

# REQUEST FOR QUOTATION PTR10422



## WEST VIRGINIA DIVISION OF PUBLIC TRANSIT CONTRACT FOR DEVELOPMENT OF COORDINATION PLANS

*Submitted by:*

DELTA DEVELOPMENT GROUP, INC.



03/20/14 09:47:42AM  
West Virginia Purchasing Division

*March 20, 2012*

**SUBMISSION  
COPY TO  
PURCHASING**



**DELTA DEVELOPMENT GROUP**  
I N C .

March 19, 2014

Beth Collins  
State of West Virginia  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

**RE: Solicitation Number PTR14022 – Development of Coordination Plans**

Dear Ms. Collins:

Under Moving Ahead for Progress in the 21st Century Act (MAP-21), coordination of transportation services remains a requirement for Federal Transit Administration (FTA) grantees and continues to be a requirement of statewide and metropolitan transportation planning. As such, Delta Development Group is excited to present this bid to ensure West Virginia and its transportation agencies and planning organizations are complying with Federal requirements regarding coordination, and to assist West Virginia Department of Public Transit in its efforts to develop efficient and effective public transportation networks.

Developing Coordinated Plans for West Virginia and improving mobility, accessibility and ridership are important coordination initiatives. To accomplish these objectives, Delta will focus its plan developments on improving customer service and public transit options for all people, particularly persons with disabilities, senior citizens, and lower income individuals by:

- Assessing and documenting transportation needs in each county;
- Inventorying available services and identifying areas of redundancy and gaps in service;
- Identifying short- and long-range strategies to address the identified gaps in service, including mobility management strategies;
- Identifying technologies currently available and appropriate for coordination of transportation services;
- Determining coordination actions that eliminate or reduce duplication and strategies for more efficient utilization of resources; and
- Prioritizing implementation strategies to increase coordination of transportation services in the region.

Our objective, as a result of completing your plans, will be to increase access to transportation as well as the number of rides for all constituents including older adults, people with disabilities, and individuals with lower incomes.

Thank you for the opportunity to submit our bid. We look forward to hearing from you.

Sincerely,

Lynn Colosi  
Vice President



## TABLE OF CONTENTS

<b>DELTA DEVELOPMENT GROUP, INC. OVERVIEW .....</b>	<b>2</b>
Transit Planning Services.....	2
<b>DELTA’S COORDINATED PLAN EXPERIENCE.....</b>	<b>3</b>
<b>STATE DEPARTMENT OF TRANSPORTATION EXPERIENCE .....</b>	<b>4</b>
West Virginia Division of Public Transit.....	4
Pennsylvania Department of Transportation, Bureau of Public Transit .....	4
<b>RESUMES .....</b>	<b>6</b>
<b>GENERAL APPROACH .....</b>	<b>10</b>
<b>SUBCONSULTANT PLAN .....</b>	<b>13</b>
Disadvantaged Business Enterprise Plan.....	13
<b>ATTACHMENTS: .....</b>	<b>14</b>
Pricing Page .....	14
Bid Form #2 .....	15
Bid Form #3 .....	16
Purchasing Affidavit .....	17
Certification and Signature Page.....	18
Addendum Acknowledgement Form .....	19



## DELTA DEVELOPMENT GROUP, INC. OVERVIEW

[www.deltaone.com](http://www.deltaone.com)

2000 Technology Drive  
Mechanicsburg, PA 17050  
Phone: (717) 441-9030  
Fax: (717) 441-9056

9000 Brooktree Road  
Suite 203  
Wexford, PA 15090  
Phone: (724) 778-4005  
Fax: (724) 778-4008



Delta is headquartered in Mechanicsburg, Pennsylvania, with a regional office in the Pittsburgh area. The corporation's team of 52 highly educated and skilled professionals delivers specialized consulting services in government relations, public funding, community and economic planning, information technology (IT), real estate development, and transportation services to public- and private-sector clients.

Among Delta's unique qualities is the integration of its broad range of disciplines and complementary services. For each project, we assemble a customized project team that is composed of professionals from all of our service areas, depending upon the knowledge and skills required. This approach combines high proficiency in each specialty with a "big picture" perspective that allows us to address challenges from a complete problem-solving vantage point. Our clients benefit from the insights of our professionals in public transportation, real estate development, community planning, public funding, and knowledge of state government.

One year ago this month, Delta expanded its public transportation services by integrating Clear View Strategies' personnel, clients, and contracts into the company. Our transit project portfolio can be found at (<http://www.deltaone.com/Projects/Project-Profiles/Transit-Projects/>) and includes notable projects in the areas identified below.

### TRANSIT PLANNING SERVICES

- Project management and oversight
- Service planning and route analysis
- Strategic and financial planning
- Funding strategies and acquisition
- Procurement assistance
- Grant writing and administration
- Safety, security and emergency plans
- Coordinated transportation plans



- IT needs assessments, strategic plans, and technology implementations
- Marketing and communications strategies, and customer information materials
- Transit Oriented Development (TOD) planning and implementation
- Federal Transit Administration (FTA) requirements and compliance
- Title VI and Disadvantaged Business Enterprise (DBE) reporting
- National Transit Database (NTD) sampling and reporting

## **DELTA'S COORDINATED PLAN EXPERIENCE**

---

### **COORDINATED HUMAN SERVICES TRANSPORTATION PLAN – OCTOBER 2013 TO JUNE 2014, \$69,000**

Amy Kessler, Community Development / Regional Planning Director  
North Central Pennsylvania Regional Planning and Development Commission  
651 Montmorenci Road  
Ridgway, PA 15853  
Phone: 814-773-31623  
[amy@ncentral.com](mailto:amy@ncentral.com)

### **WCTA SHARED RIDE PROGRAM COORDINATION AND MANAGEMENT – MAY 2011 TO JUNE 2011, \$17,000**

Planning and Financial Services Open-End 2  
Eileen Ogan, Acting Operating Manager  
Pennsylvania Department of Transportation  
Bureau of Public Transportation  
Keystone Building  
400 North Street  
Harrisburg, PA 17120  
Phone: 717-787-1213  
[eogan@state.pa.us](mailto:eogan@state.pa.us)

### **PUBLIC TRANSIT/HUMAN SERVICES COORDINATED TRANSPORTATION PLAN UPDATE – NOVEMBER 2010 TO APRIL 2011, \$25,000**

On-Call Consultancy Contract  
Kathy Stefani, ATWIC Program Manager  
Southwestern Pennsylvania Commission  
Two Chatham Center – Suite 400  
112 Washington Place  
Pittsburgh, PA 15219-3451  
Phone: 412-391-5590  
[kstefani@spcregion.org](mailto:kstefani@spcregion.org)



## STATE DEPARTMENT OF TRANSPORTATION EXPERIENCE

---

### WEST VIRGINIA DIVISION OF PUBLIC TRANSIT

---

Clear View Strategies, now Delta Development Group, has been a part of several technical assistance contracts for West Virginia's Division of Public Transit, one as a prime consultant and several as a sub to Lazaro & Noel, LLC. Clear View's/Delta's versatility and knowledge of the public transportation industry enabled us to complete a variety of diverse projects for the Division and the state's 18 transit agencies. Our assignments have ranged from developing safety and security plans to analyzing route structures to starting a new transit agency. Most of the agencies for which we work are rural fixed route systems that incorporate deviated fixed route and demand response delivery methods. Some notable projects we completed on behalf of the Division of Public Transit included:

- Safety, Security & Emergency Preparedness Plans
- Bluefield Area Transit Route Analysis
- Country Roads Transit System Launch
- CENTRA Transit Development Plan/Route Analysis
- Fairmont-Marion County Transit Authority Maps and Schedules

### PENNSYLVANIA DEPARTMENT OF TRANSPORTATION, BUREAU OF PUBLIC TRANSIT

---

Clear View / Delta, has been on the consultant team for the past three technical assistance contracts referred to as Planning and Financial Services Open End. Each 5-year contract was funded with \$8 million to \$15 million to conduct a variety of diverse projects on a work order basis for the Bureau and the commonwealth's 64 transit agencies. Most of our assignments were technical operations projects including developing transit solutions that created local and regional efficiencies, connecting suburban transit routes with regional mainline services, and linking rural areas with commercial corridors. The transit agencies to which we were assigned to provide technical services range in size and type from shared ride providers like Washington Rides to Berks Area Regional Transit Authority (BARTA), a multimodal transportation agency with 21 fixed routes. Their transit services were as diverse as their marketplaces, geography, financial situations, and politics. However all of the agencies had the same objective – developing more sustainable, efficient delivery systems that fit within Pennsylvania's constrained transit funding environment. On any project assigned to us under the Open End, it was our responsibility to engage the public and local constituencies to obtain their ideas and concerns so that we can make better decisions. And because every community was different, a considerable amount of research and preparation was undertaken by the Delta team so that we understood the demographics, local politics and current community issues. Our versatility and knowledge enabled us to successfully identify, understand and complete each project assigned under this contract. Some of the projects that Clear View/Delta participated in included:

- BARTA Transit Development Plan
- Washington Greene MMVTA Regional HST Pilot Proposal



- Washington County Transit Vision Plan
- Westmoreland County Human Services Transportation Study



RESUMES

DELTA DEVELOPMENT GROUP BIOGRAPHY

**Lynn Colosi**  
**Vice President**



From route planning to Transit Oriented Development (TOD) to funding, Lynn Colosi understands transit system development and all of its related elements. For nearly 15 years, she worked at Port Authority of Allegheny County in the areas of operations, planning, and real estate. There was no better training ground than Port Authority, a system that incorporated nearly every mode of public transportation: bus rapid transit, light rail transit, subway, streetcars, buses, neighborhood circulators, inclines, and paratransit. Understanding the various modes and all of the issues relative to integrating and operating them appropriately and seamlessly provided Lynn with the experience and confidence to work on a wide range of projects.

Her transit experience led Lynn and her partners to launch Clear View Strategies in 2004. For nine years, Clear View, a boutique public transportation consulting firm, provided transit planning, operations, and development services to transit agencies, planning organizations, municipalities, and other public agencies.

Because of her knowledge of the Federal Transit Administration's Joint Development Policy and experience cobbling together public funding sources to complete projects, Lynn has become a valuable member of any team looking to undertake TOD. This experience coupled with Lynn's understanding of how to integrate transit and alternative transportation modes physically and functionally into high-density developments has resulted in her role in two notable Southwestern Pennsylvania TODs : Eastside Development in East Liberty and Shannon Transit Village in Castle Shannon.

Lynn has also been recognized for her work on Transit Revitalization Investment District (TRID) projects, most notably in Greensburg and Rochester, the state's first TRID project. She has been sought after by state officials to provide advice on how to improve the TRID legislation and program, and to advance public transportation projects that incorporate smart growth and sustainable principles.

Lynn earned a Bachelor of Arts degree in Journalism from Duquesne University and a Master of Arts degree in Labor Relations from Saint Francis University.

Lynn Colosi  
Vice President

717.441.9030  
lcolosi@deltaone.com



DELTA DEVELOPMENT GROUP  
INC.

2000 Technology Parkway, Mechanicsburg, PA 17050 (Tel) 717.441.9030 (Fax) 717.441.9056 www.deltaone.com





DELTA DEVELOPMENT GROUP BIOGRAPHY

**Sarah M. Morgan**  
**Associate**

Sarah Morgan is an associate with Delta's Transit Team. Her diverse background in community transportation, regional planning, and sustainability means she brings the tools necessary to develop and implement transit solutions. She has experience in managing complex programs, developing original independent research, creating policy, building capacity, and forming relationships with stakeholders.



Prior to joining Delta, Sarah was the Transportation Program Manager at Heritage Community Initiatives in Braddock, Pennsylvania. She was responsible for expanding their community transportation service, Heritage WorkLink, from 6,000 trips a month to over 13,000 trips a month, while reducing the budget. She oversaw service planning, contract negotiations, grant applications, and grant requirements, and implemented major changes in service delivery.

Previously, Sarah was the North Jersey Transportation Planning Authority Climate Change and Livability Associate. While there, she secured a first-round Federal Highway Administration vulnerability analysis grant, reviewed greenhouse gas inventory drafts, researched mitigation and adaptation strategies, and provided recommendations on parking demand management initiatives.

Sarah earned a Master of Arts degree in environmental policy design, with a special focus on multi-municipal planning, from Lehigh University in Bethlehem, Pennsylvania, and a Bachelor of Arts degree in environmental studies, also from Lehigh University.

**Sarah M. Morgan**  
Associate

717.441.9030  
smorgan@deltaone.com



**DELTA DEVELOPMENT GROUP**  
I N C

2000 Technology Parkway, Mechanicsburg, PA 17050 (Tel) 717.441.9030 (Fax) 717.441.9056 [www.deltaone.com](http://www.deltaone.com)



DELTA DEVELOPMENT GROUP BIOGRAPHY

## Kameelah Temple

### Associate

As an Associate with Delta's Planning and Information Technology teams, Kameelah Temple provides clients with expertise in a range of computer systems, languages, tools, and testing methodologies. She holds a competency certificate in Geospatial Information Systems and regularly creates project-focused maps for clients.



Kameelah has experience in working with numerous databases, including the Pennsylvania Spatial Data Access (PASDA), New York State Geographic Information Systems Clearinghouse, U.S. Geological Survey (USGS) Seamless Server Warehouse, USGS National Hydrography Dataset, U.S. Census Bureau's American FactFinder 2, On the Map, Policy Map, and the Susquehanna River Basin Commission (SRBC) Maps and Data Atlas. Her language skill-set includes SQL and HTML, and her software skill-set includes ESRI ArcGIS 9.3, 10, and 10.1; SPSS; Hazus-MH 2.0 and 2.1; CDMS; and MS Office suite.

Kameelah has been an instrumental team member on multiple large-scale projects at Delta. She completed the essential mapping of the study area and provided land use analyst for the Pennsylvania Department of Transportation's "Plan the Keystone Project," a transit oriented development project along Amtrak's Keystone corridor. Kameelah provided accurate representation of the locations of survey respondents and addressed facilities for West Virginia's Broadband Incentive Programs, targeting Region 2, Region 3, Region 5, and Region 9. She also provided hazard mitigation mapping and analysis using HAZUS-MH and ran various market and community profiles using ESRI's Business Analyst.

Previously, Kameelah worked for Konica Minolta Business Solutions, Inc., in Mechanicsburg, Pennsylvania. She completed service contracts and all annual automatic renewals on contracts, and she performed accounting tasks. Kameelah moved from the Horsham, Pennsylvania, office to start the Harrisburg branch and also assisted with the start-up of the Baltimore office.

Kameelah earned a Bachelor of Science degree in geoenvironmental science and a Geospatial Information Systems certification from Shippensburg University. She is a member of the Association of American Geographers (AAG), the American Planning Association (APA), the Pennsylvania Geographical Society (PGS), and the Society of Women Environmental Professionals.

Kameelah Temple  
Associate

717.441.9030  
Ktemple@deltaone.com



DELTA DEVELOPMENT GROUP  
INC.

2000 Technology Parkway, Mechanicsburg, PA 17050 (Tel) 717-441-9030 (Fax) 717-441-9056 www.deltaone.com



DELTA DEVELOPMENT GROUP BIOGRAPHY

**Lynda Conway**  
**Associate**

Lynda Conway has over 30 years of experience in public transportation, including a 28-year career at Port Authority of Allegheny County, where she retired as Assistant General Manager of Planning and Service Development. She used her expertise gained at Port Authority to successfully complete a wide variety of public transportation projects for Clear View Strategies, LLC, and has joined the Delta Development Group, Inc., team to assist with clients' transit projects.



Lynda obtained her comprehensive knowledge of transit at Port Authority, where she gained expertise in operations, service planning, scheduling, maintenance, workplace policies, safety, and human resources and staffing. She has extensive experience in managing multiple operations functions for all directly operated modes (bus, rail, and Monongahela Incline) and purchased transportation (paratransit and Duquesne Incline). Some of the successes that Lynda has achieved on projects include reducing operating costs; streamlining processes; improving safety; developing employee expertise; enhancing work products; developing service scorecard; improving productivity; developing, implementing, and evaluating operational and human resources policies; conducting and analyzing audits; developing succession planning; and developing and conducting technical training programs. Lynda received the 2007 Super Star Award from the Pennsylvania Public Transportation Association.

At Port Authority, she held a variety of positions including Assistant General Manager of Planning and Service Development; Assistant Operations Officer – Bus; Director of Service Planning and Schedules; Manager of Operations Administration; Operations Manager East Liberty Garage; and Assistant Manager of Health and Safety. The experiences from holding these positions enabled Lynda to gain functional knowledge in the areas of day-to-day operations; service planning and scheduling; capital and operating budgets; implementation and monitoring of policies, procedures, and programs; maintenance and operation of bus facilities; health and safety programs; job safety analyses; inspections; accident investigations; and risk assessments.

Lynda earned her Master of Public Management degree from Carnegie Mellon University in Pittsburgh, Pennsylvania, and her Bachelor of Arts degree from Washington and Jefferson College in Washington, Pennsylvania.

Lynda Conway  
Associate

717.441.9030  
lconway@deltaone.com



DELTA DEVELOPMENT GROUP  
INC.

2000 Technology Parkway, Mechanicsburg, PA 17050 (Tel) 717.441.9030 (Fax) 717.441.9056 www.deltaone.com



## GENERAL APPROACH

---

There is a basic approach that Delta uses to undertake Coordinated Plans for our transit agency and planning organization clients. Below is a sample approach that we recently used to conduct a Human Services Coordinated Plan, a format which can be used to develop other plans.

- The consultant team will meet with the client to kick-off the project(s) and discuss and determine the following: project methodology; goals and objectives; public outreach plan and strategies to meet community and customer needs; data collection needs; GIS and mapping objectives, roles and responsibilities; steering committee members; and project administration and communication protocols.
  
- A list of resources and data will be identified collectively, which will be reviewed extensively by the consultant team. Our team will obtain and examine: current plans and services; demographics and market data; transportation providers, services and facilities; major trip origins and destinations; and industry best practices for coordinating services. At a minimum, we will work together to identify, collect and map regional demographics including:
  - population, income and other demographic data
  - distribution of housing and employment
  - location of major rental apartment complexes, senior/adult centers, major housing developments
  - location of major employers, shopping centers, service locations, health care centers
  - major recreational centers
  - human service centers
  - county office buildings, county court, DSS, veterans and senior centers, community centers, community college, adult education centers, day care facilities, disabled service agencies, etc.
  - park and ride locations
  - current transportation providers, including rail, and public transportation services and facilities
  - regional public and private partners
  - other major trip destinations

This data will be summarized in a technical memorandum, and will be mapped to create a snapshot and better understanding of current conditions.

- Identifying what the community needs will be an important component of this task as well as continuing these outreach efforts throughout the duration of the project. As such, our team will work collaboratively with the agency to determine and finalize the most appropriate strategies



for involving stakeholders, customers and the community. We will place particular focus on Title VI requirements and implications, and provide multiple avenues for input from diverse groups. A tentative outreach strategy consists of the following:

- Conducting three (3) meetings with the Project Steering Committee;
  - Interviewing (by phone) up to 30 agencies including five agencies from each county
  - Riding public transportation services over a 2-day period and interviewing customers;
  - Developing and distributing an online survey (and providing hard copy surveys); and
  - Meeting with officials of relevant public transit agencies.
- The starting point for building the plan consists of identifying and assessing available resources, services, and funding, and customer and community needs. As part of this task, public transportation services in the region will be assessed including: fixed route transit agencies; shared ride systems; human service providers and services; non-emergency transportation services; medical assistance transportation services; taxi services; and ambulance services. We will assess all types of services available, capacity of existing services, compliance with ADA and other regulations, and sources currently used to fund the service. A matrix of transportation services and features will be created as a result.
- Based on the results of previous tasks, our team will determine the region's unmet transportation needs. We will identify real and perceived gaps in services related at minimum to the types of services, service frequencies and spans, population targets and geographic needs. We will identify areas of need and map those to better depict where the region's gaps exist.
- In order to address the public's needs and gaps in the transportation system, our team will determine strategies to improve transportation conditions in the region. Those strategies will coincide, at minimum, with the following:
- Coordinating multiple agencies;
  - Adjusting routes and schedules;
  - Utilizing vehicles more effectively;
  - Converting demand response to fixed routes; and
  - Increasing coordination between public, private, and human service agencies;
  - The number and type of vehicles required for re-configured services.

However, other solutions that our team will explore include developing guiding principles, modifying processes and policies, and identifying technologies that will improve coordinated transportation in the region.



- The strategies to improve coordination will be prioritized for implementation. We will work with the agency to review and prioritize the solutions developed in the previous task. Our team will identify funding needs and develop a proposed project list for funding requests.
  
- Develop performance measures relative to monitoring ongoing performance and complying with West Virginia Department of Public Transit's standards. Set up ongoing data collection methodologies, and develop spreadsheets and formulas for tracking data.
  
- Draft the Coordinated Human Service Plan and review with the agency and project stakeholders. Revise and finalize the plan, and present the update to project stakeholders and officials as directed.



## SUBCONSULTANT PLAN

---

### DISADVANTAGED BUSINESS ENTERPRISE PLAN

---

Delta reviewed the West Virginia Department of Transportation 2014 DBE Consultant Listing and identified Olszak Management Consulting to conduct the public outreach strategies and meeting preparation for the Coordinated Plans. Delta has worked with Olszak in the past on numerous projects in Pennsylvania. It is anticipated that Olszak will conduct about 16 percent of the project.



**ATTACHMENTS:**

**PRICING PAGE**

**Pricing Page  
 RFQ: PTR14022**

Task	Unit of Measure	Unit Price	# of Units	Extended Price	
4.2 A	Develop 11 regional public transit human service plans/updates	One plan	\$ 13,500	11	\$ 148,500
4.2 D	Conduct public outreach meetings/activities in 11 regions, one initial meeting	One outreach meeting/ advertisement (ex. radio, newspaper, web)	\$ 5,400	11	\$ 59,400
4.2D	Conduct public outreach meetings/activities in 11 regions, follow up meeting	One followup meeting/ advertisement (ex. radio, newspaper, web)	\$ 5,400	11	\$ 59,400
4.2 E	Produce 11 regional reports	Cost of 1 regional report	\$ 4,320	11	\$ 47,520
4.2 F	55 copies of the regional reports (5 copies of each report for the 11 regions)	One copy of a report	\$ 68	55	\$ 3,740
4.2 F	Produce an Executive Summary of the 11 regional reports	Executive Summary	\$ 1,080	1	\$ 1,080
4.2 F	30 copies of the Executive Summary	One copy of Executive Summary	\$ 35	30	\$ 1,050
4.2 G	Make a presentation before the WV Transportation Coordinating Council	Presentation	\$ 3,240	1	\$ 3,240
4.2 H	Technical Assistance to two regional coordination efforts	1 hour	\$ 135	50	\$ 6,750
4.2 I	Technical Assistance to Division, WVTCC or MPO coordination project and/or activity	Cost per 1 hour	\$ 135	50	\$ 6,750
4.3	Initial meeting and Progress Meetings (3 meetings)	Cost of one meeting	\$ 3,780	3	\$ 11,340
	<b>Grand Total Bid</b>				\$ 348,770

Please note: These are only estimated quantities and do not reflect any guarantee of purchase.  
 The Agency may purchase more or less as needed.





BID FORM #2

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), Delta Development Group, Inc. (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 statements, or receiving stolen property;
- 3 Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
- 4 Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

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

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



Signature and Title of Authorized Official

Anthony B. Seitz, Esq.  
Senior Vice President and General Counsel



**BID FORM #3**


**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, Delta Development Group, Inc., 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.

March 18, 2014  
Date  
Authorized Signature   
Anthony B. Seltz, Esq.  
Senior Vice President and General Counsel  
Title



PURCHASING AFFIDAVIT

RFQ No. PTR14022

STATE OF WEST VIRGINIA  
Purchasing Division

PURCHASING AFFIDAVIT

**MANDATE:** 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 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: Delta Development Group, Inc.

Authorized Signature: *AS* Date: March 18, 2014  
Anthony B. Seitz, Esq.

State of Pennsylvania

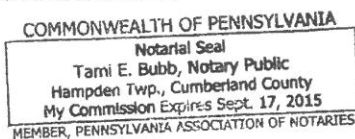
County of Cumberland to-wit:

Taken, subscribed, and sworn to before me this 18<sup>th</sup> day of March, 2014

My Commission expires 9-17, 2015

**AFFIX SEAL HERE**

NOTARY PUBLIC *Tami E. Bubbs*



Purchasing Affidavit (Revised 07/01/2012)



CERTIFICATION AND SIGNATURE PAGE

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety, understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Delta Development Group, Inc.

(Company)



(Authorized Signature)

Anthony B. Seitz, Esq. Senior Vice President and General Counsel

(Representative Name, Title)

717-441-9030

717-441-9056

(Phone Number)

(Fax Number)

March 18, 2014

(Date)

Revised 01/22/2014



**ADDENDUM ACKNOWLEDGEMENT FORM**

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: PTR14022**

**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)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> 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.

Delta Development Group, Inc.

\_\_\_\_\_  
Company

  
\_\_\_\_\_  
Anthony B. Seitz, Esq.

Authorized Signature

March 18, 2014

\_\_\_\_\_  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.  
Revised 6/8/2012

