



# West Virginia Purchasing Division

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The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header 1

List View

### General Information

Contact

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Document Information

Procurement Folder: 310619

Procurement Type: Central Master Agreement

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Legal Name: RLS & ASSOCIATES INC

Alias/DBA:

Total Bid: \$130,334.32

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Response Time:

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Total of All Attachments: 1



Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 310619  
**Solicitation Description :** Production Line Vehicle Inspection Services  
**Proc Type :** Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-05-04 13:30:00	SR 0805 ESR05041700000005345	1

<b>VENDOR</b>
000000172976 RLS & ASSOCIATES INC

**Solicitation Number:** CRFQ 0805 PTR1700000006

**Total Bid :** \$130,334.32      **Response Date:** 2017-05-04      **Response Time:** 11:29:43

**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 Melissa Pettrey  
 (304) 558-0094  
 melissa.k.pettrey@wv.gov

<b>Signature on File</b>	<b>FEIN #</b>	<b>DATE</b>
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Production Line Vehicle Inspection Services				\$130,334.32

Comm Code	Manufacturer	Specification	Model #
25101502			

<b>Extended Description :</b>	Production Line Vehicle Inspection Services for vans and buses
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**Request for Quotation  
Production Line Vehicle Inspection Services**

**Submitted to: West Virginia Department of  
Transportation, Division of Public Transit**

**May 4, 2017**





## Moving Public Transportation Into the Future

Ms. Melissa Pettrey, Senior Buyer  
West Virginia DOT Division of Purchasing  
2019 Washington Street East  
Charleston, WV 25305

May 4, 2017

Dear Ms. Pettrey:

SOLICITATION NO. PTR1700000006 – PRODUCTION LINE VEHICLE INSPECTION SERVICES

RLS & Associates, Inc. (RLS) is pleased to submit to the West Virginia Department of Transportation (WVDOT), Division of Public Transit (DPT) its proposal for providing production line vehicle inspection services.

RLS, a woman-owned, business enterprise with DBE certifications in 34 states including West Virginia, was established in September 1987, and incorporated in 1990 in the State of Ohio. Soon to celebrate 30 years in the transit industry, RLS has remained steadfast in its mission to assist the transit community in identifying, facing, and meeting current and future challenges in an affordable, practical, and high quality manner. It does this while also maintaining the highest standard of integrity and professionalism. Further, RLS is one of the nation's leading consulting firms in providing State Departments of Transportation (DOTs) with specialized technical assistance, training, and grants management support for Federal Transit Administration (FTA) programs, including but not limited to Sections 5310, 5311, and 5339.

RLS is pleased to welcome to the team Mr. John Thomas of Thomas and Thomas Consulting, LLC, Dayton, Ohio. Mr. Thomas, a maintenance professional and former Chief Maintenance Officer for the Greater Dayton Regional Transit Authority, brings over 40 years of experience in transit maintenance and vehicle procurement to the team, including Buy America compliance. He has written technical specifications and managed procurement contracts for both demand and fixed route vehicles, including attending pre-bid and pre-production meetings. He has extensive experience in on-site vehicle builds and inspections and has performed Buy America Audits. Recently, Mr. Thomas was part of the RLS team for the final inspection and test drive of 18 cut-away paratransit vehicles for the New Hampshire DOT. Mr. Thomas completed the post production Buy America Audit and all supporting documents in accordance with 49 CFR Part 663.

Ms. Robbie L. Sarles will be the Principal-in-Charge for this engagement. The remaining staff proposed for this project are described in the enclosed proposal. Together with Ms. Sarles and Mr. Thomas, RLS has assembled a highly qualified and experienced team with which RLS is certain the DPT will have great confidence and enjoy working.

The enclosed proposal details RLS' qualifications as well as its response to the mandatory requirements, established scope of work, and Exhibit A - Pricing Page.

RLS looks forward to the opportunity to work with the WVDOT/DPT to provide these very important services. As President of RLS, I am the official representative and the individual authorized to negotiate this offer. You may contact me at (937)299-5007 or [rls@rlsandassoc.com](mailto:rls@rlsandassoc.com).

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Robbie L. Sarles", with a large, sweeping flourish extending downwards and to the right.

Robbie L. Sarles, President  
Enclosure



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# 1. PROJECT UNDERSTANDING

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## UNDERSTANDING

RLS & Associates, Inc. (RLS) understands that the West Virginia Department of Transportation, Division of Public Transit (WVDOT/DPT) is seeking to establish an open-ended, continuing contract for the provision of production line inspection services to support WVDOT/DPT's van and small bus procurements funded through the FTA Section 5310, 5311, and 5339 programs. The selected vendor will be tasked with a variety of tasks, including but not limited to attending pre-bid meetings; conducting pre-inspections; vehicle assembly operation observations; pre-delivery activities; ensuring detection and correction of any conditions that result in the production of deficient vehicles; development of inspection checklists; pre-delivery inspections and road tests; and performance of FTA Buy America post-delivery audits.

RLS' complete detailed scope of work and list of tasks are included in Sections 3 and 4, respectively, of this quotation.

## APPROACH

RLS' mission in all projects is to first, fully understand the client's needs; second, to produce a product that is uniquely designed to meet those needs; third, to not only meet the intent of the project, but to produce a product that is both realistic and implementable, and fourth and finally, perform the work on time and within the established budget. RLS has a documented record of success in meeting all of these goals. To accomplish this, RLS first draws from its corporate experience from almost three decades of assisting transportation organizations with diverse and challenging issues to develop a well-organized, clearly defined project management plan which will be critical to the conduct of the proposed work effort in the most effective, cost-efficient manner possible.

For this project, RLS is joining with Thomas and Thomas Consulting to form an experienced and professional team that will deliver all services in a timely, courteous, and customer-oriented manner. This project requires careful attention to detail and the ability to critically inspect and trouble shoot complex and time-sensitive processes. Mr. John Thomas, a 40-year transit maintenance and vehicle expert, will ensure that this occurs in such a manner as to not only meet, but exceed DPT's expectations.

## 2. QUALIFICATIONS

In this Section, RLS details its almost three decades of work experience in the transit industry in general, and specifically in its support of State DOTs and the administration of Federal Transit Administration (FTA) transit programs and services, as well as the work experience of RLS' subcontractor, Thomas and Thomas Consulting.

### 2.1 WORK EXPERIENCE

RLS has provided training, technical assistance, and oversight support to State DOTs across the country in the implementation and on-going administration of Federal transit programs. RLS is joined on this project by John Thomas of Thomas & Thomas Consulting. Mr. Thomas brings subject matter expertise to the team, and as such, he will be responsible for performing the technical aspects of the proposed scope of work. RLS staff will provide support, project oversight and management, and administrative functions.

### THOMAS & THOMAS CONSULTING PROJECT QUALIFICATIONS

The following paragraphs represent a small sample of Thomas & Thomas Consulting's most recent firm qualifications that have aspects relevant to this project. All of the listed projects are either currently in progress or have been completed within the last two (2) years.

#### **Greater Dayton RTA; Dayton, OH**

Mr. Thomas developed the technical specifications, attended the pre-build meeting, and performed the on-site and final inspection of 28 heavy duty transit coaches manufactured by Gillig LLC of Hayward, CA. The final inspection included a test drive. Mr. Thomas also completed both the pre-award and post production Buy America Audit and all supporting documents as called for in FTA's Buy America regulations, 49 CFR Part 663.



Point of Contact: Mark Donaghy, CEO  
Greater Dayton RTA  
4 South Main Street  
Dayton, OH 45401  
Phone: 937-425-8300

#### **New Hampshire Department of Transportation; Concord, NH**

Mr. Thomas performed the final inspection and test drive of 18 cut-away paratransit vehicles, as well as the post production Buy America Audit and all supporting documents as called for in FTA's Buy America regulations, 49 CFR Part 663. Mr. Thomas performed this work under contract to RLS & Associates, Inc. for the New Hampshire DOT.

Point of Contact: Fred Butler, Public Transportation Administrator  
NHDOT- Bureau of Rail & Transit  
7 Hazen Drive, PO Box 483  
Concord, NH 03302  
Phone: 603-271-2565

**Greene Cats; Xenia, OH**

Mr. Thomas attended the pre-build meeting and performed pre-award and post-delivery Buy America Audits. He also completed all supporting documents as called for in FTA's Buy America regulations, 49 CFR Part 663.

Point of Contact: Ken Collier, Executive Director  
Greene Cats Public Transit  
571 Ledbetter Road  
Xenia, OH 45385  
Phone: 937-708-8322



**Complete Coach Works (CCW); Riverside, CA**

Mr. Thomas provided supply quality control support and inspected coaches that were to be auctioned off to determine if the coaches could be used by CCW.

Point of Contact: Dale Carson, President  
Complete Coach Works  
1863 Service Ct.  
Riverside, CA 92507  
Phone: 951-684-9585

**Vossloh/Kepi**

Mr. Thomas conducted an on-site inspection of a battery manufacturing plant to determine if the process met Buy America requirements. He also performed Buy America Audits and provided support for the build of four (4) electric trolley coaches.

Point of Contact: Kevin Kirk, Vice President  
Vossloh North America  
Phone: 678-865-6558

**RLS & ASSOCIATES, INC. EXPERIENCE WITH TRANSIT VEHICLES**

The following list represents projects in progress or completed within the past two (2) years by RLS & Associates, Inc.

**Ohio Technical Assistance Program (OTAP) Section 5310 and Section 5311 Specialized Transit Vehicle Buy America Reviews**  
**Ohio Department of Transportation (ODOT)**

RLS & Associates, Inc. inspects vehicles purchased through the ODOT Cooperative Purchasing Program to ensure that they meet all State and Federal contract requirements, including Buy America. These reviews are performed at ODOT's direction. ODOT, as the agency responsible for the purchase of FTA-funded vehicles through the ODOT Cooperative Purchasing Program, must inspect all vehicles delivered through this program to ensure that each meets the requisite Buy America requirements. In addition, RLS performs maintenance compliance reviews for Section 5310 Specialized Transportation providers in the State of Ohio.



Point of Contact: Chuck Dyer, Administrator  
Ohio Department of Transportation, Office of Transit  
1980 West Broad St., 2<sup>nd</sup> Floor  
Columbus, OH 43223  
Phone: 614-466-3718

**Preventative Maintenance Program**  
**Nevada Department of Transportation**

RLS & Associates, Inc., developed a vehicle preventive maintenance (PM) program to be used for approximately 21 subrecipients under the oversight of the Nevada Department of Transportation (NDOT). The program is comprehensive and provides the information for a system to cater their individual plans to their system's unique fleet makeup. A successfully implemented and comprehensive PM plan will ensure that state and Federal vehicle assets have the best chance of meeting and/or exceeding useful life standards. To ensure system program success, training, follow-up materials, and methods and/or tools were created for NDOT's use. Finally, a webinar will be conducted for NDOT and its subrecipients to explain the PM Plans and tools and provide instruction on their implementation in 2017.

Point of Contact: Nevada Department of Transportation  
Multimodal Transportation Planning/Transit Section  
1263 S. Stewart Street  
Carson City, NV 89712  
(775) 888-7466 or (775) 888-7312

**NHRTAP Vehicle Specifications & Procurement**  
**New Hampshire Department of Transportation (NHDOT)**

RLS & Associates, Inc., in conjunction with Thomas and Thomas Consulting, developed and/or updated vehicle specifications for FTA Section 5310 and Section 5311 vehicles. RLS also assisted NHDOT with the development of an RFQ for the desired vehicles and options, selections of vendor/vendors, pre-delivery and post-delivery inspections, and filing required documents with FTA.

Point of Contact: Fred Butler, Public Transportation Administrator  
NHDOT- Bureau of Rail & Transit  
7 Hazen Drive, PO Box 483  
Concord, NH 03302

## **ADDITIONAL RELEVANT RLS & ASSOCIATES, INC. PROJECT QUALIFICATIONS**

The following projects also have aspects related to the proposed scope of work, including support to Department of Transportation staff or local transit system vehicle asset management and planning. The following projects include clients served within the past eight (8) years.

### **Ohio Technical Assistance Program (OTAP)** **Ohio Department of Transportation (ODOT)**

RLS & Associates, Inc. has been the prime contractor and primary contributor to the Ohio Department of Transportation's Ohio Technical Assistance Project (OTAP) since the program's inception in 1988. For this project, RLS provided technical expertise necessary to ensure the efficient, cost-effective operation of the new and existing small urban and rural transportation systems within the State. The topics defined as part of the project included those that were beneficial to many systems as well as those that are specific to particular sites. Emphasis was placed on topics that were technical in nature with "hands on" solutions rather than large research studies. A task-based contract, RLS conducted anywhere from 10-30 projects each year, depending upon the needs of ODOT and its grantees. Each project was customized to reflect the unique needs of the state and its transit providers. RLS also provided on-site staff support to ODOT via up to two full time employees who performed a variety of duties to assist ODOT in the implementation and oversight of its state and federal transit programs. In addition to the on-site staff, RLS also provided staff support in the form of a Rural Circuit Rider, an individual who traveled statewide and provides on-site support to transit systems, as requested by ODOT. Additionally, RLS inspected vehicles purchased via ODOT's cooperative procurement program to ensure that they meet all State and Federal requirements including Buy America. In addition, RLS performed maintenance compliance reviews for Section 5310 Specialized Transportation providers in the State of Ohio, upon ODOT request.



### **OCTA Board Procurement Assistance** **Ottawa County Transportation Agency**

RLS provided technical assistance and oversight to OCTA for the development of a Request for Proposals, specifications, and procurement of a 35' bus to ensure that the subsequent procurement and the vehicle met all required Federal and state regulations and requirements.



## **ODOT Workshops**

### **Ohio Department of Transportation (ODOT)**

RLS & Associates, Inc. has conducted several workshops specifically for the Ohio Department of Transportation. They have included:



- ◆ Contracting with the Private Sector  
RLS & Associates, Inc. in association with McLary Management & Investment developed and conducted a workshop on the Fundamentals of Contracting. The course was presented in two, two-day sessions. The first three days centered on key issues to successful contracting from the purchaser's perspective. The final day targeted the needs of the providers of service. Course attendees learned why and when to contract services, who should be involved in the contracting process, how to apply evaluation criteria, advantages and disadvantages of the various procurement methods, and what is a good contract.
- ◆ The Many Faces of Rideshare  
A workshop designed to aid rideshare professionals in performing rideshare campaign tasks.
- ◆ Establishing Fair Fares  
A fare workshop conducted to help transit entities establish fair fares for their systems.
- ◆ How to Select the Right Vehicle for You  
This workshop, primarily targeted at Section 5310 recipients, presented a step-by-step process on vehicle selection. The workshop identified all of the variables that should be included in the decision-making process and presented a methodology that class participants could use to select the best type of vehicle to meet their respective needs.
- ◆ Coordination: Just Do It  
This one-day "hands-on" workshop on human service agency transportation program coordination presented a proven implementation strategy, alternative coordination options, and methods for combating implementation barriers.
- ◆ User-Side Subsidy Workshop  
A one day workshop for the six user-side subsidy systems in the state of Ohio. The workshop addressed issues that are specific to the needs of these systems including sales outlet agreements, service provider contracts, passenger eligibility, and recordkeeping.
- ◆ Contracting Workshop  
Working with COMSIS, RLS developed a Contracting Workshop designed to meet the needs of managers of small transportation providers in Ohio.
- ◆ Board Member Seminar  
A one-day seminar for board members of small transportation providers in Ohio, the emphasis of this workshop was on system monitoring techniques and board member roles.
- ◆ Planning/Service Evaluation Workshop

A one-day workshop on planning/service evaluation in the face of financial reductions for managers of small transportation providers in Ohio. Topics included service standards; data collection; service analysis; operational analysis; costing methods; and the estimation of the impacts of fare changes on ridership and revenue.

- ◆ Substance Abuse Management Course  
RLS staff have conducted substance abuse management and compliance courses on an annual basis for the last two decades. These workshops are designed to keep Ohio transit managers up-to-date and knowledgeable about compliance issues and the FTA audit process.
- ◆ Financial Management Guidelines Workshop  
This workshop was provided to small urban and rural public transportation providers to provide knowledge in the areas of strategic planning, transportation reviews, transportation costs, the budget process, cost allocation, cash management, financial reporting, and performance evaluation.
- ◆ Third Party Administration  
RLS developed and presented a workshop on the FTA drug and alcohol regulations to representatives of Third Party Administrators that provide testing services for transit systems. The unique training course was designed to make the attendees aware of the difference between the regulation requirements of the FTA and FHWA and the expectations for service quality.
- ◆ Americans with Disabilities Act  
RLS staff conducted a series of workshops on the implications of the ADA on demand response transportation.

### **Metro 2009 Hybrid and Articulated Bus Implementation Plan**

#### **Southwest Ohio Regional Transit Authority**

The Southwest Ohio Regional Transit Authority, operating as Metro in the Cincinnati Urbanized Area, contracted with RLS & Associates, Inc. to review the potential uses of 40-foot hybrid and 60-foot diesel articulated buses. The primary goal of this effort was to evaluate the industry experience with these vehicles, and to provide guidance and recommendations as to their optimal deployment. This study also represented an opportunity to evaluate alternative uses of these new vehicles on Metro routes.

Based on the information collected and findings documented in the study, the following recommendations were made:

- ◆ Deploy 40-foot hybrid buses on local routes;
- ◆ Create overall policy for vehicle deployment to serve Title VI target areas;
- ◆ Assign the initial order of hybrid buses to one facility, and provide specialized training;
- ◆ Deploy articulated buses primarily to address capacity needs;
- ◆ Make a long-range commitment to articulated bus service on key arterial routes;
- ◆ Use articulated buses on blocks that are scheduled more running time than conventional buses; and
- ◆ Use articulated buses on commuter express routes only in conjunction with local service.

## **PREVIOUS EXPERIENCE IN WEST VIRGINIA**

### **2016 WV Public Transit Conference - Asset Management Session**

#### **West Virginia Department of Transportation (WVDOT)**

RLS conducted a half day workshop on the FTA requirements for asset management plans, the definitions associated with determine transit assets, and what the management of those assets entail.

### **Section 5311 and 5310 Asset Management Plans and Template**

#### **West Virginia Department of Transportation (WVDOT)**

The West Virginia DOT contracted with RLS & Associates, Inc. to develop a template for use by West Virginia's Sections 5311 and 5310 systems for the development of local assess management plans as well as a template for capturing and monitoring State of Good Repair performance measures. RLS is also providing training to the transit providers on using the templates and plan development.

### **WV Safety and Training Program Development**

#### **West Virginia Department of Transportation (WVDOT)**

RLS & Associates, Inc. (RLS) is providing technical assistance and training to West Virginia DOT/DPT for the development of a safety and training program. This project encompasses a variety of tasks, including but not limited to the development of a transit agency safety plan template that reflects all components of the FTA National Safety Program, including the National Public Transportation Plan (Transit Agency Safety Plan), 49 U.S.C. 5329(d); the Public Transportation Safety Certification Training Program (Safety Certification Training Program) 49 U.S.C. 5329(b)(1)(D) and 5329(c); and the State Safety Oversight (SSO) 29 U.S.C. 5329(e). RLS will also guide WV subrecipients in the development of a Transit Asset Management (TAM) Plan that addresses asset inventory, life cycle costs, and condition evaluation of transit assets, and ranking of equipment replacement. At DPT's option, RLS will develop a template that is customized for Section 5310 subrecipients and will provide the required technical assistance in order that compliant programs are developed and maintained. A workshop will be held to instruct the subrecipients on the use and completion of a TAM using the TAM Plan template and SGR requirements, including how to establish the required performance targets. Additional tasks include the development and implementation of a driver training program that is compliant with all applicable FTA regulations; development of a record/filing system to document all required DPT and/or FTA training by each subrecipient, by employee; on-site training that will consist of up to twelve on-site trainings at 5311 project sites; statewide training to include DPT sponsored conferences/workshops or any other FTA recipients designated by the DPT at locations to be mutually agreed upon by the DPT and RLS; update of the existing and development of a new interactive version of the WVDPT's SPIDER Manual, a comprehensive, how-to guidebook for safety and security that contains sample forms, checklists, and a model SSEPP for each transit system to customize to meet their individual needs. As a companion document, RLS will produce an updated version of the Emergency Procedures Handbook, a quick reference guide is available in a standard printed format, 5.5 X 8.5 that will fit in a three-ring binder. Following development of the new



SPIDER Handbook and Emergency Procedures Handbook, RLS will conduct two (2) one-day workshops to include at a minimum the review of the information contained in both Handbooks as well as instructions as to how to use it correctly and efficiently in the event of an emergency. In addition to the technical assistance to be provided during the conduct of the previously described tasks, RLS will be available to provide technical assistance on a wide variety of topics and issues that may arise throughout the duration of this contract and as requested by the DPT.

### **Safety and Accident Investigation Technical Assistance**

#### **West Virginia Department of Transportation (WVDOT)**

RLS & Associates, Inc. provided technical assistance to the West Virginia DOT/Division of Public Transit and Tri-River Transit following a vehicle accident and fatality involving a Tri-River public transit driver. RLS reviewed accident and follow-up procedures with both DPT staff and Tri-River staff and provided updated accident policies, procedures, and forms.

### **West Virginia Coordinated Public Transit-Human Services**

#### **Transportation Plan MAP-21 Updates**

#### **West Virginia Department of Transportation (WVDOT)**

The West Virginia Department of Transportation, Division of Public Transit secured the services of RLS & Associates, Inc. to update Coordinated Public Transit-Human Services Transportation Plans for 11 multi-county regions across the state. The plans meet requirements of the Federal Transit Administration's (FTA) Section 5310 grant program for the State's 11 planning and development regions which are to: assist FTA Section 5311 and 5307 recipients to coordinate to the maximum extent feasible; to assist Metropolitan Planning Organizations with coordination efforts; and to provide technical assistance to organizations in the area of coordination; and document and prioritize over a specific period all potential Section 5310 projects. The planning process involved extensive public outreach efforts, statewide. It also involved multiple local public and stakeholder meetings and public surveys in each region to gain an assessment of current unmet transportation needs and gaps in services, especially for older adults, individuals with disabilities, and people with low incomes, but also for the general public. In addition, RLS conducted an in-depth analysis of existing public, private, and human service agency transportation resources. All identified needs/gaps in transportation and existing transportation resources were summarized in a draft report. Next, local stakeholders identified coordinated transportation planning priorities to be implemented over the next four years. RLS documented the goals, priorities, and strategies into a final, locally developed plan. All plans were adopted at the local level.



### **Tri-River Transit Transition Assistance**

#### **West Virginia Department of Transportation (WVDOT)**

RLS & Associates, Inc. provided technical assistance to Tri-River Transit for the regional coordination of services previously provided separately by Wayne Xpress and Tri-River Transit. The DOT requested this assistance to ensure the cost effective and efficient transition of service and expansion of available service within the three-county region. RLS coordinated with the DPT, Tri-River Transit, and Wayne Xpress to document the existing transportation services provided by Wayne Xpress and develop a list of tasks to be completed for the transition of services to Tri-River.

Next, RLS worked directly with Tri-River Transit on-site to develop a transition plan and schedule for the transition of services. RLS continued to participate in meetings as needed, for example, Board Meetings for Tri-River and Wayne Xpress, meetings with the Secretary of State, Aging Services, etc. to prepare for the coordination and transition of services. Finally, RLS developed new and/or updated policies and an incremental and comprehensive service budget; assessed staff needs and assisted with completing the new hire process, including the development of job descriptions; coordinated with Aging Services for the transfer of vehicles, including the conduct of a vehicle inventory and inspections; prepared media releases for Wayne Xpress, Tri-River, and the DPT; participated in meetings and assist in the renegotiation of contracts for Medicaid, Developmental Disabilities, and Autism contract services; and other activities and tasks, as needed and/or directed by the DPT.

### **Technical Assistance Training and One-on-One Mentoring**

#### **New River Transit Authority**

RLS assisted the New River Transit Authority with the initiation of service in this newly designated Section 5307 transit program in Beckley, West Virginia. RLS assisted the New River Executive Director with all aspects of system start-up to comply with all Federal and State requirements, including NTD, TEAM, drug and alcohol, and more.

RLS also provided training and on-on-one mentoring to the New River Transit Authority and sub-contractors' administrative staffs in the area of organizational policy and start-up development subsequent to their system start-up on June 29, 2015.

#### **West Virginia Safety Sensitive Employee Drug and Alcohol On-Line Training**

##### **West Virginia Department of Transportation (WVDOT)**

RLS completed the steps necessary for the inclusion of the West Virginia DOT's rural and small urban transit systems to use the Safety Sensitive On-Line D&A Training Program to meet the FTA's requirement of 60 minutes of substance abuse training for safety-sensitive employees.

#### **Wayne County Service Evaluation**

##### **West Virginia Department of Transportation (WVDOT)**

RLS conducted a Needs Assessment and Feasibility Study of Wayne County Community Services Organization, Inc. to determine the need and financial feasibility for transportation in Prichard, WV provided by a Wayne X-Press and TTA coordinated public transportation service effort. RLS evaluated and documented the existing transportation resources and prepared a forecast of unmet needs and transportation demand for Prichard, WV. RLS also designed an approach to implementing the coordinated public transportation effort and included service as well as administrative recommendations, as desired. A financial plan was developed for the service with annual projections for five years, and potential revenue sources identified as well as the gap between projected expenses and available revenue. Where possible, suggestions for new revenue sources were identified.

### **Development of Performance Measures and Workshops**

#### **West Virginia Department of Transportation (WVDOT)**

RLS & Associates, Inc. assisted the WVDOT with the development, implementation, funding recommendations, and monitoring of performance measures. Specific tasks included:

- ◆ Consistent data collection and technical assistance for the Section 5311 rural transit program in West Virginia.
- ◆ Workshops on budgeting, financial forecasting, and data collection for Section 5311 subrecipients.
- ◆ Assistance with the development of a five-year operating budget and capital plan for each of the eleven subrecipients and new subrecipients that may be added during the project.

### **Expert Witness for KVRTA**

#### **Campbell Woods PLLC**

RLS & Associates, Inc. reviewed all records and interrogatory reports relevant to KVRTA, Montgomery, WV, lawsuit and rendered an opinion as a transit expert for KVRTA on correct operations and best practices in transporting, boarding and deboarding passengers. RLS also prepared and delivered a recorded telephone interview and was available for formal deposition and trial, as necessary.

### **NTI Toolbox for Operator Fatigue PVRTA**

#### **Potomac Valley Transit Authority (PVRTA)**

Training was provided to the Potomac Valley Transit Authority relative to the Transit Cooperative Research Program (TCRP) Toolbox for Transit Operator Fatigue, Report 81. The Toolbox offers a variety of resources, methods and techniques to deal with operator fatigue and provides a structured process for implementing a fatigue management program that incorporates appropriate tools. Some specific tools were geared to the individual operator while others are for use by supervisors and managers involved in aspects of daily service planning and delivery.

### **West Virginia Coordinated Human Service Transportation Assistance and Other Studies**

#### **West Virginia Department of Transportation (WVDOT)**

RLS & Associates, Inc. conducted a statewide planning effort for the West Virginia DOT's Division of Public Transit (DPT) to update regional coordination plans to meet the requirements of the Federal Transit Administration's (FTA) Section 5310, 5316, and 5317 grant programs for the DPT and its 11 planning and development regions; assisting Section 5311 and 5307 recipients to coordinate to the maximum extent feasible; providing assistance to Metropolitan Planning Organizations with their plans, if requested; and providing general technical assistance to organizations in the area of coordination. RLS also quantified the feasibility of expanding the DPT's Section 5311 program and developing several financial scenarios to support this endeavor. This study built on a previous project conducted by RLS for the DPT where RLS conducted a separate statewide study to assess current statewide transportation and coordination efforts, document best practices in a transportation coordination toolkit, and develop a standard template for use in the 11 regions for the development of local coordinated transportation plans.



Highlights from this statewide study included:

- ◆ Multi-county/regional coordination in rural and small urban areas;
- ◆ Basic computation of the actual fully allocated cost per trip for each participating human service agency, senior program, and public transit provider;
- ◆ Development of a range of coordinated transportation strategies including but not limited to the following:
  - Public-human service agency trip sharing;
  - Joint use of vehicles;
  - Joint procurement;
  - Bulk fuel purchasing agreements;
  - Coordinated trips with local universities and major employers;
  - Regional/multi-county mobility management programs;
  - Carpools/Vanpools;
  - Taxi-voucher programs;
  - Coordinated training programs;
  - Centralized call centers and scheduling centers;
  - Coordination with private sector providers (i.e., voucher programs).

In addition to preparation of coordinated regional transportation plan updates, the RLS team also evaluated the Section 5310 Pilot Project that provided operating dollars for three human service agencies in West Virginia and six Combination Food and Passenger Vehicle program evaluations. The Combination Food and Passenger Vehicle program is a coordinated project between the DPT and West Virginia Senior Services to provide vehicles that transport passengers as well as meals in a hot/cold compartment. Evaluations included a cost benefit analysis and recommendations for the future of each program.

#### **KYOVA Long Range Transportation Plan**

#### **KYOVA Interstate Planning Commission**

This project was to complete the development of the 2040 Metropolitan Transportation Plan (MTP) and Downtown Huntington Access Study within the mandated federal planning timeframe. The MTP is a comprehensive multimodal plan (including highway, bicycle, pedestrian, transit, aviation/maritime/rail element and freight travel), travel demand modeling update, congestion management initiatives, GIS Database Management task, land use integration, air quality conformity assessment, TIP component, and a fiscally and financially constrained implementation plan. RLS conducting the transit planning component for the MTP, creating a regional profile of all rural and urban public transportation services in the area. A major component was an inventory to document these services, each evaluated according to its impact on the long range plan. RLS then developed a menu of recommended service improvements and alternatives to present to KYOVA for inclusion in the plan. The Downtown Huntington Access Study, a major task element within the overall planning process, was conducted as a parallel effort to the MTP.

#### **West Virginia Drug and Alcohol Program**

#### **West Virginia Department of Transportation (WVDOT)**

RLS performed drug and alcohol compliance reviews for each of the transit system operators. On-site reviews were scheduled and implemented with oversight by the WVDOT Division of Public

Transit (DPT) representatives. The investigator(s) traveled to each transit system location and performed a drug and alcohol program manager review, as well as a records management review. RLS focused on the current status of the transit system drug and alcohol program, policies, and program oversight. In conjunction with the transit system operator reviews, RLS reviewed the service agents used to administer the program. RLS provided a detailed report of the compliance issues to the DPT for review. In addition, RLS provided each transit system with the tools necessary to achieve compliance, along with instructions on how each system should proceed. As requested by the transit system and/or DPT, RLS provided electronic copies of model policies, forms, tools, guidelines, and any other materials needed for compliance.

RLS regularly reviewed the State's existing "generic" policy to ensure that it remained current with any changes to the regulations. RLS also conducted reviews of each system's policy to ensure that the document is compliant. RLS prepared a draft report for the DPT and each transit system that details the findings, overall status of each policy, and describes a solution to obtain compliance.

RLS developed a detailed drug and alcohol program certification checklist that meets the requirements of 49 CFR Part 655 and Part 40, as amended. This checklist provided the DPT with an enhanced oversight tool to indicate that each transit system's drug and alcohol testing policies were being kept up to date and implemented according to the regulations. The DPT staff used this checklist when performing routine transit system site visits. The format of the checklist was submitted to the DPT for approval.

RLS also conducted approximately four, half-day supervisory awareness training sessions for those employees authorized to make reasonable suspicion determinations, as requested by the DPT. The DPT and transit systems were provided the most current and up-to-date training materials available.

Finally, RLS conducted four half-day trainings on the drug and alcohol testing regulations. Prior to the trainings, a report was presented to the DPT which provided an overview of the State's drug and alcohol program needs. Emphasis was placed on the specific areas and subjects that were unique to West Virginia's needs. RLS continued to provide this type of training and technical assistance on an as-needed basis.

#### **Cost Allocation Training for WV Division of Public Transit West Virginia Department of Transportation (WVDOT)**

RLS & Associates, Inc. provided training on the practice of full cost allocation techniques for rural and small urban public transportation providers in West Virginia. This course was specifically designed for transit systems anticipating bidding on a new Medicaid brokerage program that was going to be implemented on a regional basis throughout the State. This course incorporated brokerage trip pricing into RLS' standard cost allocation approach.

#### **Development of a Coordination Toolkit and Coordination Plan Template West Virginia Department of Transportation (WVDOT)**

RLS & Associates, Inc. developed "It's Time to Coordinate," a user-friendly guide to coordination and compilation of best practices for the West Virginia DOT/Division of Public Transit. The toolkit was

not developed to duplicate or present existing information in a new way, rather the Toolkit's sections on "Frequently Asked Questions" and "Getting Started" together with a list of websites and reference materials were compiled to present the best of information available on transportation coordination that has been developed over the past thirty years in such a way that transportation systems, planning agencies, human service organizations and virtually anyone with an interest in coordination can use the Toolkit as a guide to implement transportation coordination.

In addition, RLS developed instructions and a template for a Coordinated Public Transit-Human Services Transportation Plan. This document, along with several accompanying forms and tables which have been provided, will assist communities in meeting the SAFETEA-LU requirements for a locally developed coordination plan that is now a condition of funding under the Federal Transit Administration's Elderly Individuals and Individuals with Disabilities (Section 5310), Job Access and Reverse Commute (JARC) (Section 5316), and New Freedom Initiative (Section 5317) grant programs. A template was also developed to assist communities with providing periodic updates of their plans.

### **Security Planning Information Directed to Effective Response**

#### **SPIDER Manual**

#### **West Virginia Department of Transportation (WVDOT)**

RLS & Associates, Inc. redesigned and updated the West Virginia DOT's Safety and Security Planning Information Directed to Effective Response, or SPIDER, Manual to reflect the current issues and concerns in transit safety and security. This manual was prepared specifically for West Virginia's transportation systems to assist them with ensuring the safety and security of their operations, with an emphasis on emergency preparedness. It also presented all of the information and forms necessary to assist transit systems in meeting WVDOT Division of Public Transit (DPT)'s and the Federal Transit Administration's (FTA) program requirements.



Unfortunately, the tragic events of September 11, 2001 ushered in a new era for safety, security and emergency preparedness in the United States. As Federal, State, and local public safety organizations assessed their capabilities to manage the new threat environment, so, too, the public transportation industry was placed in the position to evaluate and enhance its level of readiness.

While most transportation systems in West Virginia were relatively safe from terrorist attack, natural disasters throughout the United States highlighted the need for transportation systems to be prepared to respond to these types of emergencies in their own communities; to assist other communities; or seek the assistance of other communities, in times of disaster. Therefore, each transportation system was required to evaluate the needs of the community they serve, coordinate with surrounding communities, and develop, and implement, safety, security and emergency response plans.

Even closer to home, the mining disaster at the Sago coalmine in West Virginia highlighted the need for crisis communications. Keeping the lines of communication open is critical during a crisis. While transit systems may never be able to prevent a catastrophe from happening, they can control how they respond to the crisis. This manual enables transportation systems to take a pro-active, not

reactive, role in emergency preparedness. Along with this SPIDER Manual and CD, you will receive all of the guidance, directions, and forms necessary to develop an on-going, comprehensive safety and security program.

## **OTHER STATE DOT EXPERIENCE**

### **RTAP Program Administration**

RLS has assisted with state RTAP projects for thirty years, ranging from overall administration and implementation of the state's entire RTAP program (training, scholarship program, newsletter) to the conduct of compliance reviews and provision of training. The list of current RTAP projects includes: Indiana Rural Transit Assistance Program (RTAP) Administration (2004-Present); Wisconsin RTAP Administration (2011 – Present); Ohio Technical Assistance Program (Training and various tasks) (1989 – Present); New Hampshire RTAP Administration (2013- Present); MassDOT RTAP Training/Scholarship Program (2014 – Present); and the Transit Education Program for Minnesota DOT (2016 – Present).

### **Nevada DOT (NDOT) Technical Assistance Task Order Contract**

RLS is assisting NDOT with the conduct of several tasks including but not limited to Vehicle Specification development and/or update; update of FTA State Management Plans; the development of a Section 5311 Program Manual; update of Section 5311 Application Package; Transit Asset Management; and drug and alcohol training and compliance.

## **2.2 MANAGEMENT AND TECHNICAL ABILITY**

RLS understands that the first step in any project is the development of a well-organized, clearly defined project management plan, which is critical to the conduct of the proposed work effort in an effective, cost-efficient manner. To this end, a project team has been assembled with the best combination of experts with the extraordinary skills and expertise required for the areas specified in the Request for Quotation (RFQ). The RLS Project Principal, Robbie L. Sarles, and Project Manager, John Thomas, Thomas & Thomas Consulting, will work together to ensure that the project is completed on time and within or under budget, as well as on the assignment of staff and the production of deliverables. See the Staffing Section for staff bios. Resumes are included in the Appendix.

RLS prides itself on its experienced and professional staff that is knowledgeable and experienced in the disciplines required as part of this RFQ, poising RLS to be able to quickly and effectively respond to WVDOT/DPT's needs. RLS has been providing training and technical assistance services to State DOTs for almost 30 years and is very familiar with the needs and requirements for this engagement. It is this combination of staff and a tried and proven system of implementation and monitoring that places RLS ahead of many of its competitors. RLS has put together a team for this project that continues RLS' history of success.

### **Cost Effective Consulting Services**

RLS & Associates, Inc. has continuously strived to maintain a reasonable pricing and overhead rate structure throughout its corporate history. Because of RLS' in-depth knowledge and experience, the Scope of Work can be streamlined. This added efficiency will allow RLS to provide a unique and cost effective service to the WVDOT/DPT, with unparalleled results.

As with any consulting engagement undertaken outside RLS' home state of Ohio, expenses associated with travel to/from client locations is always an important issue and the firm is sensitive to this concern. RLS compensates for its out-of-state location with the following factors:

- ◆ Given the firm's specialization in this area, RLS personnel are generally more efficient than lesser qualified individuals who, although based in or near West Virginia, may need to charge more time to accomplish similar purposes. You will find RLS 'value added' service throughout this quotation, but it is highlighted in Section 5.
- ◆ RLS maintains one of the lowest corporate overhead rates among all transportation planning and management consulting firms in the United States. Even when RLS must travel from distant locations to a client jobsite, its overall costs are often lower than many in-state competitors due to RLS' low overhead expenses.

### **KEY STAFF**

Below are short descriptions for the RLS staff who will be assigned to this project. You will find full resumes for all staff included as an Appendix to this quotation.

#### **Ms. Robbie L. Sarles, President, Project Principal**

Ms. Robbie L. Sarles is President and owner of RLS. Ms. Sarles has worked for over 36 years in the public transportation field in both the public and private sectors in progressively responsible positions, which include her present ownership of RLS & Associates, Inc. (RLS). For much of that time, she has provided transportation management consulting service to public transit systems, paratransit systems, government agencies, and the private sector while working directly with senior level Department of Transportation staff, legislators, and locally-elected officials to discuss complex planning and regulatory issues. Since establishing RLS in 1987, Ms. Sarles has a documented, successful 30-year history of assisting and supporting State Departments of Transportation as these often understaffed, overworked agencies work to support and assist their local public transit systems. Ms. Sarles has personally conducted a variety of projects for State DOTs that have had state and national significance. Ms. Sarles is the Principal in Charge of the RTAP Programs in Indiana, New Hampshire, and Wisconsin; administers and implements the Massachusetts Driver's Training Program for MassDOT and as of 2017, the MassDOT RTAP scholarship program and the provision of specialty training; and has been the primary provider of RTAP services in Ohio since 1989. In addition to the States previously listed, RLS currently provides a variety of technical assistance and training to State DOTs in Alaska, Arizona California, Colorado, Georgia, Illinois, Maine, Nebraska, New Jersey, New Mexico, New York, North Carolina, Oregon, Tennessee, Utah, Vermont, and West Virginia, and has provided similar assistance in various forms over the last three decades in all 50 states.

**John Thomas, Project Manager, Lead Investigator**

John Thomas, an expert for Transit Solutions, is the Vice President at Thomas and Thomas Consulting, LLC. A highly regarded maintenance professional, Mr. Thomas brings over 40 years of experience in transit maintenance to our team. Prior to working at Thomas and Thomas Consulting, Mr. Thomas retired as the Chief Maintenance Officer from the Greater Dayton Regional Transit Authority (GDRTA). He has performed extensive project work on the construction of the GDRTA Transit Center and the modernization of GDRTA's fleet which includes the procurement of clean air diesels and hybrid coaches. He has managed the construction of GDRTA's transit center, I-75 detour project as well as the remodeling of the North West Transit Center; has written coach technical specifications and managed coach procurement contracts for both on demand and fixed route coaches, included attending pre-bid and pre-production meetings; has extensive experience in site coach builds and inspections and Buy America Audits; and is knowledgeable of the required documents needed to meet the Buy America regulations.

Mr. Thomas has course work in electrical engineering and received a Bachelor of Arts and a Master of Public Administration degree from the University of Dayton. John is currently serving on the Board of Zoning Appeals for Beavercreek Township. He has served on the Xenia City Council and Board of Zoning Appeals and the Beavercreek School's Facilities Needs Committee. Mr. Thomas served in both the Navy and the Army and retired as an Infantry Officer from the Army Reserves.

**Alex Schultze, Associate**

Mr. Schultze is experienced in map development using ArcGIS and survey data entry, having provided technical support to several RLS projects, including the Valparaiso Transit (Valparaiso, IN) Route Study, Lextran (Lexington, KY) Title VI Study, Indiana Regional Coordination Plan updates; and Coordinated Human Services Transportation Plans in Union, Scioto, and Pickaway Counties, Ohio.

Mr. Schultze is currently converting PowerPoint training presentations used in the Indiana RTAP Program to an on-line eLearning format. He is also a lead evaluator for the on-going Greater Dayton RTA evaluation project for drivers and transit ambassadors. Previously, Mr. Schultze assisted with the development of a Section 5310 program manual for the Indiana Department of Transportation and conducted an assessment of the preventive maintenance plans for Section 5311 providers in the State of Nevada. Following the assessment, he then developed a standard preventive maintenance plan template based on identified best practices for distribution statewide. Mr. Schultze also conducts pre-delivery inspections for ODOT-purchased Section 5310 and 5311 vehicles.

Prior to joining RLS at its Dayton headquarters, Mr. Schultze worked on site at the Ohio Department of Transportation (ODOT) Headquarters in Columbus, Ohio, assisting the ODOT Office of Transit's Rural Transit Program Section with grants management and technical assistance. Mr. Schultze's specific responsibilities within the Office of Transit included the review and process of operating and capital invoices for the Section 5311 program grantees and coordinating any required revisions or updates to the invoices. He also functioned as the Training Liaison with the Transit 101 education series, provided assistance for the Section 5311 Technical Assistance Reviews, and processed all Section 5311 and Section 5310 vehicle dispositions. In addition, Mr. Schultze assisted the ODOT Rural Circuit Rider with on-site assistance for Chillicothe Transit; provided support for the conduct

of the Scioto County and Pickaway County Coordinated Public Transit-Human Services Transportation Plans; and survey data collection and entry for Lextran (Lexington, KY) and Valparaiso Transit (Valparaiso, IN).

Mr. Schultze completed a Bachelors of Science in Public Affairs with a concentration in Environmental Management from the Indiana University. He has also attended the National Environmental Policy Act Training hosted by the Indiana Department of Transportation (INDOT) and the Federal Highway Administration (FHWA) and the National Environmental Policy Act Categorical Exclusions Training hosted by INDOT & FHWA. In addition, he has his 40 Hour HAZWOPER certification and completed the Ohio DOT's Transit Management Academy training.

### **Alex Ewers, Associate**

Alexander Ewers joined RLS & Associates, Inc. as an on-site grants management technician for the Ohio Department of Transportation's Office of Transit. Mr. Ewers is a strong communicator and collaborator whose strengths are in research and analysis and quantitative data analysis.

Mr. Ewers provides general grants management support to the Office of Transit, Rural Transit Section. His duties include, but are not limited to, quarterly financial invoice reviews and analysis, grant application reviews, and technical assistance to assigned rural transit systems. He has also provided assistance to the Enhanced Mobility for Seniors and Individuals with Disabilities program as well as assistance on the TIGER VII (Transit Tech Ohio) project.

Mr. Ewers also performs pre-delivery inspections for vehicles awarded to various Section 5311 and 5310 subrecipients. For the Section 5311 vehicles, he also regularly reviews subrecipient invoices and supporting documentation submitted for payment.

Mr. Ewers earned a Master in Public Administration from the Wright State University in Dayton, Ohio (2016) and a B. A. in Political Science and History from The Ohio State University (2013). He also completed the Ohio DOT's Transit Management Academy training.

### **Staff Availability**

This project relies on the availability and responsiveness of the contractor's staff to be able to provide inspection and delivery services according to the WV DOT/DPT schedule. Mr. Thomas is committed to having adequate availability to meet the inspection needs and schedules, supplemented by RLS staff. If selected, Mr. Thomas and Ms. Sarles will work with WV DOT/DPT to develop a schedule for inspections and other deliverables.

As is the case of any long-term engagement of this type, there may be occasions when a previously assigned staff member is unable to undertake a previously assigned set of tasks. This situation may arise due to unforeseen illness, vacation scheduling, or excessive technical assistance demands from a previously completed task. In these circumstances, the RLS Principal will consult with the WVDOT/DPT Contract Administrator and re-assign the tasks. In all cases, the WVDOT/DPT shall have approval authority over all staff assignments.

### **3. GENERAL & MANDATORY REQUIREMENTS**

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RLS & Associates, Inc. (RLS) understands that all work (inspections, audits, etc.) will take place during the time that vehicles are in production, defined as the period beginning when the first assembly of components begins by the manufacturer through delivery and agrees to comply with all general and mandatory requirements as described below.

#### **3.1 CONTRACT ITEMS AND MANDATORY REQUIREMENTS.**

If selected, RLS will meet or exceed the Division of Public Transit's (DPT's) required services as described in Section 3, General Requirements section of the RFQ on an open-ended, continuing basis, and in compliance with 49 CFR Part 663.

#### **3.2 DISADVANTAGED BUSINESS ENTERPRISE (DBE).**

RLS is a West Virginia certified DBE. RLS as Prime Contractor will provide 10% of the services in this quotation.

#### **3.3 TECHNICAL APPROACH.**

RLS will undertake all activities required as part of the West Virginia DOT/Division of Public Transit's (DPT's) implementation and administration of vehicle procurements under the FTA Sections 5310, 5311, and 5339 Programs. RLS will attend pre-bid meetings in Charleston, WV as scheduled and conducted by the DPT. Pre-inspection activities will be conducted by observing all vehicle assembly operations at various vehicle manufacturers selected as part of the DPT's vehicle procurement process. RLS will also conduct pre-delivery activities and testing procedures prior to shipment to the DPT. These efforts will include detection and correction of any conditions that result in the production of deficient vehicles; review of any manufacturer changes to any vehicle specification and commenting on all change orders requests during weekly vehicle production communications; development of inspection checklists; perform FTA Buy America; post-delivery audits; pre-delivery inspections and road tests; and monitor on-line manufacturing process of vehicles to ensure compliance with the vehicle specifications and authorize the release of each vehicle to the DPT for shipment followed by written or electronic notification to the DPT when this occurs. RLS will also conduct all post-delivery activities and understands that documentation of compliance with the post-delivery requirements must be submitted to the DPT within one week of the finished inspection.

#### **3.4 MANUFACTURING INSPECTION PROCESS.**

RLS and Thomas and Thomas will ensure compliance with the Manufacturer's In-Plant Quality Control/Assurance Program which consists of the pre-inspection activities, in-plant quality control process, production line inspection of the vehicles and the final vehicle evaluation.

- ◆ Pre-inspection activities will include a review of technical materials such as Society of Automotive Engineers Standards, the Manufacturer's Quality Assurance Manual, FTA procurement requirement, West Virginia State Vehicle Regulations, guidelines for ADA accessible vehicles, a review of the vehicle specifications and a review of other documents as necessary. RLS will also establish a plan for in-plant communications.
- ◆ In-plant quality control will consist of, among other things, review and comment on change order requests, maintenance of records for each vehicle throughout the build process, and an inspection of every aspect of the vehicle manufacturing process.
- ◆ Production line inspections of the vehicles shall include an inspection and review of the quality of work of each vehicle during each critical build stage of manufacturing at the manufacturer's location. This activity will ensure that the vehicle specifications are being met before the vehicle is processed down the assembly line. As indicated in the RFQ, emphasis will be placed on vehicle specifications and major vehicle components. Inspections will include, but are not limited to, matching of the bodies, installation of the sub-floor, undercarriage, electrical installation, brakes, welds, alignment of doors, paint and paint schemes, wheelchair lift or ramp, heating and air conditioning, differential, suspension, water tightness, and interior seating and floors. All elements will be inspected for compliance with the specifications including major components of the vehicle. All vehicles will also be inspected for compliance with Federal Motor Vehicle Safety Standards (FMVSS).
- ◆ Final vehicle evaluation will be conducted prior to delivery of the vehicles to the West Virginia Division of Public Transit. A final inspection on the entire vehicle will be reviewed to ensure compliance with the vehicle specifications. Inspections of the vehicle's interior will include driver controls, instrumentation, interior trim, trim panels, exit signal, inside mirrors, radio system, windows, wheelchair lift/ramp securement system, and if specified camera systems, farebox installation, destination signs, strobe light and PA System. Exterior inspections will include the body, rain gutters, doors, exterior lighting, outside mirrors, exhaust locations, fuel tank and filler, bumper material and if specified paint schemes and logos. Engine component inspections will consist of checking for proper wiring, listening for abnormal noises, warranty conflicts, and batteries. A road test shall also be conducted where the inspector rides along listening for abnormal powertrain noises, ride quality, interior rattles, etc.
- ◆ Prior to delivery inspections shall also include detailed inspection records, post-delivery reports for each vehicle, a copy of the manufacturer's self-certification of compliance to FMVSS, Post-Delivery Buy-America checklist which must be submitted within one week of the final inspection and technical specification initialed and dated by the RLS inspector(s).
- ◆ RLS understands that written monthly reports are to be submitted to the DPT to include the current number of vehicle inspected and delivered; project status for each purchase order; project overview; and general comments.

### **3.5 ADDITIONAL REQUIREMENTS.**

In additional to the activities described in Task 3.4, RLS understands that it may participate in the development of specifications and a review of final specifications; review, evaluate, and recommend, as necessary, requests for deviations or approved equals; perform pre-award audits of bidders;

attend pre-bid and pre-production meetings either in Charleston, WV or at the vehicle manufacturer; provide on-site factory quality assurance and production monitoring; indicate an email address for on-site inspector(s); supply documentation as required by the DPT; provide other vehicle technical services as they may arise; update the DPT with industry changes that would affect the types of vehicles procured by the DPT; and work as a liaison between the manufacturer and the DPT.

## 4. REQUIRED TASKS

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In accordance with the Request for Quotations, RLS will conduct a series of tasks as specified in Section 3, Mandatory Requirements and Technical Approach, and as further identified in Exhibit A.

**Task A. Inspections of Up to 10 Low Floor Minivans with Wheelchair Ramps.** Inspections will include pre-inspection activities, including observation of all vehicle assembly operations and pre-delivery activities and testing procedures prior to shipment to the West Virginia Division of Public Transit (DPT). These efforts will include detection and correction of any conditions that result in the production of deficient vehicles; review of any manufacturer changes to any vehicle specifications and commenting on all change orders requests during weekly vehicle production communications; development of inspection checklists; performing FTA Buy America Post-Delivery Audits, Pre-Delivery inspections, and road tests; monitoring on-line manufacturing process of vehicles to ensure compliance with the vehicle specifications; and authorizing the release of each vehicle to the DPT for shipment followed by written or electronic notification to the DPT when this occurs. Documentation of post-delivery requirements will be submitted within one week of the completed inspection.

**Task B. Inspection of up to 10 Converted Vans With or Without Rear Wheelchair Lifts, 138" Wheelbase Various Seating Configurations.** Inspections will include pre-inspection activities, including observation of all vehicle assembly operations and pre-delivery activities and testing procedures prior to shipment to the West Virginia Division of Public Transit (DPT). These efforts will include detection and correction of any conditions that result in the production of deficient vehicles; review of any manufacturer changes to any vehicle specifications and commenting on all change orders requests during weekly vehicle production communications; development of inspection checklists; performing FTA Buy America Post-Delivery Audits, Pre-Delivery inspections, and road tests; monitoring on-line manufacturing process of vehicles to ensure compliance with the vehicle specifications; and authorizing the release of each vehicle to the DPT for shipment followed by written or electronic notification to the DPT when this occurs. Documentation of post-delivery requirements will be submitted within one week of the completed inspection.

**Task C. Inspection of up to 10 Narrow Body Cutaway Vans With or Without Wheelchair Lift; 138" Wheelbase, Various Seating Configurations.** Inspections will include pre-inspection activities, including observation of all vehicle assembly operations and pre-delivery activities and testing procedures prior to shipment to the West Virginia Division of Public Transit (DPT). These efforts will include detection and correction of any conditions that result in the production of deficient vehicles; review of any manufacturer changes to any vehicle specifications and commenting on all change orders requests during weekly vehicle production communications; development of inspection checklists; performing FTA Buy America Post-Delivery Audits, Pre-Delivery inspections, and road tests; monitoring on-line manufacturing process of vehicles to ensure compliance with the vehicle specifications; and authorizing the release of each vehicle to the DPT for shipment followed by written or electronic notification to the DPT when this occurs. Documentation of post-delivery requirements will be submitted within one week of the completed inspection.

**Task D. Inspection of up to 10 Cutaway Vans With or Without Wheelchair Lifts; 158”**

**Wheelbase, 12+2 Seating.** Inspections will include pre-inspection activities, including observation of all vehicle assembly operations and pre-delivery activities and testing procedures prior to shipment to the West Virginia Division of Public Transit (DPT). These efforts will include detection and correction of any conditions that result in the production of deficient vehicles; review of any manufacturer changes to any vehicle specifications and commenting on all change orders requests during weekly vehicle production communications; development of inspection checklists; performing FTA Buy America Post-Delivery Audits, Pre-Delivery inspections, and road tests; monitoring on-line manufacturing process of vehicles to ensure compliance with the vehicle specifications; and authorizing the release of each vehicle to the DPT for shipment followed by written or electronic notification to the DPT when this occurs. Documentation of post-delivery requirements will be submitted within one week of the completed inspection.

**Task E. Inspection of Up to 10 Cutaway Vans With or Without Wheelchair Lifts; 178”**

**Wheelbase; 16+2 Seating.** Inspections will include pre-inspection activities, including observation of all vehicle assembly operations and pre-delivery activities and testing procedures prior to shipment to the West Virginia Division of Public Transit (DPT). These efforts will include detection and correction of any conditions that result in the production of deficient vehicles; review of any manufacturer changes to any vehicle specifications and commenting on all change orders requests during weekly vehicle production communications; development of inspection checklists; performing FTA Buy America Post-Delivery Audits, Pre-Delivery inspections, and road tests; monitoring on-line manufacturing process of vehicles to ensure compliance with the vehicle specifications; and authorizing the release of each vehicle to the DPT for shipment followed by written or electronic notification to the DPT when this occurs. Documentation of post-delivery requirements will be submitted within one week of the completed inspection.

**Task F. Inspection of 10 Mid-Sized medium Light Duty Transit Vehicles; 190” Wheelbase;**

**24+2 Seating.** Inspections will include pre-inspection activities, including observation of all vehicle assembly operations and pre-delivery activities and testing procedures prior to shipment to the West Virginia Division of Public Transit (DPT). These efforts will include detection and correction of any conditions that result in the production of deficient vehicles; review of any manufacturer changes to any vehicle specifications and commenting on all change orders requests during weekly vehicle production communications; development of inspection checklists; performing FTA Buy America Post-Delivery Audits, Pre-Delivery inspections, and road tests; monitoring on-line manufacturing process of vehicles to ensure compliance with the vehicle specifications; and authorizing the release of each vehicle to the DPT for shipment followed by written or electronic notification to the DPT when this occurs. Documentation of post-delivery requirements will be submitted within one week of the completed inspection.

**Task G. Attend Pre-Bid Meetings in Charleston, WV.** RLS will attend and participate in pre-bid meetings in Charleston, WV, scheduled and facilitated by the DPT and/or the WVDOT Purchasing Division, for all vehicles described in Tasks A-F.

**Task H. Attend Pre-Production Factory Meetings.** RLS will attend pre-production factory meetings for all vehicles described in Tasks A-F as directed by the DPT. Factories are tentatively projected to be located in Winamac, IN; Imlay City, MI; Salina, KS; Elkhart, IN; and Canton, MI.

**Task I. Specification Assistance/Review/Update/Recommend Changes.** RLS will assist the DPT in the review, update, and/or development of vehicle specifications and provide written recommendations and/or suggested revisions and supporting documentation for the suggested changes, as appropriate. RLS will use its knowledge of state-of-the art transit technology and best practices being employed in the transit industry today as a basis for these reviews.

## 5. VALUE ADDED

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Because of RLS' long history and experience working with the Federal Transit Administration as well as State DOTs across the country, and assisting those DOTs with virtually all aspects of the FTA Section 5310 and Section 5311 Programs, RLS has developed insights and gained valuable information that can be used to address issues and challenges that have not been anticipated, but could arise during the conduct of this project.

Next, the RLS team assembled for this project is fully familiar with the requirements and procedures of these FTA funding programs and other related guidance and regulations. The team can literally hit the ground running as soon as the DPT's procurement process is initiated. Further, given the firm's specialization in this area, RLS personnel are generally more efficient than lesser qualified individuals who, although based in or near Charleston, may need to charge more time to accomplish similar purposes. In addition, the DPT would also have access to the knowledge and experience of RLS' entire staff which is comprised of experienced transit managers and State Program managers and who would be readily available to provide guidance on any compliance, procurement, or other issue.

Finally, both RLS and Thomas and Thomas Consulting are located in Dayton, Ohio, a relatively short drive (3-4 hours) from Charleston, WV and five of the six anticipated manufacturing locations. This will allow quick response to the DPT for meetings and inspections.

## 6. EXHIBIT A

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# Pricing

RLS & Associates, Inc. (RLS) continuously strives to maintain a reasonable and competitive pricing and low overhead rate structure. To this end, RLS' overhead rate is one of the lowest in the transit industry today. The per unit and total costs included for each line item are inclusive of all direct costs to be incurred as the performance of the described services. For Items A-F, costs associated with on-site factory quality assurance and production monitoring have been included.

## Exhibit A

### REQUEST FOR QUOTATION

#### Production Line Vehicle Inspections

Includes on-site factory quality assurance  
and production monitoring.

CLASS	ITEM DESCRIPTION	UNIT OF MEASURE	UNIT PRICE PER VEHICLE	ESTIMATED QUANTITY	EXTENDED PRICE
A	Inspection of Low Floor Minivan with Ramp	EACH	\$1,532.58	10	\$15,325.80
B	Inspection of Converted Van with/without Rear Lift - 138" wheelbase various seating configurations	EACH	\$1,527.03	10	\$15,270.30
C	Inspection of Narrow Body Cutaway Van with/without Lift 138" wheelbase, various seating configurations	EACH	\$1,532.58	10	\$15,325.80
D	Inspection of Cutaway Van with/without Lift - 158" wheelbase 12 + 2 seating	EACH	\$2,054.87	10	\$20,548.70
E	Inspection of Cutaway Van with/without Lift - 178" wheelbase 16 + 2 seating	EACH	\$2,054.87	10	\$20,548.70
F	Inspection of Mid-Sized Medium Light Duty Transit Vehicles 190" wheelbase, 24 + 2 seating	EACH	\$1,527.03	10	\$15,270.30
		<b>UNIT PRICE PER MEETING/SPEC</b>			\$0.00
G	Attend Pre-Bid Meeting in Charleston, WV	EACH	\$1,686.60	5	\$8,433.00
H	Attend Pre-Production Meeting at Factory	EACH	\$1,634.31	6	\$9,805.86
I	Specification Assistance/Review/Update/Recommend Changes	EACH	\$1,634.31	6	\$9,805.86
	<b>TOTAL BID FOR EVALUATION</b>	<b>***</b>	<b>***</b>	<b>****</b>	<b>\$130,334.32</b>
	<i>*Complete form provided.</i>				
	<i>*Please note these are only estimated quantities and do not reflect any guarantee of purchase.</i>				
	<i>*The DPT may purchase more or less as needed.</i>				
	<i>*Please do not alter pricing page.</i>				

**NOTE: Possible manufacturers (subject to change) are:**

Braun Corporation, Winamac, IN;  
Champion Bus, Inc., Imlay City, MI,  
ElDorado Bus, Salina, KS;  
Elkhart Coach, Elkhart, IN;  
Mobility Transportation Services, Canton, MI;  
Prime Time Specialty Vehicles, Elkhart, IN

## ***JOHN G. THOMAS, THOMAS & THOMAS CONSULTING LLC***

### **EDUCATION**

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- ◆ M.P.A., Master of Public Administration, University of Dayton
- ◆ B.A., History, University of Dayton
- ◆ Sinclair Community College (Business Management)
- ◆ Infantry Officers Basic Course
- ◆ Infantry Officers Advance Course
- ◆ Company Commander Course
- ◆ Command and General Staff Course

### **PROFESSIONAL EXPERIENCE**

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#### **Vice President for Transit Solutions Thomas & Thomas Consulting LLC**

**2014 to Present**

A dynamic administrator with a strong record of achievement combining skills in diverse areas of organizational development, staff leadership, program development and project management, building partnerships and community relations.

#### **Chief Maintenance Officer Greater Dayton Regional Transit Authority**

**2005 to 2013**

Mr. Thomas directed the operation of the Maintenance Department which included the establishment of performance goals, policies, and procedures for the Department. Developed and managed both the operational and capital budgets. Analyzes training needs and develop training programs. Ensure that the Department complies with all State and FTA regulations to included Buy America and Tri-Annual Review. Retired January 1, 2013. In addition, Mr. Thomas was responsible for the specification development of all AVL and GPS systems for the RTA.

#### **Lead Supervisor of Maintenance Operation Greater Dayton Regional Transit Authority**

**2000 to 2005**

Manage the assets of both fleet operations and building and grounds which consist of six shift supervisors, forty-five mechanics, three maintenance coordinators, seven janitors, two hundred revenue vehicles and fifty non-revenue vehicles. Develop and manage both operational and capital budgets. Plan and oversee the professional development of shift supervisors. Coordinate and track mechanic training. Develop bid specification for new coach procurement. Ensure that information and reports are completed in accordance with Federal Transportation Agencies' regulations. Represent the Authority on community panels. Coordinates with other departments to ensure assets are available for service demands. Undertake the responsibilities of the Chief Maintenance Officer in his absences.

**Maintenance Supervisor**  
**Miami Valley Regional Transit Authority**

**1985 to 2000**

Supervise the daily activity of maintenance and cleaning personnel assigned to shift. Maintained preventive maintenance schedules for coaches. Ensured coach availability to service demand.

**MAJOR CAREER RESPONSIBILITIES**

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- ◆ Operations and administration
- ◆ Strategic planning
- ◆ Development of organizational policies
- ◆ Budget development and fiscal management
- ◆ Organizational development
- ◆ Project and resource management
- ◆ Work with contractors on construction projects within maintenance facilities
- ◆ Program development and evaluation
- ◆ Design of training programs
- ◆ Professional writing (newsletters, bid proposals, manuals)
- ◆ Staff hiring, training, supervision, and evaluation
- ◆ Vendor selection and contract negotiations
- ◆ Capital equipment acquisition
- ◆ Develop and implement building cleaning plan.
- ◆ Manage preventive maintenance and repair to facilities, and both revenue and non-revenue vehicles
- ◆ Work with Ohio Environmental Protection Agency (EPA) on the establishment of a transit coach emissions standards and testing

**PROFESSIONAL HISTORY**

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- ◆ Councilman Xenia City Council – Xenia, OH
- ◆ Member Board of Zoning Appeal – Xenia, OH
- ◆ Member of Facilities Committee, Beaver Creek School System – Beaver Creek, OH
- ◆ Member of Planning Committee, Stonehill Village Association – Beaver Creek, OH
- ◆ Chair of OPTA Maintenance Council
- ◆ Greater Dayton Regional Transit Authority Customer Service Award
- ◆ 2009 Greater Dayton Regional Transit Authority Employee of the Year



Mr. Alex Schultze is skilled in survey and data collection and entry using the Microsoft Office Suite as well as map development using ArcGIS. He develops maps to represent demographic information and bus route profiles and conducts data analyses, providing support to the RLS Senior staff on a variety of planning and technical assistance projects.

**ALEX SCHULTZE**  
*Associate*

**EDUCATION**

B.S. Public Affairs with a concentration in Environmental Management, Indiana University  
National Environmental Policy Act Training and Categorical Exclusions Training, both sponsored by the Indiana Department of Transportation (INDOT) & Federal Highway Administration (FHWA) in 2009.  
ODOT Transit Management Academy

**YEARS OF TRANSPORTATION EXPERIENCE**

8

**AFFILIATIONS**

**PUBLICATIONS**

**PROFESSIONAL EXPERIENCE**

**Associate, RLS & Associates, Inc. – July 2013 to Present** - Mr. Schultze’s current and past projects include:

- ◆ Assessing the preventive maintenance plans for Section 5311 providers in the State of Nevada and will develop a best practice, standard preventive maintenance plan template for distribution statewide.
- ◆ Lead evaluator for the Greater Dayton RTA evaluation project for drivers and transit ambassadors.
- ◆ Assisting with the development of a Section 5310 program manual for the Indiana Department of Transportation.
- ◆ Conducting pre-delivery vehicle reviews for Ohio DOT vehicle purchases on behalf of Sections 5310 and 5311 subrecipients.
- ◆ Grants management support on site at the Ohio Department of Transportation (ODOT) Headquarters in Columbus, Ohio, assisting the ODOT Office of Transit Rural Transit Program Section with grants management and technical assistance.
- ◆ ODOT Office of Transit Training Liaison for the Transit Management Academy education series.
- ◆ Assisted the ODOT Rural Circuit Rider with on-site assistance for Chillicothe Transit.
- ◆ Provided support for the conduct of the Scioto County and Pickaway County Coordinated Public Transit-Human Services Transportation Plans.
- ◆ Performed survey data collection and entry for Lextran in Lexington, KY and Valparaiso Transit in Valparaiso, IN.

**Green Design Intern - May Creek Farm** - Mr. Schultze developed a framework for a green design project and helped design a green community center for 15 families and a green condo complex to house 4 families. He also worked to integrate green technology and design including passive and active solar, geothermal, and sustainable materials.

**Indiana Clean Lakes Program, Water Quality Intern** – Mr. Schultze performed lab functions including water sample testing for alkalinity, Ph, total suspended solids, and fecal coliform, participated in lab maintenance, and worked to prepare sampling materials for in field collection and collected water samples in the field for multiple parameters.

**RLS & Associates, Inc., Technical Analyst** - Mr. Schultze supported RLS’ Data and GIS section, performing demographic data entry from surveys to generate a variety of documents, including bus profiles.



Alexander Ewers joined RLS & Associates, Inc. as an onsite grants management technician for the Ohio Department of Transportation. Mr. Ewers is a strong communicator and collaborator whose strengths are in research and analysis and quantitative data analysis.

**ALEXANDER EWERS**

*Associate/Grants Management Technician*

**EDUCATION**

M.P.A., Masters of Public Administration,  
Wright State University (2016)  
B.A. Political Science and History, The Ohio  
State University (2013)

**YEARS OF TRANSPORTATION EXPERIENCE**

.75

**AFFILIATIONS**

**PUBLICATIONS**

**PROFESSIONAL EXPERIENCE**

**Associate/Grants Management Technician, July 2016 to Present, RLS & Associates, Inc.** – Mr. Ewers is working on site at the Ohio Department of Transportation Headquarters in Columbus, Ohio providing general grants management support to the Rural Transit Section. His duties include, but are not limited to, quarterly financial invoice reviews and analysis, grant application reviews, and technical assistance to assigned rural transit systems. Mr. Ewers performs pre-delivery vehicle inspections for ODOT vehicles purchased on behalf of Section 5310 and 5311 subrecipients.

Mr. Ewers has also worked on the TIGER VII project (Transit Tech Ohio) by assisting with the invoice review process and quarterly progress reporting, and the Enhanced Mobility for Seniors and Individuals with Disabilities program, reviewing grant applications and quarterly invoices.

**City of Springfield Service Department  
Intern, January 2016 – April 2016**

Mr. Ewers worked on numerous projects including the Development Incentive Agreements audit, indigent burial records; performance analysis benchmarks, and the local government efficiency grant.

**Wal-Mart**

**Sales Associate, September 2013 – January 2016**

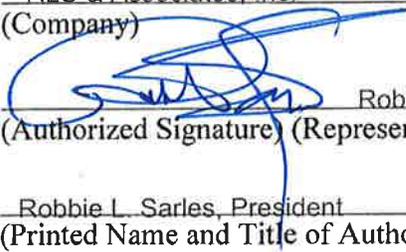
Mr. Ewers performed customer service and retail sales.

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

 President  
\_\_\_\_\_  
(Name, Title)  
Robbie L. Sarles, President  
\_\_\_\_\_  
(Printed Name and Title)  
3131 S. Dixie Highway, Suite 545 Dayton, OH 45439  
\_\_\_\_\_  
(Address)  
(937) 299-5007 / (937) 299-1055  
\_\_\_\_\_  
(Phone Number) / (Fax Number)  
rls@rlsandassoc.com  
\_\_\_\_\_  
(email address)

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

RLS & Associates, Inc.  
\_\_\_\_\_  
(Company)

 Robbie L. Sarles, President  
\_\_\_\_\_  
(Authorized Signature) (Representative Name, Title)

Robbie L. Sarles, President  
\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)

5/3/2017  
\_\_\_\_\_  
(Date)

(937) 299-5007 / (37) 299-1055  
\_\_\_\_\_  
(Phone Number) (Fax Number)

**REQUEST FOR QUOTATIONS**  
**Production Line Vehicle Inspections**

**11.3 Ownership of Data:** All materials developed for this project shall become the property of the West Virginia Division of Public Transit. All materials developed for this project shall also be provided in pdf format.

**11.4 Federal Funding:** Federal funding for this project is being provided by the Federal Transit Administration through CFDA grants 20.526, 20.509 and 20.513 for 100% of the project cost.

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

**Contract Manager:** Robbie L. Sarles, President

**Telephone Number:** (937) 299-5007

**Fax Number:** (937) 299-1055

**Email Address:** rls@rlsandassoc.com

**REQUEST FOR QUOTATIONS  
Production Line Vehicle Inspections**

**EXHIBIT B**

**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),

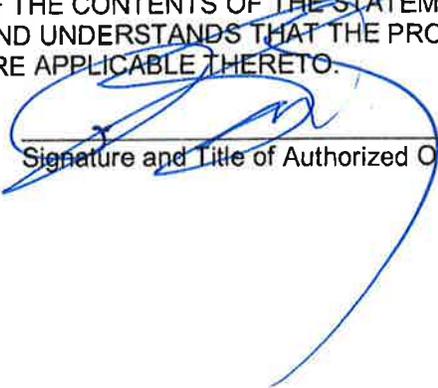
RLS & Associates, Inc. (COMPANY NAME) certifies to the best of its knowledge and belief, that it and its principals:

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),**

Robbie L. Sarles, President, 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      President

**REQUEST FOR QUOTATIONS**  
**Production Line Vehicle Inspections**

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**EXHIBIT C**

**CERTIFICATION OF RESTRICTIONS ON LOBBYING**

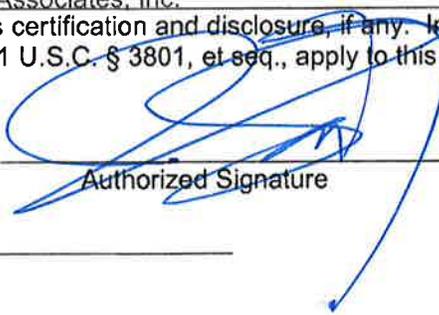
The undersigned (Vendor, Contractor) certifies, to the best of his or her knowledge and belief, that:

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, RLS & Associates, 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.

5/3/2017  
Date

  
Authorized Signature

President  
Title

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 exceed 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: RLS & Associates, Inc

Authorized Signature:  Date: 5/3/2017

State of Ohio

County of Montgomery, to-wit:

Taken, subscribed, and sworn to before me this 5<sup>th</sup> day of May, 2017.

My Commission expires April 4, 2020.



DEBORAH L THRAWL, Notary Public  
In and for the State of Ohio  
My Commission Expires 4/4/2020

NOTARY PUBLIC



State of West Virginia  
**VENDOR PREFERENCE CERTIFICATE**

Certification and application is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

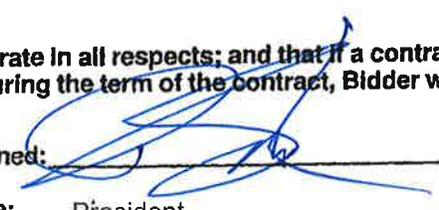
1. **Application is made for 2.5% vendor preference for the reason checked:**  
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,  
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification;  
 Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; **or**,  
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,
2. **Application is made for 2.5% vendor preference for the reason checked:**  
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,
3. **Application is made for 2.5% vendor preference for the reason checked:**  
 Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; **or**,
4. **Application is made for 5% vendor preference for the reason checked:**  
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,
5. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**  
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,
6. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**  
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**  
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

**Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.**

Bidder: RLS & Associates, Inc.

Signed: 

Date: 5/3/2017

Title: President

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.