Attachment D Price Schedule				
Kimley-Horn and Associates, Inc.		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	194.54%	8%	
Senior Technical Advisor				
				\$ 285.97
				\$ 275.28
				\$ 260.74
Average Senior Technical Advisor	\$ 86.14	\$ 167.58	\$ 20.30	\$ 274.02
Senior Project Manager				
				\$ 244.68
				\$ 220.22
				\$ 229.38
				\$ 235.53
				\$ 234.76
				\$ 220.22
				\$ 207.98
				\$ 200.34
				\$ 206.45
				\$ 223.28
Average Contract/Project Manager	\$ 69.88	\$ 135.94	\$ 16.47	\$ 222.29
Senior Planner				
				\$ 180.46
				\$ 188.09
				\$ 180.46
				\$ 177.40
				\$ 198.82
				\$ 172.03
Average Principal Planner	\$ 57.49	\$ 111.84	\$ 13.55	\$ 182.88
Planner/Environmental Planner II				
				\$ 157.53
				\$ 162.11
				\$ 131.98
				\$ 129.21
Average Sr. Planner/Env Planner	\$ 45.65	\$ 88.81	\$ 10.76	\$ 145.22
Planner/Environmental Planner I				
				\$ 118.53
				\$ 116.23
				\$ 97.88
				\$ 97.88
				\$ 99.40
				\$ 119.29
Average Planner/Env Scientist	\$ 34.02	\$ 66.18	\$ 8.02	\$ 108.22
Analyst				
				\$ 86.88
				\$ 84.11
				\$ 84.11
				\$ 80.73
Average Analyst	\$ 26.39	\$ 51.34	\$ 6.22	\$ 83.95
Support Staff				
				\$ 122.34
				\$ 126.00
				\$ 77.23
				\$ 68.81
Average Support Staff	\$ 31.00	\$ 60.31	\$ 7.30	\$ 98.61

Parsons Transportation Group, Inc.		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	141.03%	8%	
Project Manager				
				\$ 260.31
				\$ 241.08
Level II Principal Engineer/Planner				
				\$ 222.99
Level I Principal Engineer/Planner				
				\$ 193.83
				\$ 178.97
Level II Senior Engineer/Planner				
				\$ 165.09
Level II Engineer/Planner				
				\$ 117.01
Level I Engineer/Planner				
				\$ 106.36
Associate Engineer/Planner				
				\$ 85.18
Jacobs Engineering Group, Inc.		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	118.43%	8%	
Task Manager/Senior Project Engineer				
				\$ 189.95
				\$ 223.38
Environmental Planner/Senior Project Design Engineer				
				\$ 181.46
				\$ 164.59
				\$ 152.82
Connetics Transportation Group, Inc.		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	93.51%	8%	
Project Manager				
				\$ 160.92
				\$ 160.92
				\$ 160.92
				\$ 147.33
Senior Planner				
				\$ 144.20
				\$ 138.97
				\$ 127.48
				\$ 125.40
Administrative Assistant				
				\$ 93.00
Planner				
				\$ 73.15
				\$ 71.05

Cordell & Crumley Communication Strategists		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	190.08%	8.00%	
Principal Public Involvement Manager				
				\$ 147.40
				\$ 147.40
				\$ 147.40
Public Involvement Specialist				
				\$ 78.32
Southern Institute of Research		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate			
Agency Principal				
				\$ 173.73
Research Professional				
				\$ 144.77
				\$ 144.77
Administrative Support				
				\$ 57.91
Interactive Elements, Inc.		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	148.99%	8.00%	
Project Manager				
				\$ 274.69
Principal Safety Planner				
				\$ 180.58
Principal Security Planner				
				\$ 188.48

Gallop Corporation		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	102.01%	8.00%	
Senior Planner				
				\$ 149.99
				\$ 149.99
IBI Group, Inc.		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	139.02%	8.00%	
Project Director/ITS Expert				
				\$ 322.68
Senior ITS Consultant				
				\$ 192.37
				\$ 207.83
Senior Planner				
				\$ 171.04
Planner				
				\$ 142.59
				\$ 122.44
Transportation Engineer				
				\$ 123.57
				\$ 134.03
				\$ 112.94
Analyst				
				\$ 91.34
				\$ 101.76
				\$ 102.38
				\$ 89.26
				\$ 75.28
				\$ 71.97
Support				
				\$ 86.86
Don Schneck		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	140.43%	8.00%	
				\$ 175.00
Rhodeside and Harwell, Inc.		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	140.43%	8.00%	
Senior Project Manager				
				\$ 182.60
				\$ 182.60
Project Manager				
				\$ 113.92
				\$ 113.92
Planner				
				\$ 86.81
CADD/Graphic Support				
				\$ 59.15

EEE Consulting, Inc.		Overhead Rate	Profit	Total Fixed Rate
Name	Hourly Rate	226.55%	8.00%	
Senior Professional IV				
				\$ 226.24
Professional IV				
				\$ 177.78
				\$ 179.12
				\$ 174.08
				\$ 172.95
Professional II				
				\$ 159.94
				\$ 142.48
				\$ 142.34
				\$ 134.75
				\$ 131.26
				\$ 130.56
Professional I				
				\$ 122.20
				\$ 117.58
				\$ 116.91
				\$ 117.76
				\$ 116.66
Associate Professional III				
				\$ 108.66
				\$ 111.90
				\$ 107.91
				\$ 106.37
				\$ 106.37
				\$ 105.81
				\$ 105.09
				\$ 104.78
				\$ 103.76
				\$ 103.44
Associate Professional II				
				\$ 95.86
				\$ 91.02
				\$ 90.15
				\$ 91.88
				\$ 94.45
				\$ 89.79
				\$ 84.19
				\$ 95.86
Associate Professional I				
				\$ 86.51
				\$ 67.05
				\$ 72.58
				\$ 75.93
				\$ 72.34
				\$ 70.96
				\$ 68.88

**Attachment D
Price Schedule**

Labor Category* (Change/add categories as necessary)	Direct Actual Hourly Rate*	Overhead Rate	Profit	Total Fixed Rate
Kimley-Horn and Associates, Inc.		194.54%	8%	
Senior Technical Advisor				\$ 274.02
Senior Project Manager				\$ 222.29
Senior Planner				\$ 182.88
Planner/Environmental Planner II				\$ 145.22
Planner/Environmental Planner I				\$ 108.22
Analyst				\$ 83.95
Support Staff				\$ 98.61
Parsons		141.03%	8%	
Contract/Project Manager				\$ 246.49
Level II Principal Engineer/Planner				\$ 220.17
Level I Principal Engineer/Planner				\$ 189.14
Level II Senior Engineer/Planner				\$ 145.72
Level I Senior Engineer/Planner				\$ 128.80
Level II Engineer/Planner				\$ 112.48
Level I Engineer/Planner				\$ 107.41
Associate Engineer/Planner				\$ 88.58
Senior Technician				\$ 100.80
Level II Technician				\$ 89.65
Level I Technician				\$ 63.83
Clerk				\$ 65.08
Jacobs		118.43%	8%	
Task Manager/Senior Project Engineer				\$ 206.68
Environmental Planner/Senior Design Engineer				\$ 166.29
Connetics Transportation Group, Inc.		93.51%	8%	
Project Manager/Principle Planner 1				\$ 160.92
Project Manager/Principle Planner 2				\$ 147.33
Senior Planner 1				\$ 141.59
Senior Planner 2				\$ 126.44
Planner				\$ 72.10
Administrative Assistant				\$ 93.00
Cordell & Crumley Communication Strategists		190.08%	8.00%	
Principal Public Involvement Manager				\$ 147.40
Public Involvement Specialist				\$ 78.32
Southern Institute of Research				
Agency Principal				\$ 173.73
Research Professional				\$ 144.77
Administrative Support				\$ 57.91
Interactive Elements, Inc.		148.99%	8.00%	
Project Manager				\$ 274.69
Principal Safety Planner				\$ 180.58
Principal Security Planner				\$ 188.48
Gallop Corporation		102.01%	8.00%	
Senior Planner				\$ 149.99

IBI Group, Inc.		139.02%	8.00%	
Project Director/ITS Expert				\$ 322.68
Senior ITS Consultant				\$ 192.37
Senior Planner				\$ 171.04
Planner				\$ 142.59
Transportation Engineer				\$ 123.57
Analyst				\$ 91.34
Support				\$ 86.86
Don Schneck				
				\$ 175.00
Rhodeside & Harwell, Inc.		140.43%	8.00%	
Senior Project Manager/Planner				\$ 182.60
Senior Project Manager/Landscape Architect				\$ 182.60
Project Manager/Planner				\$ 113.92
Project Manager/Landscape Architect				\$ 113.92
Planner				\$ 86.81
CADD/Graphic Support				\$ 59.15
EEE Consulting, Inc.		226.55%	8%	
Principal				\$ 175.99
Senior Environmental Scientist/Engineer				\$ 140.23
Environmental Scientist Engineer III				\$ 118.22
Environmental Scientist Engineer II				\$ 106.40
Environmental Scientist Engineer I				\$ 73.46



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219 2000

Gregory A. Whirley
Commissioner

July 2, 2012

Ms. Tammy Flanagan, Manager of Audit & Financial Compliance
Kimley-Horn and Associates, Inc.
3001 Weston Parkway
Cary, NC 27513

Dear Ms. Flanagan:

We have reviewed the overhead rate schedule of **Kimley-Horn and Associates, Inc.** which has been audited in accordance with criteria contained in the Federal Acquisition Regulations, Subpart 31.2.

Based on our review, the following overhead rates for the fiscal year ended December 31, 2011 are approved.

	<u>Combined</u>	<u>Home Office</u>	<u>Field Office</u>
Overhead Rate:	194.54%	193.23%	163.89%
Facilities Cost Capital Rate:	N/A	1.31%	0.04%
Direct Expense Rate:	N/A	8.38%	2.74%

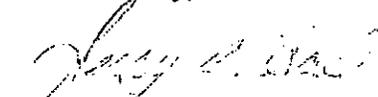
This approval shall be valid until June 30, 2013, when your December 31, 2012 overhead audit will be due. These rates are subject to adjustment upon receipt of additional information affecting the rates.

For all years that work is performed under cost plus net fee contracts with the Virginia Department of Transportation, you are required to submit an indirect cost (overhead) audit report prepared in accordance with the Federal Acquisition Regulations, Subpart 31.2, prepared by an independent CPA firm or cognizant government agency.

The terms of the agreement will determine the appropriate rate to be utilized for negotiation and billing.

If you have any questions, please contact me at (804) 225-3597.

Sincerely,


Judson D. Brown, CPA
WB/wb



Kimley-Horn
and Associates, Inc.

www.kimley-horn.com

