

Cost Proposal for




West Virginia Tourism Study and Strategic Plan

Prepared for West Virginia Division of Tourism

February 2, 2011

Title Page

RFP Subject: West Virginia Tourism Study and Strategic Plan
RFP Number: TOR4089
Vendor Name: AECOM (Formerly Economics Research Associates)
Address: 3101 Wilson Boulevard, Suite 800, Arlington, VA 22201
Telephone: 703-399-3983
Fax: 202-496-9877
Contact: William Owens, Senior Vice President
Email: bill.owens@aecom.com
Signature 

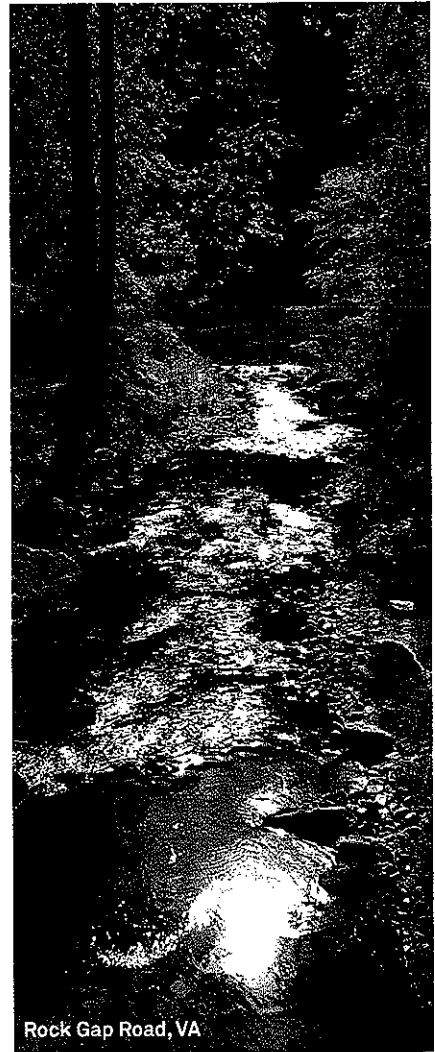
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- 01** Signed Cost Sheet
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01

Signed Cost Sheet





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:
 TOR4089

PAGE:
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ADDRESS CORRESPONDENCE TO ATTENTION OF:
 FRANK WHITTAKER
 304-558-2316

VENDOR

Economic Research Associates
 1101 Connecticut Ave NW Suite 750
 Washington DC 20036

SHIP TO

DIVISION OF TOURISM
 90 MACCORKLE AVE SW
 CHARLESTON, WV
 25303 304-558-2200

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/10/2010				

BID OPENING DATE: 02/03/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
001	1	LS		961-20		
<p>CONSULTING</p> <p style="text-align: right;"><i>AECOM (Formerly ERA)</i></p> <p style="text-align: center;">REQUEST FOR PROPOSAL</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY THE WEST VIRGINIA DIVISION OF TOURISM, IS SOLICITING PROPOSALS TO ANALYZE ALL ASPECTS OF WEST VIRGINIA'S TOURISM INDUSTRY AND ASSEMBLE A DETAILED STRATEGIC PLAN TO SUSTAIN AND GROW THIS SECTOR OF THE STATE'S ECONOMY FOR THE NEXT 10 YEARS, PER THE ATTACHED SPECIFICATIONS.</p> <p style="text-align: center;">MANDATORY PRE-BID</p> <p>A MANDATORY PRE-BID WILL BE HELD ON 01/06/2011 @ 1:30 PM AT 90 MACCORKLE AVENUE S.W SOUTH CHARLESTON, WV. ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 703-399-3983	DATE 2/3/11
TITLE <i>Sr vice President</i>	FEIN 952641922	ADDRESS CHANGES TO BE NOTED ABOVE

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



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<p>WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>ALL TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE WV PURCHASING DIVISION VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 304-558-4115. DEADLINE FOR TECHNICAL QUESTIONS IS 01/11/2011 AT 4:00 PM. TECHNICAL QUESTIONS WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 365 CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO PROCEED.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Frank Whittaker</i>	TELEPHONE 703-399-3983	DATE 2/3/11
TITLE Sr Vice Pres. and	FEIN 952661922	ADDRESS CHANGES TO BE NOTED ABOVE

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FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.

NOTICE

A SIGNED BID MUST BE SUBMITTED TO:

DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 BUILDING 15
 2019 WASHINGTON STREET, EAST
 CHARLESTON, WV 25305-0130

THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:

SEALED BID

BUYER: 44
 RFQ. NO.: TOR4089
 BID OPENING DATE: 02/03/2011
 BID OPENING TIME: 1:30 PM

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>W. C. Owens</i>	TELEPHONE 703-399-3983	DATE 2/3/11
TITLE Sr. Vice President	FEIN 952661922	ADDRESS CHANGES TO BE NOTED ABOVE

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PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						

CONTACT PERSON (PLEASE PRINT CLEARLY):						

***** THIS IS THE END OF RFQ TOR4089 ***** TOTAL:						\$149,892

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: 703-399-3983 DATE: 2/3/11
 TITLE: Sr Vice President FEIN: 952601922 ADDRESS CHANGES TO BE NOTED ABOVE

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

02

Fee Breakdown By Task

	Hours by task - AECOM			Total Fee	Total Fee	Estimated Expenses
	Principal \$262	Sen. Assoc \$209	Associate \$124	Mary Means 1/		
1 Orientation and Project Start-Up	8	8	0	\$1,200	\$4,968	
2 Macro Tourism Industry Analysis	80	76	104	\$7,200	\$56,940	
3 Supply and Demand Analysis - Tourism Industry Sectors	8	56	108	0	\$27,192	
4 Industry Sector Refinement	32	32	8	\$1,200	\$17,264	
5 Development of Strategic Action Plan	56	40	0	\$3,600	\$26,632	
6 Final Report	4	8	24	\$1,200	\$6,896	
Total Fee	188	220	244	\$14,400	\$139,892	\$10,000

1/ Mary Means @ \$1,200 per day.

\$149,892