

***"Providing Direction"***

**136 Berkey Drive  
Suite 101  
Johnstown, PA 15904**

**Phone: (814) 262-7535**

**Fax: (814) 266-1782**

**Email:**

**Direction@lazaro-noel.com**

**Homepage:**

**www.lazaro-noel.com**

**It is the vision of  
Lazaro & Noel  
to "provide direction"  
based on  
five principles:**

**LEADING  
EMPOWERING  
DEVELOPING  
CREATING  
SERVING**

November 26, 2007

Department of Administration  
Purchasing Division  
Building 15  
2019 Washington Street, East  
Charleston, WV 25305-0131

Greetings:

Please accept the enclosed request for quotation (PTR 08006), Safety, Security and Emergency Procedures Plans. (Bid Form #1 – Cost Proposal and all required forms are contained in Attachment A.)

We have enclosed all information requested under Section 1.4 (Bid Proposal & Submission); however, as this is an RFQ, we have purposely kept information to a minimum. If it would become necessary to elaborate, we would welcome the opportunity to provide any additional information or materials necessary.

We have taken a team approach to this project. Michael R. Noel of Lazaro & Noel, LLC will be the lead and interface with all Section 5311 or any other Federal Transit Administration recipients designated by the West Virginia Division of Public Transit in the development and implementation of a Safety, Security and Emergency Procedures Plan (SSEPP), including technical assistance and training.

He will be assisted by Patti Swartz of Lazaro & Noel LLC, who will provide technical assistance, administrative support and be the single point of contact for coordinating information with all systems involved in the project.

Lazaro & Noel has significant experience, management and technical qualifications to carry out this important project. This includes assisting in the development of the West Virginia SPIDER Handbook, Development of the SSEPP template included in the SPIDER, extensive training on the development and implementation of SSEPP models and most importantly, providing direct and successful implementation of SSEPP models at comparable systems in other states.

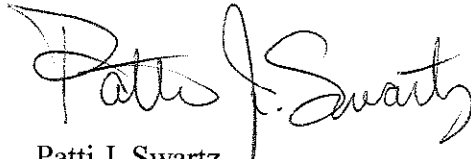
Lazaro & Noel has teamed with Clear View Strategies, a professional transit consulting firm to assist with this project. Clear View personnel are operation, communication and information technology experts, who will assist with SSEPP model review, coordination of regional meetings with local systems, and final SSEPP model development with local systems. Laurie Andrews has significant experience with safety, as it

relates to transit operations and coordinating with local emergency management. Lynn Colosi, Margaret Parone, and Anthony Hickton (Clear View Strategies LLC) will provide support as needed with SSEPP develop, coordination of regional emergency management and final product development. Clear View Strategies has significant experience coordinating with local emergency management officials and are experts at logistics and final product development.

It is our opinion that since eleven plans will be developed and implemented somewhat simultaneously, it would, at times, require the assistance of a team to handle the complicated logistic of this project. The other advantage is that this team has worked extensively with all West Virginia transit systems and could interface well within the wide-ranging management structures at these systems.

As this letter contains important information, please consider it as a permanent part of this RFQ response.

Thank you,

A handwritten signature in cursive script, reading "Patti J. Swartz". The signature is written in dark ink and is positioned above the printed name and title.

Patti J. Swartz  
Principal

Enclosures



State of West Virginia  
Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER

PTR08006

PAGE

8

ADDRESS CORRESPONDENCE TO ATTENTION OF:

CHUCK BOWMAN  
304-558-2157

\*605092041 814-262-7535

LAZARO & NOEL LLC  
136 BERKEY DRIVE

JOHNSTOWN PA 15904

DIVISION OF PUBLIC TRANSIT

BUILDING 5, ROOM 830  
1900 KANAWHA BOULEVARD, EAST  
CHARLESTON, WV  
25305-0432 304-558-0428

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
11/05/2007				

BID OPENING DATE: 11/29/2007

BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	SEALED BID					
	BUYER:			CB-23		
	RFQ. NO.:			PTR08006		
	BID OPENING DATE:			11/29/2007		
	BID OPENING TIME:			1:30 PM		
	PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:					
	----- 814-266-1782 -----					
	CONTACT PERSON (PLEASE PRINT CLEARLY):					
	----- PATTI J. SWARTZ -----					
	***** THIS IS THE END OF RFQ PTR08006 ***** TOTAL:					

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Patti J. Swartz</i>	814-262-7535	11/27/07
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Principal	25-1828463	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

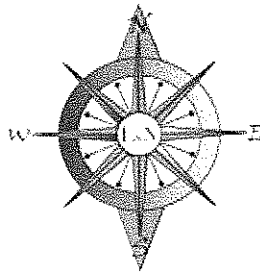
# **Request for Quotation**

## **Safety, Security and Emergency Procedures Plans**

### **SSEPP**

**RFQ Number: PTR 08006**

**For West Virginia Division of Public Transit**



**By**

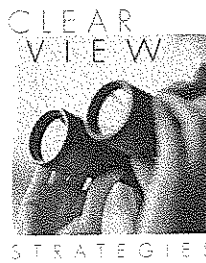
**Lazaro & Noel LLC**

136 Berkey Drive, Suite 101

Johnstown, PA 15904

814-262-7535

[direction@lazaro-noel.com](mailto:direction@lazaro-noel.com)



Ideas That Move People

**Teaming with**

**Clear View Strategies LLC**

158 48<sup>th</sup> Street

Pittsburgh, PA 15201

412-683-3585

## **Project Overview**

The Lazaro & Noel / Clear View Strategies Team has extensive experience consistent with this Request for Quotation (PTR 08006), Safety, Security and Emergency Procedures Plans. This has included the development of the SSEPP template for West Virginia's SPIDER Handbook, the development and implementation of SSEPP models at local transit systems and extensive training on FTA related safety and security issues. We believe that our team provides the best experience, management, and technical qualifications necessary to carry out this important contract.

What follows is our response to Section 1.4 (Bid Proposal and Submissions) of the RFQ.

### **a. Experience, Management, Technical Qualifications**

#### ***Michael R. Noel, Lazaro & Noel LLC***

- 19 years direct transit operations
- 7 years transit training manager
- 9 years transit training / consulting

#### ***Highlights related to this project:***

- Development of the TransitSCORE, Transit Operator Training Program
- Development, as part of a team, of the West Virginia SPIDER Handbook
- Development, as part of a team, of the SSEPP model contained in the West Virginia SPIDER Handbook
- Training of all Maryland 5311 projects on SSEPP development
- Hands-on training of thousands of bus and paratransit operators in emergency procedures, including evacuation
- National Transit Institute (NTI) safety and security instructor
- Developed the Community Transportation Association of America (CTAA) Safety, Training and Security Review project (training and on-site reviewer)
- On-site Safety, Training and Security audits in Maine, Pennsylvania and Maryland 5311 projects

#### ***Patti J. Swartz, Lazaro & Noel LLC***

- 9 years management and developing transit consulting materials

#### ***Highlights related to this project:***

- NIMS certified
- Development, as part of team, of the National RTAP STARTS Driver Safety model
- Instructor with PennTRAIN supervisor training program
- Development of SSEPP models for Cumberland County, Maryland and Hazleton, Pennsylvania

- On-site Safety, Training and Security audits in Pennsylvania and Maryland 5311 projects

***Laurie Andrews, Clear View Strategies LLC***

- 24 years direct transit operations
- 5 years as Assistant and Chief Operating Officer
- 3 years transit consulting

***Highlights related to this project:***

- Post 9/11 development of safety and security procedures for Port Authority of Allegheny County
- Development, as member of Operations Safety Review Committee, operator and maintenance training and awareness programs to attain compliance with local, state and federal safety and security policies
- Established, as member of Operations Safety Review Committee, the public transit agency's role in emergency response planning and procedures in coordination with County Emergency Management staff

***Margaret Parone, Lynn Colosi, Anthony Hickton***, Clear View Strategies LLC, will provide needed assistance with local systems on SSEPP development, coordinating regional emergency management meetings, local training or other duties, which may become necessary as a result of this proposal.

The team also has extensive experience with FTA related safety projects, including:

***Safety Training and Security Reviews:***

Penquis CAP – The Lynx  
262 Harlow Street  
PO Box 1162  
Bangor, Maine 04402-1162  
Marcia Larkin, Transportation Director  
207-973-3691  
mlarkin@penquiscap.org

Amtran  
3301 Fifth Avenue  
Altoona, PA 16602  
Eric Wolf, General Manager  
814-944-4074  
Email: ericwolf@amtran.org

***Safety and Security Training***

PennTRAIN / Pennsylvania Public Transportation Association  
Martha Knarr Pierce, Executive Director  
Pennsylvania Public Transportation Association (PPTA)  
600 North Third Street, Fourth Floor  
Harrisburg, PA 17101-1113  
717-234-7211  
mpierce@ppta.net / www.ppta.net

NorthEast Passenger Transportation Association  
Carol A. Tally  
PO Box 438  
Foxboro, MA 02035  
Phone: 508-698-0331  
membership@nepta.org

***Development / Implementation of SSEPP model:***

Allegany County Transit  
James Stafford, Transit Chief  
1000 Lafayette Avenue  
Cumberland, MD 21502  
301-722-6360  
Fax: 301-722-0326  
jstafford@allconet.org

Hazleton Public Transit  
Robert Fiume, Director of Transportation  
40 N. Church Street  
Hazleton, PA 18201  
570-459-5414  
Fax: 570-459-4924  
dpshpt@hazletoncity.org

***State DOT Safety / Security Training***

Maryland Transit Administration  
Leonard Howard  
6 Saint Paul Street  
Baltimore, MD 21202  
410-767-0029  
lhoward@mtamaryland.com

Virginia Department of Rail and Public Transportation  
Darrel Feasel  
1313 East Main Street  
Suite 300  
Richmond, VA 23219  
804-786-8089  
darrel.feasel.drpt.virginia.gov

The team has the necessary technical qualifications to carry out this project, including:

- Reviewing SSEPP drafts from West Virginia 5311 systems or other transit systems designated by the DPT
- Provide both telephone and on-site technical assistance to West Virginia 5311 systems or other transit systems designated by the DPT
- Conduct an independent Threat and Vulnerability Assessment to West Virginia 5311 systems or other transit systems designated by the DPT
- Conduct up to 4 regional meetings with transit systems and emergency management personnel
- Conduct up to 11 on-site Safety, Security and Emergency Preparedness Training Workshops for West Virginia 5311 systems or other transit systems designated by the DPT
- Provide "800" telephone access and email access to all participants
- Provide month progress reports to the DPT
- Assist the DPT in preparing for safety and security reviews to meet FTA requirements
- To work closely with local systems to develop final SSEPP models including signed agreements with local emergency responders, call-down lists and safety and security protocols, including updates
- To work closely with the DPT to meet all appropriate time frames established in the instructions requested in this RFQ

#### **b. Required Forms**

All required forms are contained in Attachment A.

#### **c. Bid Form #1**

Bid Form #1 is contained in Attachment A.



#### **d. Similar or Related Projects**

The following two related projects with references were the development implementation of a customized SSEPP Model:

Allegany County Transit  
James Stafford, Transit Chief  
1000 Lafayette Avenue  
Cumberland, MD 21502  
301-722-6360  
jstafford@alconet.org

Hazleton Public Transit  
Robert Fiume, Director of Transportation  
40 N. Church Street  
Hazleton, PA 18201  
570-459-5414  
dpshpt@hazletoncity.org

#### **e. Project Personnel**

Michael R. Noel, Principal, Lazaro & Noel LLC

Patti J. Swartz, Principal, Lazaro & Noel LLC

Laurie Andrews, Principal, Clear View Strategies LLC

Margaret Parone, Principal, Clear View Strategies LLC

Lynn Colosi, Principal, Clear View Strategies LLC

Anthony Hickton, Clear View Strategies LLC

Additional information about project personnel is contained in section a. Experience, Management, Technical Qualifications and Attachment B, Biographies.

## f. Levels of Effort

All involved with this project will prioritize the work. We have specifically taken a team approach to ensure that all work with systems in development of individual SSEPPs will continuously be encouraged. Ms. Swartz's availability for technical assistance will be constant throughout the normal workweek.

Professionals	Areas of Expertise	Levels of Effort
Michael R. Noel Lazaro & Noel	Project lead, on-site technical assistance, training, regional meetings	40%
Patti J. Swartz Lazaro & Noel	Project management and support, technical assistance and SSEPP assessment	40%
Laurie Andrews Clear View Strategies	Support, SSEPP assessment, technical assistance and implementation	30%
Lynn Colosi Clear View Strategies	Local and multi agency coordination and technical assistance	10%
Margaret Parone Clear View Strategies	Coordination, training and meeting assistance	10%
Anthony Hickton Clear View Strategies	General project assistance	10%

## g. Project Time Line

	12/07	1/08	2/08	3/08	4/08	5/08	6/08	7/08	8/08	9/08	10/08	11/08	12/08	1/09
Project Awarded	✕													
System SSEPP Development, Review, Tech Assist		✕	✕	✕	✕	✕	✕							
System Site Visits, Tech Assist, Meetings, MOU w/ EMR								✕	✕	✕				
Regional Meetings w/ EMR											✕	✕	✕	
On-site Training Workshops											✕	✕	✕	
Continued Tech Assist / Training, if necessary														✕
SSEPP Updates, if necessary														✕

## h. Description of Bidders Work Plan

The work plan has been somewhat detailed in both the cover letter and Section A (Experience, Management, Technical Qualifications)

The following are the steps the bidder will take to complete this project.

- Contact all 5311 systems to assess where they are in the SSEPP development process
- Conduct on-site Threat and Vulnerability Assessment, if not already completed
- Develop Top 10 Vulnerabilities and customized protocols, if not already completed.

- Provide telephone and if necessary, on-site technical assistance as the systems develop their SSEPPs.
- Review draft SSEPPs developed by each system
- Provide technical assistance, including coordinating meetings with local emergency management to develop agreements, (MOUs)
- Coordinate regional meetings with emergency responders to explain and clarify transit's role in emergency response
- Provide site-specific training to system employees including emergency procedures, BOLO training, evacuation, etc.
- Complete monthly reports to DPT
- Provide, as needed, final system SSEPPs
- Continue to up date, as determined necessary.

#### **i. Equal Employment Opportunity**

Both Lazaro & Noel and Clear View Strategies meet all requirements associated with Equal Employment Opportunity.

#### **j. Disadvantage Business Enterprise (DBE)**

Clear View Strategies LLC is a certified West Virginia DBE

#### **Conclusion:**

It is our belief that Lazaro & Noel and Clear View Strategies have the real world expertise, experience and resources necessary to assist the West Virginia Division of Public Transit on this most important work. Well-constructed SSEPPs will result in safer local systems, better trained operators, improved security awareness and most importantly, a workable relationship with local emergency management that could save lives.

Thank you for the opportunity to respond.

# ATTACHMENT A

- Bid Form #1  
(Cost Proposal)
- Bid Form #2  
(Certificate of Restrictions on Lobbying)
- Bid Form #3  
(Debarment, Suspension and Other Responsibility Matters)
- Bid Form #4  
(Comptroller General's Consolidated List)
- Bid Form #5  
(Vendor's Certification of Understanding and Acceptance)
- Bid Form #6  
(Addendum Acknowledgment)
- Employment History Disclosure Statement
- Purchasing Affidavit

RFQ# PTR08006

BID FORM #1

Cost Proposal


For all work tasks as outlined in the proposal

Base Price: \$ 109.60 per hour

Vendor Name: LAZARO & NOEL, LLC.

Vendor Address: 136 BERKEY DRIVE - SUITE 101  
JOHNSTOWN, PA. 15904

Date: NOVEMBER 26, 2007

Signature: 

**BID FORM #2**  
**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 sub-awards 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, LAZARO + NORI, LLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Date 11/26/07 \_\_\_\_\_  
Principal \_\_\_\_\_  
Authorized Signature Patricia J. Swartz  
Title \_\_\_\_\_

**BID FORM #3**

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

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential contractor for a major third party contract),

LAZARO & NOEL, LLC. (COMPANY NAME) 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 had 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 statement, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government 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 or default.

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

THE PRIMARY PARTICIPANT (APPLICANT FOR AN FTA GRANT OR COOPERATIVE AGREEMENT, OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT),

PATTI J. SWARTZ, 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. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

  
Signature and Title of Authorized Official

BID FORM #4

LAZARO + NOEL, LLC. hereby certifies that it ☐ IS or ☒ IS NOT  
(check the appropriate box) included on the U.S. Comptroller General's Consolidated List of  
Persons or Firms Currently Debarred for violations of Various Public Contracts Incorporating  
Labor Standards Provisions.

NOVEMBER 26, 2007  
Date  
[Signature]  
Authorized Signature  
Principal  
Title  
LAZARO + NOEL, LLC.  
Company Name



**BID FORM #5**  
**VENDOR'S CERIFICATION OF UNDERSTAING AND ACCEPTANCE**

The Contractor hereby certifies that all Technical Specifications and Contract Terms and Conditions have been carefully reviewed, are fully understood and shall be adhered to in the performance and completion of any contract resulting from this bid.

Date NOVEMBER 26, 2007  
Authorized Signature [Signature]  
Title Principal  
LAZARO + NOEL, LLC.  
Company Name

**BID FORM #6**  
**ADDENDUM ACKNOWLEDGMENT**

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum No.'s

No. 1 \_\_\_\_\_

No. 2 \_\_\_\_\_

No. 3 \_\_\_\_\_

No. 4 \_\_\_\_\_

No. 5 \_\_\_\_\_

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

☒ If no addendums are issued, please check this box and sign this form.

*Patricia J. Swartz*  
Signature

LAZARO + NORL, LLC.  
Company

NOVEMBER, 26, 2007  
Date

036



State of West Virginia  
Department of Administration  
Purchasing Division

## EMPLOYMENT HISTORY DISCLOSURE STATEMENT

Vendor shall identify any other work, similar or otherwise currently being performed for any agency, institution, educational facility, city, county, municipality or political subdivision of the State of West Virginia. The State of West Virginia is concerned that current work could logically prevent the vendor from responsibly completing the referenced contract.

The state of West Virginia reserves the sole and exclusive right to reject the bid of any vendor when the state believes any current work could logically prevent the vendor from successfully completing the bid/contract in question. Failure to provide or disclose the required information listed shall be grounds for immediate disqualification/cancellation of the contract.

Below, the vendor shall provide the agency name, effective dates, value, general description and time required to fulfill the duties of each contract.

Agency Name	Effective Dates	Value	General Description	Time Required Per Week
WEST VIRGINIA DIVISION OF PUBLIC TRANSIT PTR 50003	MAY 2005 MAY 31, 2007	\$177,574.65	INVOICED TO DATE SCHEDULE ANALYSIS PERFORMANCE AUDITS IMPLEMENT RECOMMENDATIONS WV 5311 SYSTEMS	(10 hours)
WEST VIRGINIA DIVISION OF PUBLIC TRANSIT PTR 06026	MARCH 2006 MARCH 2008	\$35,221.80	INVOICED TO DATE ASSIST DEVELOP NEW 5311 SYSTEM - COUNTRY ROADS	(1 Hour)

☐ Check here if additional sheets are attached

I certify that the statements made above are true and accurate.

PATTI J. SWARTZ

Printed Name

NOVEMBER 26, 2007

Date

*Patti J. Swartz*  
Signature

STATE OF WEST VIRGINIA  
Purchasing Division**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** 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 the debt owed is an amount greater than one thousand dollars in the aggregate

**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.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "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.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this 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.

**LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: LAZARO & NOEL, LLC.

Authorized Signature: [Signature] Date: NOVEMBER 26, 2007

# ATTACHMENT B

## BIOGRAPHIES

- Michael R. Noel
- Patti J. Swartz
- Laurie Andrews
- Margaret Parone
- Lynn Colosi
- Anthony Hickton

**Michael R. Noel**  
**Lazaro & Noel LLC**  
**136 Berkey Drive**  
**Suite 101**  
**Johnstown, PA 15904**

**Phone: 814-262-7535**  
**Fax: 814-266-1782**  
**direction@lazaro-noel.com**

## **EDUCATION**

Penn State University Graduate

## **EXPERIENCE**

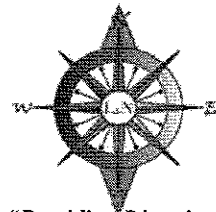
Lazaro & Noel LLC, Johnstown, PA  
1998 – present  
*Principal*  
Trainer / Consultant / SSEPP Review &  
Development / Policies & Procedures  
Review & Development /

PennTRAIN  
1993-1999  
*Manager / Trainer*  
Training Development / Policy  
Development / Coordination

Cambria County Transit Authority  
1980-1993  
*Assistant Manager / Manager / Rural  
Division*  
Coordination / Operations / Labor  
Relations / Policy Development

Cambria County Child Development  
Center  
1974-1977  
*Transportation Coordinator*

## **Lazaro & Noel LLC**



*"Providing Direction"*

Michael R. Noel, a Principal of Lazaro & Noel LLC, served 16 years in management at Pennsylvania urban, rural and school-based transportation systems, dealing with all aspects of operations and safety. For 14 years, he has managed the Pennsylvania Transportation Resource and Information Network (PennTRAIN), a project of the Pennsylvania Transportation Institute at Penn State and PennDOT. An independent consultant for the last 9 years, Michael provides leadership, organizational development services, training, and safety and security consulting throughout the nation. Michael is nationally recognized in the areas of safety, security, risk management, leadership and organizational development. He is an instructor for Community Transportation Association of America, the National Transportation Institute, and PennTRAIN, where he has developed numerous programs. He was a lead developer of the award-winning PennSCORE, now TransitSCORE, driver training program. He has served as a member of the National Rural Transportation Assistance Programs' Advisory Committee, various committees of the American Public Transportation Association, his local transit system Board, and is a founding member of the Community Transportation Association of America.

### **PROJECT EXPERIENCE** **PennSCORE/TransitSCORE**

1999-present – Developer and trainer for the award-winning PennSCORE driver training program

### **National RTAP STARTS Driver Safety Model**

2007-present – Developed, as a team member, portions of the National RTAP manual still under revision for national distribution in 2008.

### **National Transit Institute**

2006-present – As adjunct instructor, trains on NTI's Safety and Security programs.

### **Hazleton Public Transit SSEPP Development**

2006-2007 – Conducted on-site assessments of Hazleton Public Transit's contractors and Threat & Vulnerability review. Documented and developed recommendations for improvements, hazard protocols, and finalized SSEPP document.

### **Allegany County Transit**

2005-2006 – Conducted on-site assessments of Allegany County Transit and Threat & Vulnerability review. Documented and developed recommendations for improvements, hazard protocols, and finalized SSEPP document.

### **Maryland Transit Administration**

2004-2006 – Provided comprehensive assessment, recommendations and training to Maryland's 5311 agencies for efficiency and improvement through the directive of the Secretary of Transportation.

### **WV DPT Spider Revision and Training**

2006-As a team member, revised portions of the SPIDER Safety and Security Manual and SSEPP template and presented the material to WV transportation systems.

**Patti J. Swartz**  
Lazaro & Noel LLC  
136 Berkey Drive  
Suite 101  
Johnstown, PA 15904

Phone: 814-262-7535  
Fax: 814-266-1782  
direction@lazaro-noel.com

#### **EDUCATION**

University of Pittsburgh  
B.S., Secondary Education; Mathematics,  
cum laude

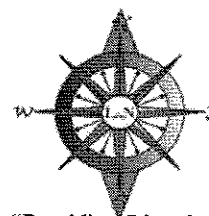
#### **EXPERIENCE**

Lazaro & Noel LLC, Johnstown, PA  
1998 – present  
*Principal, Manager*  
SSEPP Review & Development / Policies  
& Procedures Review & Development /  
Training Development / Computer  
Specialist, Graphics & Web Design

Cambria County Community Action, Inc,  
Johnstown, PA  
1990-1999  
*Resource Specialist / Counselor*

Educator  
1988- 1999  
Adult Educator / High School Educator /  
Tutor

## **Lazaro & Noel LLC**



*"Providing Direction"*

Patti J. Swartz is a Principal of Lazaro & Noel LLC, which provides training and organizational development services. Ms. Swartz has been coordinating the services of Lazaro & Noel LLC since 1998. She is NIMS certified and provides Safety, Security and Emergency Preparedness Plan auditing and development, incognito customer service assessments, drug and alcohol procedures, standard operating procedures and policy assessments, as well as training and material development.

Ms. Swartz is familiar with the Federal Transit Administration's rules and regulations, as well as ADA regulations and assessment.

#### **PROJECT EXPERIENCE**

##### **Hazleton Public Transit SSEPP Development**

2006-2007 – Conducted on-site assessments of Hazleton Public Transit's contractors and Threat & Vulnerability review. Documented and developed recommendations for improvements, hazard protocols, and finalized SSEPP document.

##### **National RTAP STARTS Driver Safety Model**

2007-present – Developed, as a team member, portions of the National RTAP manual still under revision for national distribution in 2008.

##### **Allegany County Transit**

2005-2006 – Conducted on-site assessments of Allegany County Transit and Threat & Vulnerability review. Documented and developed recommendations for improvements, hazard protocols, and finalized SSEPP document.

##### **WV DPT Technical Assistance**

2005-2007 – Provided technical assistance concerning SSEPP development to several 5311 transit agencies following the presentation of revised SPIDER manual.

##### **Maryland Transit Administration**

2003-2005 – Provided technical assistance concerning SSEPP development to several Maryland transit agencies.

##### **Maryland Transit Administration**

2005 – Provided all logistics for an MDOT / MTA 3-day conference for all 5311 Maryland transit agencies (approximately 75 attendees) through the directive of the Secretary of Transportation.



Laurie Andrews, President

## EDUCATION

Clarion University of Pennsylvania  
BS Business/Economics

## AFFILIATIONS

American Public  
Transportation Association

Community Transportation  
Association of America

Pennsylvania Public  
Transportation Association

## PREVIOUS EXPERIENCE

Port Authority of Allegheny County  
1979-2003  
Transit Operations/Systems  
Implementation/Labor Negotiations

Clear View Strategies is certified  
DBE/WBE in Connecticut, Georgia,  
North Carolina, Pennsylvania, Texas  
and West Virginia

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landrews@clearviewstrategies.com

## SUMMARY

Laurie has over 27 years experience in public transportation operations and planning including a 24 year career at Port Authority of Allegheny County culminating as Chief Operations Officer. Her areas of expertise include scheduling, service planning, systems implementation, business process review and labor negotiations. Laurie's extensive experience as a practitioner in public transit enable her to provide clients with practical solutions and implementable strategies.

## PROJECT EXPERIENCE

### VTA ORGANIZATIONAL REVIEW

August 2006 to March 2007, Valley Transportation Authority, San Jose, CA  
As subcontractor to Karen Antion Consulting and The Hay Group, conduct review of Operations division and paratransit, service planning, contracted services and attendance programs. Document current conditions and provide analysis and recommendations for improvement.

### VTA ORGANIZATION TRANSFORMATION IMPLEMENTATION

May 2007 to Present, Valley Transportation Authority, San Jose CA  
As subcontractor to Karen Antion Consulting, provide guidance and assistance to VTA senior management staff through the implementation of the recommendations provided in the Organizational Review. Work with Chief Operating Officer to reorganize division and develop budgets, goals and objectives. Assist with labor negotiation strategies in support of transformation plan, review paratransit operations and other contracted services and develop strategy for materials management functions.

### TECHNOLOGY PLANNING, CONSULTING & PROJECT MANAGEMENT

June 2006 to May 2011, Altona Metro Transit (AMTRAN)  
Project manager for multi-year project, leading the effort to perform a needs analysis, business process review and develop strategic plan for technology upgrades, implementation and integration. Develop and implement process changes for cash handling, payroll processing and maintenance inventory.

### MARKETING AND PROFESSIONAL SERVICES

May 2007 to December 2007, Greensboro Transit Authority  
Provide various consulting services to improve operations and image of the transit authority including; reviewing and revising paratransit policies and processes; reviewing of data collection and reporting; analyzing paratransit fare structure; and assisting in development of new service initiatives.

### OAKLAND TRANSPORTATION STUDY-PHASE I & PHASE II

April 2005 to December 2005 May 2006 to Present  
Allegheny Conference on Community Development  
As sub-consultant to Trans Associates, analyze multi-modal transit options for Oakland corridor, third largest traffic generator in Pennsylvania, develop service plans and project capital and operating costs. Phase II, a continuation of work from Phase I includes in depth ridership projections and more detailed cost models.

### HAZLETON PUBLIC TRANSIT-ROUTE RESTRUCTURING

July 2005 to June 2006, City of Hazleton, Pennsylvania  
Conducted analysis and developed new routings and schedules based on new community development and travel patterns. Improved service and accessibility resulting in annual operating cost savings of \$200K.





Success First. Money Second.

## **EDUCATION**

Slippery Rock University of  
Pennsylvania, BA, Communications

Graduate Studies, Communications,  
Penn State University

## **AFFILIATIONS**

American Public  
Transportation Association

Pennsylvania Public  
Transportation Association

Community Transportation  
Association of America

T. Howard Foundation Board of  
Directors, 1993-2002

## **PREVIOUS EXPERIENCE**

Satellite Broadcasting and  
Communications Association,  
1985 -2002

Led communications, marketing,  
media relations and event planning  
departments

Clear View Strategies is certified  
DBE/WBE in Connecticut, Georgia,  
North Carolina, Ohio, Pennsylvania,  
Texas and West Virginia

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Cell: 724-462-4001  
Fax: 412-325-8686

[mparone@clearviewstrategies.com](mailto:mparone@clearviewstrategies.com)

## **SUMMARY**

Ms. Parone is a communications executive with 20+ years of experience and expertise in marketing, media and event management, including a strong history of financial, personnel and project management. She spent 17 years with a telecommunications public policy group in Washington, DC and led the organization's marketing and communications activities.

## **PROJECT EXPERIENCE**

### **VTA ORGANIZATIONAL REVIEW**

August 2006 to March 2007, Valley Transportation Authority, San Jose, CA  
As sub-consultant to Karen Antion Consulting, responsible for conducting an organizational and functional review and assessment of the Marketing & Public Affairs Division along with specific analysis of Media Relations and Customer Service.

### **VTA ORGANIZATIONAL TRANSFORMATION IMPLEMENTATION**

May 2007 to Present, Valley Transportation Authority, San Jose CA  
As sub-consultant to Karen Antion Consulting, provide guidance and assistance to VTA senior management staff through the implementation of the recommendations from the organizational review. Assist in the development of an External Affairs group, develop job description and requirements for Chief level position and assist throughout selection process. Work with VTA senior marketing staff to reorganize staff and functions to better coordinate with agency mission and goals.

### **MARKETING SERVICES**

May 2006 to June 2009, Greensboro Transit Authority  
Project manager charged with leading the development of marketing, advertising and communications plan for HEAT—Higher Education Area Transit. This three year CMAQ demonstration project is providing coordinated transit service to 7 colleges and universities within the City of Greensboro and Guilford County, NC. Other work associated with this project includes developing paratransit public policy, transportation advocacy and a choice rider marketing program.

### **MARKETING PROGRAM DEVELOPMENT**

May 2006 - Present, West Virginia Department of Transportation  
As a subconsultant to Lazaro & Noel, LLC, developing marketing campaigns including customer information materials and media relations strategies for rural and small transit systems throughout West Virginia.

### **MARKETING MATTERS**

November 2006, West Virginia Department of Transportation  
Developed and delivered a 1/2 day marketing workshop for transit professionals sponsored by the West Virginia Department of Transportation, Public Transit Division, which covered agency's marketing needs, strategies and implementation of ridership campaigns.



Empowering People

## **EDUCATION**

St. Francis University  
MA Industrial Relations

Duquesne University  
BA Journalism/Communications

## **AFFILIATIONS**

American Public  
Transportation Association

Community Transportation  
Association of America

Economic Development Resource  
Panel, Allegheny County

Pennsylvania Public  
Transportation Association

West Virginia Public Transportation  
Association

## **PREVIOUS EXPERIENCE**

URS Corporation 2003-2004  
Business Development Director

Port Authority of Allegheny County  
1989-2003  
Business Development/Marketing/  
Operations

Clear View Strategies is certified  
DBE/WBE in Connecticut, Georgia,  
North Carolina, Ohio, Pennsylvania,  
Texas and West Virginia

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lcolosi@clearviewstrategies.com

## **SUMMARY**

Lynn's credentials in the field of public transportation include: all aspects of transit planning like route analysis, fare system assessments and park and ride program development; customer service programs and policies; joint development including Transit Oriented Development (TOD), Transit Revitalization Investment District (TRID) planning and intergovernmental coordination. Her 20+ years in the business have augmented her skills as an effectual facilitator whose strengths include managing projects, building relationships and implementing revenue generating opportunities.

## **PROJECT EXPERIENCE**

### **SYSTEM RE-ENGINEERING & OPTIMIZATION STUDY**

September 2007 to March 2009, MARTA, Atlanta, Georgia

As a subconsultant to HDR, responsible for comprehensive review and assessment of MARTA's existing Customer Service Program including customer service model, customer information materials, sales and promotional programs, system map and rail station amenities and public address system.

### **GREENSBURG TRID PLANNING PROJECT**

August 2007 to February 2008, City of Greensburg, Greensburg, PA

As a subconsultant to Mackin Engineering, assessing transit service and facility infrastructure, developing new service initiatives, integrating transit with new land use opportunities, coordinating multiple agency efforts and intergovernmental cooperation.

### **EASTSIDE TRANSIT ORIENTED DEVELOPMENT**

August 2004 to Present, The Mosites Company, Pittsburgh, PA

Integrating transit with land use, coordinating inter-governmental agency efforts, obtaining alternative funding sources for a \$90 million, mixed-use, 12.8 acre development project adjacent to a major busway transfer facility in East Liberty, PA.

### **VTA ORGANIZATIONAL REVIEW**

August 2006 to Present, Valley Transportation Authority, San Jose, CA

As subconsultant to Karen Antion Consulting and The Hay Group, conducting review of Development and Congestion Management division and Joint Development program. Documenting current conditions, providing analysis and implementing recommendations for improvement.

### **ROCHESTER TRID PLANNING PROJECT**

August 2006 to September 2007, Rochester Borough, Rochester, PA

Conducting the Commonwealth's first-ever TRID planning study. Overseeing the planning of a transit oriented development including public outreach, a market study, transportation analyses, environmental assessment, financial planning and training.

### **AMTRAN JOINT DEVELOPMENT**

July 2006 to Present, AMTRAN, Altoona, PA

Administering planning activities for joint development project that includes AMTRAN's new bus storage and training facility, and a privately developed site that will generate non-traditional revenues for the transit agency. Coordinating multiple agency efforts including local planning and community development agencies, and the Federal FTA.



Ideas That Move People

## EDUCATION

Dale Carnegie Sales Training

Robert Morris University — Business Courses

## AFFILIATIONS

American Public Transportation Association

Community Transportation Association of America

Pittsburgh Advertising Federation

Pennsylvania Public Transportation Association

## PREVIOUS EXPERIENCE

Port Authority of Allegheny County  
1983-2007

Sales / Marketing / Treasury  
Operations / Labor Relations

## WBE/DBE STATUS

Clear View Strategies is a certified DBE/WBE in Connecticut, Georgia, North Carolina, Ohio, Pennsylvania, Texas and West Virginia

## COMPANY INFORMATION

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ahickton@clearviewstrategies.com

## SUMMARY

Anthony's credentials in the field of public transportation include all aspects of: customer relations; marketing; advertising; sales; and multi-agency coordination. He is particularly effective at building successful programs and generating new revenue opportunities. He has an entrepreneurial spirit and a tireless energy to succeed. Anthony's 25 years in the public transportation industry have enhanced his skills as an effective manager whose strengths include solving problems, building relationships and accomplishing goals.

## PROJECT EXPERIENCE

### SYSTEM RE-ENGINEERING & OPTIMIZATION STUDY

September 2007 to March 2009, MARTA, Atlanta, Georgia

As a subconsultant to HDR, responsible for comprehensive review and assessment of MARTA's existing Customer Service Program including customer service model, customer information materials, sales and promotional programs, system map and rail station amenities and public address system.

### MARKETING SERVICES

May 2007 to December 2007, Greensboro Transit Authority, Greensboro, North Carolina

Assessing customer training program, policies and practices, developing and delivering customer service training program and enhancing Low English Proficiency program.

### SYSTEMS ANALYSES

March 2007 to May 2008, WV Department of Transportation, Charleston, West Virginia

As a subconsultant to Lazaro & Noel, responsible for assessing and improving a variety of issues for 10 transit systems in West Virginia including but not limited to routes, fares, timetables and customer information materials.

### FARE STRUCTURE ANALYSIS

March 2007 to June 2007, AMTRAN, Altoona, Pennsylvania

Responsible for analyzing AMTRAN's current fare policy and pricing structure, and recommending new five year pricing program to maximize sales and revenues.

### REGIONAL TRANSIT ASSESSMENT

October 2006 to June 2007, Southwestern Pennsylvania Commission

Collecting data on current conditions of regional transit, researching case studies on regional agency structures, and making recommendations for improved coordination in the region.



**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**

**Division of Highways**

1900 Kanawha Boulevard East • Building Five • Room 925  
Charleston, West Virginia 25305-0430 • 304/558-3931

Joe Manchin III  
Governor

August 30, 2005

Ms. Roberta L. Colosi  
Clear View Strategies, LLC  
141 41<sup>st</sup> Street, Suite A  
Pittsburgh, Pennsylvania 15201

Dear Ms. Colosi:

**West Virginia Department of Transportation  
Division of Highways Socially and Economically  
Disadvantaged Business Certification**

Based upon the Certification Committee's review of the documents your firm submitted, the interview and the home office visit, your firm has been approved for certification as a Socially and Economically Disadvantaged Business. Your firm will be listed in the West Virginia Department of Transportation, Division of Highways Contractor's Proposals as a firm certified under the provisions of 49 CFR 26; eligible to participate under the following list of approved NAICS Codes:

*NAICS Code 541611- Administrative Management & General Management Consulting Services, Code 541613 - Marketing Consulting Services*

Your firm will be listed as being available to perform the following types of work: Public transportation consulting.

This certification shall be valid until September 1, 2008 unless it is determined that the firm is no longer eligible to participate in the program. A recertification form will be sent to you prior to the date of expiration. If there are any changes in the information you have submitted, please inform the Transportation EEO Office within 30 days.

Sincerely,

A handwritten signature in cursive script that reads "Drema L. Smith".

Drema L. Smith, Director  
EEO Division

DLS:jw

cc: Jeannie Zopp, FHWA