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## Header 1

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## General Information

[Contact](#)[Default Values](#)[Discount](#)[Document Information](#)[Clarification Request](#)

Procurement Folder: 779906

Procurement Type: Central Master Agreement

Vendor ID: 000000166722



Legal Name: WAGNER DANIEL WILLIAM

Alias/DBA: DANIEL W WAGNER

Total Bid: \$93,250.00

Response Date: 11/12/2020



Response Time: 17:11

SO Doc Code: CRFQ

SO Dept: 0805

SO Doc ID: PTR2100000006

Published Date: 10/20/20

Close Date: 11/17/20

Close Time: 13:30

Status: Closed

Solicitation Description: Oversight Assistance for Bus and Bus Facilities



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Oversight Assistance for Bus and Bus Facilites				93250.00

Comm Code	Manufacturer	Specification	Model #
94131504			

**Commodity Line Comments:**

**Extended Description:**

Vendors submitting bids online should enter their total bid amount in the commodity line of Oasis and attach the Exhibit A Bid Form included in the specifications with their bid response

**Wagner Associates**  
5528 24<sup>th</sup> Street North  
Arlington, VA 22205-3113  
Tel: 703-532-7629  
Fax: 425-790-3369  
Dan.Wagner@comcast.net

November 12, 2020

Mr. Joseph E Hager III  
State of West Virginia  
Department of Administration  
Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305-0130

Dear Mr. Hager III:

**RFQ PTR2100000006**  
**OVERSIGHT ASSISTANCE FOR BUS AND BUS FACILITIES**

Wagner Associates is pleased to submit to the West Virginia Department of Administration Purchasing Division this proposal to perform oversight monitoring services and conduct onsite reviews of Federal Transit Administration (FTA) grant program subrecipients.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Mr. Wagner is an independent consultant and as such has no staff. I am committed to nondiscriminatory behavior in my dealings with others.

**DISADVANTAGED BUSINESS STATEMENT**

Neither Wagner Associates nor its proposed subcontractors, Clare Consulting and RAE Consultants, Inc., is a disadvantaged business enterprise certified in West Virginia. RAE Consultants is a woman-owned business that is certified in Colorado.

I appreciate the opportunity to submit this proposal.

Sincerely,  
Wagner Associates



Daniel W. Wagner

# Wagner Associates

## RFQ PTR2100000006 OVERSIGHT ASSISTANCE FOR BUS AND BUS FACILITIES

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## Exhibit A: Oversight Monitoring Services/Conduct Reviews Bid Price Sheet

Task	Description	Unit of measure	# of Units	Unit Price	Extended Price
4.1.1	Section 5311 Workbook Revision	Per Each Workbook	1	\$1,000	\$1,000.00
4.1.2	Section 5310 Workbook Revision	Per Each Workbook	1	\$1,000	\$1,000.00
4.1.3	Section 5311 Reviews	Each Review	6	\$5,000	\$30,000.00
4.1.4	Training Workshops	Cost Per Each Workshop	1	\$5,000	\$5,000.00
4.1.5	Provide 5311 & 5310 Technical Assistance	Cost Per Hour	50	\$125	\$6,250.00
4.1.6	Provide 5303 & 5304 Technical Assistance	Cost Per Hour	50	\$125	\$6,250.00
4.2.1	General Change / Reauthorization Review	Cost Per Hour	50	\$125	\$6,250.00
4.2.2	Management Plans and Program Guides: Technical Assistance	Cost Per Hour	50	\$125	\$6,250.00
4.2.3	New Laws, Regulations, Circulars or Guidance: Technical Assistance	Cost Per Hour	25	\$125	\$3,125.00
4.2.4	FTA State Management Review: Assist in Preparing, Response and Resolving Findings	Cost Per Hour	50	\$125	\$6,250.00
4.2.5	Policies and Grant Requirements: Technical Assistance	Cost Per Hour	25	\$125	\$3,125.00
4.3.1	FTA Review / Response: Technical Assistance	Cost Per Hour	25	\$125	\$3,125.00
4.3.2	Triennial DBE Goal Development: Technical Assistance	Cost Per Hour	25	\$125	\$3,125.00
4.3.3	Title VI Plan Development: Technical Assistance	Cost Per Hour	25	\$125	\$3,125.00
4.3.4	Urbanized Area Formula Program: Technical Assistance	Cost Per Hour	50	\$125	\$6,250.00
4.4.1	Meeting with DPT	Cost Per Hour	25	\$125	\$3,125.00
<b>Total Bid Amount</b>					<b>\$93,250.00</b>

Quantities listed are only an estimate. There is no guaranteed purchase amount. The agency may buy more or less as needed.

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## Exhibit B: Qualifications Vendor Work History

Wagner Associates exceeds the minimum of three years of work experience relating to the Sections 5311, 5310, 5307, and 5339 programs in all areas requested by the State:

- Developing oversight programs (since 1995)
- Conducting onsite reviews (since 1994)
- Conducting State Management Reviews (since 1995)
- Conducting Triennial Reviews (since 1994)
- Assisting states prepare for State Management Reviews (since 2007)
- Assisting transit systems prepare for Triennial Reviews (since 2014)
- Providing training related to FTA programs (since 1995)

### Relevant Education and Experience with FTA Programs

#### Relevant Education

*Daniel Wagner:* Bachelor of Arts in Economics, The Catholic University of America, Summa Cum Laude and Phi Beta Kappa

*John Clare:* Master of Arts in Public Administration, State University of New York at Albany; Bachelor of Arts, Political Science, American University

*Ann Beauvais:* Master of Public Administration, University of Colorado; Bachelor of Arts, English and Communications, Fort Lewis College

#### Experience with FTA Programs

The proposed Wagner Associates team has extensive experience with the Sections 5311, 5310, 5307, and 5339 programs through our work with FTA supporting the State Management Review and Triennial Review programs and our work providing program support in the administration of FTA transit programs to states, such as Alaska, Arizona, Massachusetts, Missouri, Montana, New Mexico, New York, and West Virginia.

Since 1994, Mr. Wagner has supported the FTA Triennial Review program which addresses compliance with Sections 5307 and 5339 requirements. He conducts Triennial Reviews, assists FTA with developing the annual Triennial Review Contractors Manual, and presents at Triennial Review workshops. To date, he has conducted over 100 Triennial Reviews.

Since 1995, Mr. Wagner has been working with the Sections 5311 and 5310 programs, first on the development and implementation of the State Management Review Contractors Manual with FTA, and then providing program support to, developing oversight programs for, and conducting onsite reviews for states, including West Virginia. To date, he has conducted over 50 State Management Reviews. He presents at State Management Review workshops for FTA.

## **Wagner Associates**

Since 2008, Mr. Clare has conducted Triennial Reviews, State Management Reviews, Procurement System Reviews, Disadvantaged Business Enterprise Reviews, and Unified Certification Reviews for FTA. To date, he has conducted over 125 reviews of states and transit agencies.

From 2006 to 2010, Ms. Beauvais served as the Section 5310 Program Manager for the Colorado Department of Transportation overseeing and administering approximately \$1.5 million annually in awards to both urban and rural public and nonprofit agencies. She monitored Civil Rights compliance for all state-administered FTA grant programs, with specific emphasis on Disadvantaged Business Enterprise and Title VI. Since becoming a consultant, she has worked with Arizona, District of Columbia, Montana, and New York providing program support in the administration of FTA transit programs, conducting onsite reviews of Sections 5310 and 5311 subrecipients, or preparing for FTA reviews.

### **Relevant Experience with Onsite Reviews**

As stated above, since 1994, Mr. Wagner has conducted Triennial Reviews for FTA. To date, he has conducted over 100 Triennial Reviews, including reviews of FTA's largest recipients, such as New York City Transit, Metropolitan Transit Authority (New York), New Jersey Transit, Los Angeles County Metropolitan Transportation Authority, and Massachusetts Bay Transportation Authority.

Since 1995, Mr. Wagner has conducted State Management Reviews. To date, he has conducted over 50 State Management Reviews for FTA.

Mr. Wagner has developed onsite review programs and conducted onsite reviews addressing the Section 5311, 5310, 5309/5339, and/or 5303 programs for the following states: Alaska, Arizona, Massachusetts, Missouri, Montana, New Mexico, New York, Oklahoma, South Carolina, Texas, Vermont, and West Virginia.

He presented on conducting onsite reviews at a Transportation Research Board Rural Transit Conference.

Since 2008, Mr. Clare has conducted Triennial Reviews, State Management Reviews, Procurement System Reviews, Disadvantaged Business Enterprise Reviews, and Unified Certification Reviews for FTA. To date, he has conducted over 125 reviews of states and transit agencies that include some of FTA's largest recipients, such as New York City Transit, Metropolitan Transit Authority (New York), Los Angeles County Metropolitan Transportation Authority, Chicago Transit Authority, Massachusetts Bay Transportation Authority, City of San Francisco, and City of Phoenix. In addition, he has conducted onsite reviews of Section 5311 and 5310 subrecipients for Alaska, Massachusetts, Missouri, and New York.

From 2013-2017, Ms. Beauvais conducted compliance reviews of Section 5311 and 5310 subrecipients for the Arizona Department of Transportation. She serves as a subject matter expert (SME) in Technical Capacity - Grant Administration for FTA Triennial Reviews.

# **Wagner Associates**

## **State Management and Triennial Reviews**

Since 1994, Mr. Wagner has supported the FTA Triennial Review program. He conducts Triennial Reviews, assists the FTA with developing the annual Triennial Review Contractors Guide, and presents at Triennial Review workshops. To date, he has conducted over 100 Triennial Reviews, including reviews of FTA's largest recipients, such as New York City Transit, Metropolitan Transportation Authority (New York), New Jersey Transit, Los Angeles County Metropolitan Transportation Authority, and Massachusetts Bay Transportation Authority.

Since 1995, Mr. Wagner supported the FTA State Management Review program. He assisted FTA develop the program. He conducts reviews, assists FTA with developing the annual State Management Review Contractors Guide, and presents at State Management Review workshops.

Since 2008, Mr. Clare has conducted Triennial Reviews and State Management Reviews for FTA. To date, he has conducted over 125 reviews of states and transit agencies that include some of FTA's largest recipients, such as New York City Transit, Metropolitan Transportation Authority (New York), Los Angeles County Metropolitan Transportation Authority, Chicago Transit Authority, Massachusetts Bay Transportation Authority, City of San Francisco, and City of Phoenix. He serves as a Subject Matter Expert in the area of Procurement.

Since 2015, Ms. Beauvais has conducted Triennial Reviews. She serves as a Subject Matter Expert in the area of Technical Capacity – Award Management.

## **Assisting States Prepare for State Management Reviews**

Since 2007, Mr. Wagner has assisted the following states prepare for State Management Reviews: Alaska (three times), District of Columbia, Massachusetts (twice), Missouri (twice), Montana, New Mexico (three times), New York, and West Virginia (five times). Ms. Beauvais worked with Mr. Wagner to prepare the District of Columbia and New York for their State Management Reviews. Ms. Beauvais prepared Arizona for its 2012 and 2015 State Management Reviews.

## **Assisting Transit Systems Prepare for Triennial Reviews**

Since 2014, Mr. Wagner has assisted transit systems prepare for Triennial Reviews. In addition to assisting all West Virginia urban transit systems prepare for their Triennial Reviews, he has assisted the City of Ashland, Kentucky; the City of Santa Fe, New Mexico; and the North Central Regional Transit District (New Mexico) prepare for their Triennial Reviews. Currently, he is assisting Mid-Ohio Valley Transit Authority (MOVTA) and Ohio Valley Regional Transportation Authority (OVRTA) prepare for their Triennial Reviews.

Mr. Clare assisted the City of Weirton and the Eastern Panhandle Transit Authority (EPTA) prepare for their Triennial Reviews, is working with Mr. Wagner to prepare

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MOVTA and OVRTA for their Triennial Reviews and is assisting EPTA prepare for its Triennial Review.

In 2014, Ms. Beauvais prepared the City of Farmington, New Mexico, for its Triennial Review.

## **Relevant Experience with Provision of Training**

The members of the proposed Wagner Associates team are experienced trainers.

Mr. Wagner and Mr. Clare present at FTA State Management Review and Triennial Review workshops. Mr. Wagner assisted in the development of and served as a trainer for the FTA Tribal Transit Program.

Mr. Wagner developed and provided training in FTA requirements to Section 5311, 5310, and 5339 subrecipients in Alaska, Arizona, Maryland, Missouri, Montana, New Mexico, New York, North Carolina, South Carolina, Texas, Vermont, and West Virginia.

At the 2019 Southwest Transit Association conference, Mr. Wagner and Ms. Beauvais developed and provided a five-hour training on Grant Management and a two-hour training on the FTA Tribal Transit Program. At the 2016 Arizona Transit Association conference, Mr. Wagner and Ms. Beauvais provided training in the FTA Tribal Transit Program, Asset Management, Procurement, and Americans with Disabilities Act (ADA) requirements.

For subrecipients in New Mexico, Mr. Wagner provided training in Budgeting for Rural Transit, and the 5311 and Tribal Transit Programs. For subrecipients in Vermont, he presented on ADA requirements and How to Purchase a Bus with FTA Funds. He presented on conducting compliance reviews at a Transportation Research Board Rural Transit Conference.

Mr. Clare developed and provided training workshops on FTA procurement requirements to the Maryland Transit Authority and its subrecipients, Pace Suburban Bus, and Metro-North Railroad.

For FTA, Mr. Clare leads technical assistance efforts for such agencies that had significant compliance issues.

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## Attachment A: Resumes

# Wagner Associates

**Daniel W. Wagner**, Principal, Wagner Associates  
Engagement Role: Project Manager/Lead Reviewer

*Education:* Bachelor of Arts in Economics, The Catholic University of America, graduated summa cum laude and Phi Beta Kappa

*Summary:* Mr. Wagner, principal and founder of Wagner Associates, has over 40 years of experience in management and performance reviews, compliance reviews, and program evaluation. Since 1994, he has supported FTA's oversight programs. Since 2000, he has provided support to state departments of transportation in FTA compliance and the administration of FTA transit programs.

*Relevant Experience:*

## *State Departments of Transportation*

- Developed transit performance and compliance review programs and conducted onsite reviews for **West Virginia, Alaska, Arizona, Massachusetts, Missouri, Montana, New York, New Mexico, Oklahoma, South Carolina, Texas, and Vermont**.
- Provided program support, advice and technical assistance to **West Virginia, Alaska, Massachusetts, Missouri, Montana, New Mexico, North Carolina, and New York** in the administration of the Sections 5307, 5311, 5310, and/or 5339 programs.
- Prepared **West Virginia, Alaska, District of Columbia, Massachusetts, Missouri, Montana, New Mexico, and New York** for State Management Reviews.
- For **Vermont**, recommended strategies to better coordinate service delivery to reduce redundant service and leverage multiple transportation funding sources. Assisted two Section 5311 subrecipients in developing procedures for implementing the new coordinated service delivery model, including developing cost allocation plans that allow the providers to more easily bill programs for services. Led the effort to assist eight other Vermont transit providers in developing cost allocation plans.
- Conducted a management and compliance review of the **Rhode Island** Public Transit Authority's ADA transportation program and assisted in the evaluation and development of a training program for paratransit operators.

## *Federal Transit Administration*

- Conducts *State Management Reviews*. Serves as a lead reviewer and instructor for *State Management Reviews*. Works with FTA to develop the annual *State Management Review* contractor guide and workshop presentation. Conducts special projects. Served on the team that developed the original *State Management Review* program. Has supported the program since 1995. To date, has conducted over 50 *State Management Reviews*.

# Wagner Associates

- Conducts *Triennial Reviews*. Works with FTA to develop *Triennial Review* contractor guide and workshop presentation. Serves as a workshop instructor. Has supported the program since 1994 and has conducted over 100 *Triennial Reviews*, including reviews of some of FTA’s largest grantees—New York City Transit, Metropolitan Transportation Authority (New York), Los Angeles County Metropolitan Transportation Authority, Massachusetts Bay Transportation Authority, New Jersey Transit, Maryland Transit Administration, Central Puget Sound Regional Transit Authority (Sound Transit), Dallas Area Regional Transit (DART), Metropolitan Transit Authority of Harris County (Houston Metro), Bay Area Rapid Transit (BART), Regional Transportation District (RTD Denver), Metropolitan Transit System (San Diego), Utah Transit Authority (Salt Lake), Regional Transit Authority (New Orleans RTA), Pace Suburban Bus, and Commuter Rail Division of the Regional Transportation Authority (Metra).
- Conducted *ADA Complementary Paratransit Reviews*.
- Conducted *Drug and Alcohol Program Audits*.
- Conducted *ADA Key Station Reviews*.
- Conducted *Tribal Transit Assessments*.

## *Triennial Review Preparation*

Assists transit systems prepare for Triennial Reviews. In addition to assisting all West Virginia urban transit systems, he has assisted the City of Ashland, Kentucky; the City of Santa Fe, New Mexico; and the North Central Regional Transit District (New Mexico) prepare for their Triennial Reviews.

## *Training*

- Serves as an instructor at *State Management Review* and *Triennial Review* workshops.
- Developed and presented training programs in FTA requirements for subrecipients in **Alaska, Arizona, Maryland, Missouri, Montana, New Mexico, New York, North Carolina, Oklahoma, South Carolina, Texas, Vermont, and West Virginia**.
- Co-developed and co-presented training programs on Grant Management and the FTA Tribal Transit Program at the 2019 Southwest Transit Association conference.
- Developed and presented training programs in Budgeting for Rural Transit and the 5311 and Tribal Transit Programs at the 2018 New Mexico Transit conference.
- Co-developed and co-presented training programs in the FTA Tribal Transit Program, Asset Management, Procurement, and Americans with Disabilities Act (ADA) requirements at the 2016 Arizona Transit Association conference.
- Presented on conducting compliance reviews at a Transportation Research Board Rural Transit Conference.
- Co-developed the FTA *Tribal Transit Program* presentation and served as an instructor.

## *Publications*

Lead author on National Cooperative Highway Research Program Project 20-65 Task 75, “Use of In-kind Match for Federal Transit Administration Awards.”

# Wagner Associates

**John R. Clare**, Principal, Clare Consulting  
Engagement Role: Triennial Reviews, Procurement, DBE  
Project Management

*Education:* Master of Arts in Public Administration, State University of New York at Albany; Bachelor of Arts, Political Science, American University

*Summary:* Mr. Clare has over 45 years of experience in the public transit industry and project management. Before becoming a consultant, he provided project management oversight of several design and construction projects and held a number of senior management positions with the Central New York Regional Transportation Authority in Syracuse, New York.

*Relevant Experience:*

## *Federal Transit Administration*

- Serves as a lead reviewer and instructor for *State Management Reviews*
- Serves as a lead reviewer and instructor for *Triennial Reviews*
- Serves as a lead reviewer and instructor for *Procurement System Reviews*
- Serves as lead reviewer for *Disadvantaged Business Enterprise* and *Unified Certification Program* reviews
- Provides technical assistance for transit agencies with significant *Triennial Review* or *State Management Review* compliance issues

*West Virginia Department of Transportation* – Prepared the Mid-Ohio Valley Transit Authority, Ohio Valley Regional Transportation Authority, Eastern Panhandle Transit Authority, and the City of Weirton for Triennial Reviews. Provided technical support to the Eastern Panhandle Transit Authority with the management of FTA-funded construction projects, the development of a DBE program, grant management, and other tasks. Assisted Mid-Ohio Valley Transit Authority with the development of a DBE program.

*North Carolina Department of Transportation* – Provided support in the management of the FTA transit programs.

*Procurement Training* – Developed and provided training workshops on FTA procurement requirements for the Maryland Transit Authority and its subrecipients, Pace Suburban Bus, and Metro-North Railroad. Developed a model procurement manual for subrecipients in Alaska.

*Onondaga County, New York* – As a project management consultant, oversaw five major capital improvement projects. Prepared, selected and negotiated professional service contracts; reviewed bid documents; and oversaw design engineers and contractors to

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ensure projects were done in compliance with government regulations and in accordance with contract requirements.

*Central New York Regional Transportation Authority* – Held a number of senior management positions responsible for project development, project management, contract administration, procurement, proposal preparation, selection and negotiation of professional service contracts, capital planning and construction, grant preparation, grant administration, governmental relations and marketing. As the manager responsible for assuring compliance with FTA regulations, served as the point person responsible for FTA *Triennial Reviews*. At the invitation of FTA, moderated a training session on “Surviving a Triennial Review” at an FTA conference. Also at the request of FTA, managed a national bus purchase consortium and a statewide alternative fuels bus purchase consortium. Served as the project manager for multiple capital construction projects, including an Intermodal Transportation Center project. Developed, implemented and evaluated a wide range of innovative programs to improve the efficiency and effectiveness of transit operations, including demand responsive transportation systems, bus air conditioning effectiveness programs, a brake retarder demonstration, an automated bus diagnostic system, and a wheelchair lift life cycle cost project.

*Syracuse Metropolitan Transportation Council* – Metropolitan Planning Process. For over 25 years, served as a representative on the Syracuse Metropolitan Transportation Council, the metropolitan planning organization for the Syracuse metropolitan area. Served as chairman of the executive committee, first alternate for the policy committee, and a member of the planning committee, the capital projects subcommittee, and the transit subcommittee. Assisted the MPO during *Planning Certification Reviews* conducted by the FTA and the Federal Highway Administration.

### *Publications*

Lead author on National Cooperative Highway Research Program Project 20-65 Task 63, “Oversight of Facility Projects Guidebook.”

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**Ann Beauvais**, Principal, RAE Consultants, Inc.  
Engagement Role: Reviews

*Education:* Master of Public Administration, University of Colorado; Bachelor of Arts, English and Communications, Fort Lewis College

*Summary:* Ms. Beauvais, a principal with RAE Consultants, Inc., specializes in transit award administration, regulatory compliance, and transit vehicle procurement. She has over 13 years of experience in public transportation, including successfully managing the various requirements of federal transit award administration in state and local government environments. She serves as a senior project manager on numerous state and local transit award management projects, with an emphasis on assisting rural and medium-size transit agencies with federal regulatory compliance requirements.

*Relevant Experience:*

## *Award Administration and Compliance*

For the Arizona Department of Transportation, Ms. Beauvais conducted compliance reviews of Section 5311 and 5310 subrecipients. She developed award application processes and procedures for the Sections 5310, 5311, 5316, and 5317 programs, revised the State Management Plan, prepared the state for its 2012 and 2015 State Management Reviews, streamlined all aspects of award management practices, reconciled FTA awards, and altered award management processes to meet MAP-21 requirements.

She serves as a subject matter expert (SME) in Technical Capacity - Award Administration for FTA Triennial Reviews.

She assists Colorado Section 5311 and 5310 subrecipients develop FTA-compliant procedures.

For the Montana Department of Transportation, she developed a grantee Financial Management Guide for the FTA transit programs.

She prepared the Towns of Crested Butte and Winter Park, CO, and the City of Farmington, NM, for compliance reviews.

She served as the Section 5310 Program Manager for the Colorado Department of Transportation, overseeing and administering approximately \$1.5 million annually in awards to both urban and rural public and nonprofit agencies. She monitored Civil Rights compliance for all state-administered FTA award programs, with specific emphasis on Disadvantaged Business Enterprise (DBE) and Title VI. She assisted in the development of an online application process and corresponding grantee guidance that streamlined requirements for all four state-administered FTA formula award programs (5310, 5311, 5316, and 5317).

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## *Procurement*

Ms. Beauvais assists rural and medium size transit agencies in Colorado (10 to 100+ buses) conduct procurements for buses, equipment, and services. This assistance includes writing specifications and scopes of work, developing bid documents, overseeing the procurement process from advertising to award, and conducting price analyses.

She serves as the Colorado Mountain Purchasing Consortium (CMPC) program administrator conducting procurements and managing contracts for cutaway bus (seven vehicle classes) and large transit bus (29- to 40-foot) joint procurements. The CMPC comprises ten recipients in Colorado, Wyoming, and New Mexico which have joined together to purchase buses under a consortium model.

While at CDOT, she procured or oversaw procurement-related activities for all transit capital equipment. She conducted statewide FTA-funded transit vehicle procurements with an emphasis on light-duty, body-on-chassis buses, and accessible minivans, including developing specifications and bid documents, conducting procurement processes with the CDOT Purchasing Office, and inspecting vehicles both at plant and at delivery. She oversaw processes for all FTA-funded direct transit capital (vehicle, software, etc.) purchases made by local agencies in the Section 5311 program, including assisting with specification writing, proposal development, procurement process, and federal requirements.

## *Award Writing*

She has secured various operating and capital project awards via award writing services for Disability Services Inc., Mountain Express (Crested Butte), Town of Mt. Crested Butte, Gunnison Valley RTA, and Dolores County. She has secured funding under FTA programs 5304, 5310, 5311, and 5339; the State of Colorado FASTER program; and the FHWA Transportation Alternatives Program (TAP) program.

## *Training*

At the 2019 Southwest Transit Association conference, she co-developed and co-presented a five-hour training on Award Management and a two-hour training on understanding the FTA Tribal Transit Program.

At the 2016 Arizona Transit Association conference, she co-developed and co-presented training in the FTA Tribal Transit Program, Asset Management, Procurement, and Americans with Disabilities Act (ADA) requirements.

## *Board Membership and Recognition:*

Colorado Association of Transit Agencies, Transit Administration Team of the Year, Fall 2015

Colorado Association of Transit Agencies, Distinguished Service Award, Fall 2010

Disability Services Inc. Colorado Springs, Board Member; 2013-Present

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## Attachment B: References

**Compliance Monitoring Services, Alaska Department of Transportation and Public Facilities.** Mr. Wagner works with the state to develop and implement a comprehensive oversight program for recipients of FTA and State funds. He works with the State to: develop a compliance review package; conduct site visits; prepare reports; follow up with recipients on closing of deficiencies; conduct detailed program reviews in the areas of civil rights, financial management, and procurement; conduct workshops; provide technical assistance to the State and recipients; and prepare for FTA oversight reviews, including State Management Reviews. He worked with the State to develop a State Management Plan.

*Contact:*

Ms. Debbi Howard, Transit Coordinator  
Alaska Department of Transportation and Public Facilities  
907-465-2883

*Duration:* October 2011 – present

**Compliance Monitoring Services, New Mexico Department of Transportation.** Mr. Wagner provides support in meeting FTA requirements and conducts onsite reviews of Section 5310 and 5311 subrecipients. Annually, he updates the Section 5310 and 5311 questionnaires. He prepared the State for three State Management Reviews, assists in the development of the NMDOT Title VI plan, developed a Title VI plan template for Section 5310 and 5311 subrecipients, provided training to subrecipients in FTA requirements, and reviews procurement for compliance with FTA requirements.

*Contact:*

Ms. Deborah Bach, Transit and Grants Program Specialist  
Transit and Rail Division  
New Mexico Department of Transportation  
505-819-9112

*Duration:* October 2010 – present

**Assistance in Preparing for a Triennial Review, Weirton Transit Corporation.** Mr. Wagner is assisting Weirton Transit Corporation develop award management procedures, prepare award applications, develop policies and procedures, and prepare for its 2021 Triennial Review.

*Contact:*

Ms. Donna Gialluco, Manager  
Weirton Transit Corporation  
304-797-8579

*Duration:* Current

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## **Attachment C: Required Bid Forms**

Designated Contact and Certification and Signature

Addendum Acknowledgement Form

15.3 Contract Manager

Exhibit D: Certification of Restrictions on Lobbying

Disclosure of Interested Parties

Purchasing Affidavit

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Daniel W Wagner, Principal  
 (Name, Title)  
Daniel W Wagner, Principal  
 (Printed Name and Title)  
5528 24TH Street North, Arlington VA 22205  
 (Address)  
703-532-7629  
 (Phone Number) / (Fax Number)  
dan.wagner@comcast.net  
 (email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Wagner Associates  
 (Company)  
Daniel W Wagner Principal  
 (Authorized Signature) (Representative Name, Title)  
Daniel W Wagner, Principal  
 (Printed Name and Title of Authorized Representative)  
11/12/2020  
 (Date)  
703-532-7629  
 (Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

*None*

- Addendum No. 1
- Addendum No. 2
- Addendum No. 3
- Addendum No. 4
- Addendum No. 5

- Addendum No. 6
- Addendum No. 7
- Addendum No. 8
- Addendum No. 9
- Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

*Wagner Associates*

Company

*Daniel Wagner*

Authorized Signature

*11/12/2020*

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

REQUEST FOR QUOTATION  
Provide Oversight Monitoring Services and  
Conduct Reviews of Federal Transit Administration Grant Program Subrecipients

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**15.3 CONTRACT MANAGER:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its contract manager and his or her contact information below.

**Contract Manager:** Daniel W Wagner

**Telephone Number:** 703-532-7629

**Fax Number:** \_\_\_\_\_

**Email Address:** dan.wagner@comcast.net

REQUEST FOR QUOTATION  
Provide Oversight Monitoring Services and Conduct Review of  
Federal Transit Administration Grant Program Subrecipients

CERTIFICATION OF RESTRICTIONS ON LOBBYING

The undersigned (Vendor, Contractor) 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 (P.L. 104-65, to be codified at 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 Vendor, Wagner Associates, certifies or affirms the truthfulness

and accuracy of each statement of its certification and disclosure, if any. In addition, the Vendor understands and agrees that the provisions of 31 U.S.C. § 3801, et seq., apply to this certification and disclosure, if any.

Daniel W Wagner, Principal  
Signature and Title of Authorized Official

Date: 11/12/2020

# West Virginia Ethics Commission Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Wagner Associates Address: 5528 24TH ST N

Arlington VA 22205

Name of Authorized Agent: Daniel W Wagner Address: 5528 24TH ST N

Arlington VA 22205

Contract Number: \_\_\_\_\_ Contract Description: \_\_\_\_\_

Governmental agency awarding contract: \_\_\_\_\_

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

**1. Subcontractors or other entities performing work or service under the Contract**

Check here if none, otherwise list entity/individual names below.

John R. Clare dba Clare Consulting  
RAE Consultants, Inc.

**2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)**

Check here if none, otherwise list entity/individual names below.

**3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)**

Check here if none, otherwise list entity/individual names below.

Signature: Daniel W Wagner

Date Signed: 11/12/2020

### Notary Verification

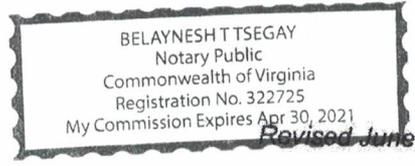
State of Virginia, County of Arlington:

I, Daniel W Wagner, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 12 day of November, 2020

Belaynesh Tsegay  
Notary Public's Signature

**To be completed by State Agency:**  
Date Received by State Agency: \_\_\_\_\_  
Date submitted to Ethics Commission: \_\_\_\_\_  
Governmental agency submitting Disclosure: \_\_\_\_\_



STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Wagner Associates  
Authorized Signature: Samuel W Wagner Date: 11/12/2020

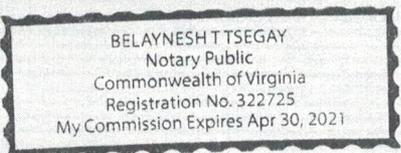
State of Virginia

County of Arlington, to-wit:

Taken, subscribed, and sworn to before me this 12 day of November, 2020

My Commission expires April 30, 2020, 20  .

**AFFIX SEAL HERE**



**NOTARY PUBLIC** Belaynesh T Tsegay