



12/22/21 11:09:12
WV Purchasing Division

West Virginia Division of Public Transit Consultant Services for Potomac Valley Transit Authority

SUBMITTED BY

Michael Baker
INTERNATIONAL

4431 N. FRONT ST. | 2ND FLOOR
HARRISBURG, PA 17110

We Make a Difference

West Virginia Division of Public Transit
Consultant Services for Potomac Valley Transit Authority

December 22, 2021

Jessica Hovanec
Senior Buyer
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

Re: Consultant Services for Potomac Valley Transit Authority

Dear Ms. Hovanec,

Enclosed is Michael Baker International, Inc.'s (Michael Baker) proposal response to the State of West Virginia Division of Public Transit bid solicitation to provide consulting services for the Potomac Valley Transit Authority. Michael Baker has partnered with communities for more than 81 years, solving our client's most complex challenges with a legacy of expertise, innovation, and integrity.

As a trusted consulting partner in the public transportation industry, Michael Baker is relied on to address the full spectrum of tasks, from complex challenges to routine compliance matters. We are committed to mobility and the customer experience. Our clients include multiple state departments of transportation that rely on Michael Baker's transit experience daily, including West Virginia, Pennsylvania, and Maryland. Michael Baker is also trusted by both urban and rural transit agencies to perform transportation planning work and execute open-end agreements for agencies and organizations such as the Eastern Panhandle Transit Authority in Martinsburg, WV; the Eastern Panhandle Regional Planning and Development Council – Region 9 (for transit planning and economic development planning); and Port Authority of Allegheny County and the South Eastern Pennsylvania Transportation Authority (SEPTA) in Pennsylvania.

Michael Baker welcomes this opportunity to apply our award-winning planning experience and expertise to address your project needs. The enclosed proposal outlines a menu of planning services for your review and consideration, and we welcome you to call or email our Project Manager, DeRon Jordan, at 717-221-2089 or deron.jordan@mbakerintl.com with any questions.

Sincerely,

MICHAEL BAKER INTERNATIONAL, INC.



Steven L. Barber, PE
Senior Vice President / Principal in Charge



DeRon Jordan
Project Manager

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Company Overview

Michael Baker is a leading global provider of engineering and consulting services. The firm specializes in planning, civil engineering, architecture, environmental, construction, program management, and full life-cycle support services. Headquartered in Pittsburgh, Pennsylvania, Michael Baker provides engineering, operations, and maintenance services worldwide. With more than 3,500 employees in more than 90 offices across the United States (including an office in Charleston, West Virginia, which has been in operation since 1952) and internationally, Michael Baker is consistently ranked by Engineering News-Record among the top 10% of the 500 largest U.S. design firms. Since 1940, Michael Baker has provided support to thousands of clients including many highway and transportation departments, toll authorities, airport authorities, and local governments. Michael Baker provides services across the entire life cycle of transportation facilities from highway and bridge design, planning, and environmental support to facility design, aviation, and construction management.

Michael Baker has been partnering with communities across the nation and beyond for **more than 81 years** to solve their most complex challenges with a legacy of expertise, innovation, and integrity. We have a highly regarded planning practice with regional experience, nationally known leaders in the industry, and a multidisciplinary team well-versed in land use, multimodal transportation, economic development, urban design, community engagement, and public funding. We are a trusted adviser to the communities we serve, making them safer, more accessible, more sustainable, and more prosperous.

Firm History

For the last decade, Michael Baker has provided critical technical assistance to DOTs and local communities in planning for high-quality, efficient, and effective public transportation. Michael Baker has extensive experience conducting planning work in coordination with the **West Virginia Division of Public Transit**, having successfully completed a Transit Development Plan, Facility Expansion Feasibility Study, and Five-Year Strategic Business Plan for the **Eastern Panhandle Transit Authority (EPTA)** in Martinsburg, WV. Additionally, Michael Baker has been under contract with the **Virginia Department of Rail and Public Transportation (DRPT)** for three successive periods and has successfully completed dozens of public transportation projects ranging from Transportation Demand Management (TDM), TDPs, Transit Visioning Plans, and others. Michael Baker has also served as the primary consultant for the **Pennsylvania Department of Transportation (PennDOT)** Bureau of Public Transportation (BPT), providing a range of services to support BPT staff priorities as well as providing technical assistance to address specific transit agency needs throughout the Commonwealth. Through seven successive on-call agreements, Michael Baker and its team of subconsultants have completed more than 200 transit projects in Pennsylvania and have worked with every transit provider in the Commonwealth, from small rural fixed route and demand response agencies that operate less than a handful of vehicles, to large urban systems that operate more than 1,000. Similarly, Michael Baker is currently working on transit on-call contracts for both Virginia and Connecticut. Our experience with these statewide transit contracts means our planners stay current in transit funding and other initiatives to better serve our clients.



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717.221.2000 phone | 717.234.7611 fax

Key Personnel

DeRon Jordan | **Project Manager** | Mr. Jordan is a Public Transit Project Manager, specializing in short- and long-range transportation planning. He provides leadership and coordination on various transit-focused projects, including his current work on commuter bus implementation plans, transit asset management, and transit facility design and assessment. Mr. Jordan is highly skilled in the areas of fixed-route transit planning / scheduling / runcutting and has extensive experience with fixed-route operations, collective bargaining agreements (CBAs), and comprehensive bus network redesign. Before coming to Michael Baker, Mr. Jordan was a Transit Planner at Capital Area Transit (CAT).

Aarion Franklin, PhD | **Deputy Project Manager** | Mr. Franklin is an accomplished project manager and transportation planner with experience in transit planning, asset management, and strategic planning. Aarion spent **20 years with the Maryland Department of Transportation** where he developed strategic plans for three agencies and business plans for two agencies. As a consultant, he has developed transit development plans, strategic plans, transit asset management plans, fleet management plans, performance-based requests for proposals, and conducted business case analyses for several large urban transit administrations. Aarion recently managed the system redesign for the Bowling Green, Kentucky, MPO and is currently leading a commuter bus implementation plan for **Eastern Panhandle Transit Authority (EPTA)**. He has also led route redesigns and benefit-cost analyses **for federal grants**.

Troy Truax, AICP | **Senior Advisor** | Mr. Truax is a certified planner with professional experience specializing in land use and multimodal transportation planning, economic development, brownfield redevelopment, and urban revitalization planning, transit-oriented development, public funding, strategic planning, and transportation incident management. He successfully manages multimodal transportation planning projects for the **Pennsylvania Department of Transportation (PennDOT)**, which includes delivering technical assistance to the department and its urban, rural, and community public transportation agencies on various transit planning, finance, regulatory compliance, and conceptual design needs. In addition, Mr. Truax has served as Project Manager for the **Eastern Panhandle Regional Planning and Development Council's (Region 9)** on-call community planning and economic development consultant agreement since 2013. Michael Baker's on-call services have included assisting the **Eastern Panhandle Transit Authority (EPTA)** with various technical planning services including a Facility Expansion Feasibility Study that helped EPTA leverage \$10.58 million in FTA funding for its new facility design and construction project in Martinsburg, WV.

Emily Webb | Ms. Webb is a multimodal transportation planner with a background in geographic analysis and cultural resource management. She has been employed with Michael Baker for five years, specializing in geographic information system (GIS) mapping and transit planning. As a transportation planner, she has extensive experience with fixed-route public transit and rural shared-ride transportation services. Her project experience includes serving as technical lead for an analysis of the Jefferson County, Pennsylvania, Veterans Affairs Office's medical transportation program, conducting annual operational and financial reviews of shared-ride providers across Pennsylvania, and crafting a Title VI Plan for the Franklin County, Pennsylvania, MPO. Ms. Webb has also worked closely with PennDOT's Bureau of Public Transportation for the past three years to compile its Annual Performance Report on all transit agencies in the Commonwealth of Pennsylvania.

Kaitlin Davidson | Ms. Davidson specializes in technical support for a broad array of transportation planning strategies and projects including public outreach and education, communication and stakeholder coordination, facilities asset management, as well as project management for regional and statewide transportation clients. She has experience coordinating statewide facility master plans, statewide public involvement plans, coordinating automated/connected vehicle initiatives, and providing support to public works infrastructure and community-based enhancement projects. Ms. Davidson has **experience working as an extension of staff, embedded alongside state DOT planning offices and local public**

works design/construction agencies to help deliver critical program needs ranging from planning support, logistics, technical writing, and in-house planning staff support. Most recently, she has gained technical experience in the coordination of transit asset management and facility asset inventory.

Ryan Ulrich | Mr. Ulrich is a Planner at Michael Baker International where he assists on master plan development and urban design projects. In his role, Ryan works with public- and private-sector organizations to foster community development and economic growth through a variety of planning initiatives. He has a background in environmental research and public policy, as well as education. He most recently completed his master's project that focuses on how the Pennsylvania Municipalities Planning Code affects farmland preservation and land-use efforts, specifically through the lens of urban growth boundaries. Before joining Michael Baker, he interned in Washington D.C. with the District Department of Transportation and the German Marshall Fund. At his internships, he was able to focus on congestion mitigation policy and equity inclusion analysis.

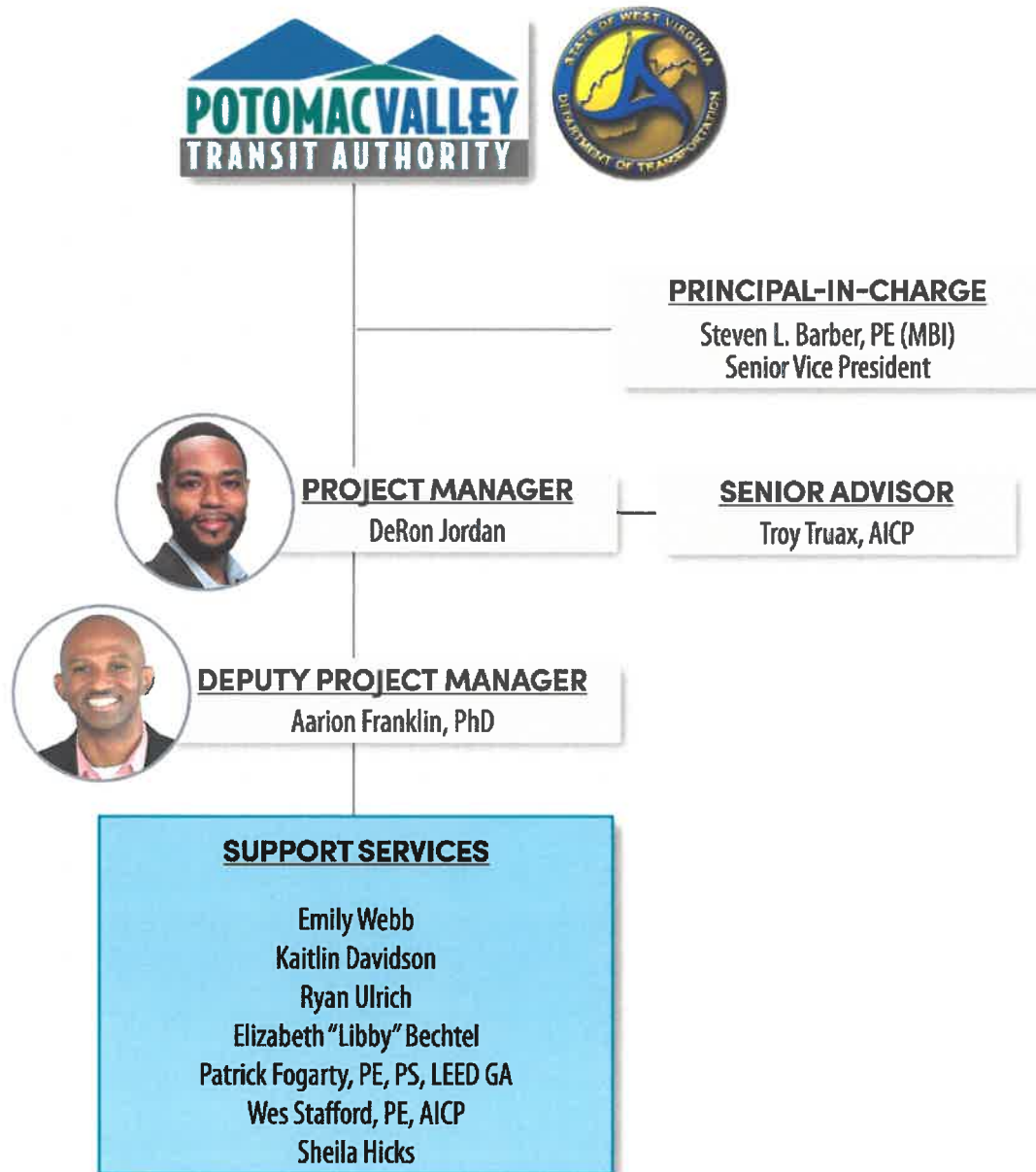
Elizabeth "Libby" Bechtel | Ms. Bechtel is a multimodal transportation planner with a background in geography and urban planning. As a transportation planner, she has experience working on various transportation projects such as transit asset management, short-range and long-range transportation plans, transit service redesign, and coordinated service plans. She has previous experience working in a Zoning and Codes office and as a Planning Commission Secretary.

Patrick Fogarty, PE, PS, LEED GA | Mr. Fogarty is an asset to the Michael Baker team with project design and management experience. He is responsible for the technical and management aspects of facility design and surveying projects within the office. Mr. Fogarty has designed and managed projects in numerous disciplines including civil, structural, and transportation engineering, site development, ecosystem restoration, planning, and surveying. These projects have included retail/commercial site preparation, airports, transportation-related facilities, streets/highways, bridges, parking lots, commercial buildings, sanitary systems and structures, stream restoration as well as boundary and topographic and photogrammetric surveys. Duties included field surveying, design development, construction drawings and specification preparation, construction administration, quality assurance, shop drawing review, project management, contract administration, and report preparation.

Wes Stafford, PE, AICP | Mr. Stafford has experience in highway planning and design. As a consultant, he has been the project manager for numerous traffic engineering projects and environmental documents, including developing NEPA environmental documents from CEs to an EIS. His previous experience includes working as both a consultant and with the State of West Virginia and North Carolina. He **led NCDOT Statewide Planning Branch's Small Urban Unit**. The unit provided transportation planning expertise to municipalities across North Carolina and plans for the coordinated development of the road and highway systems for counties, planning regions, and municipalities on a statewide basis.

Sheila Hicks | Ms. Hicks has more than 20 years of experience in highway and multi-modal transportation planning. She has led public involvement outreach efforts, worked with municipalities across West Virginia, and coordinated the development of West Virginia's Statewide Transportation System. Most recently, she has **led the on-call traffic counting program's technical components for WVDOT**, as well as being a key player for Michael Baker to process data received during pavement data collection and analysis.

Organizational Chart



Proposed Work Plan

Michael Baker's approach to this project will include the following tasks:

- Task 1.1 – Progress Meetings
- Task 1.2 – Monthly Progress Reports
- Task 2 – Review County Plans
- Task 3 – SWOT Analysis
- Task 4.1 – Collect Passenger Counts
- Task 4.2 – Survey/Interview Residents
- Task 4.3 – Analyze Current Routes
- Task 4.4 – Ridership Projection / Post COVID-19 Ridership Analysis
- Task 5 – Analyze Staffing/Infrastructure Needs
- Task 6.1 – Propose Fare and Service Adjustments
- Task 6.2 – Prepare Five-Year Projections
- Task 7 – Project Sources of Revenue

Task 1.1 – Progress Meetings

To commence the project, the Michael Baker team will facilitate a Kick-Off Meeting at the office of the West Virginia Division of Public Transit (DPT), located in Charleston, West Virginia. The agenda of this meeting will cover, at minimum, discussion of the project work plan/timeline, identifying additional stakeholders for future tasks, as well as outlining expectations, clarifying project goals, and determining project success factors.

At specified intervals throughout the project, the consultant team will facilitate two additional progress meetings in Petersburg, West Virginia, at times and locations determined by mutual agreement between DPT and/or Potomac Valley Transit Authority (PVTA) and Michael Baker. Each of these meetings will serve as an opportunity for the entire project team to receive status updates and discuss open items, assess current or anticipated issues/concerns, as well as discuss next steps in the work plan/project timeline as part of the meeting agenda.

Task 1.2 – Monthly Progress Reports

To keep DPT staff and PVTA staff up to date on the status of the consultant team's progress on the overall project, the Michael Baker team will submit a total of twelve Progress Reports throughout the course of the project timeline – one each month, by no later than the 15th of each month. These Progress Reports will each make note of all the primary activities that were initiated, continued, or completed during the previous month as related to the advancement of the overall project.

Task 2 – Review County Plans

The consultant team will review the most up-to-date comprehensive plans for Hampshire, Hardy, Grant, Mineral, and Pendleton Counties, which comprise the current service area for PVTA transit operations. The information gained will be utilized to review and analyze trends within the local region to produce a five-year projection of population (growth or decline) and economic development within the PVTA service area.

Task 3 – SWOT Analysis

The consultant team will collaborate with PVTA staff to conduct a wholesale analysis of the transit agency to determine its strengths and weaknesses as well as any existing opportunities or existing threats. This evaluation will help establish the short- and long-term goals of the organization as they relate to the success of the project.

| | | |
|---------------|-------------------|----------------|
| | Assets | Issues |
| Opportunities | <i>Capitalize</i> | <i>Improve</i> |
| Threats | <i>Mitigate</i> | <i>Defend</i> |

Deliverable #1: SWOT Analysis

Task 4.1 – Collect Passenger Counts

The consultant team will coordinate with PVTA staff (and/or any other source, as directed) to obtain the most recent three years’ worth of passenger data, to include rider counts by individual routes and location. This information will be analyzed and summarized for use in later project tasks.

Task 4.2 – Survey/Interview Residents

To ensure compliance with Federal Transit Administration Title VI public participation requirements, the consultant team will develop and administer a survey within the five-county PVTA service area. The intent of the survey will be to capture the unmet needs and demands of local communities in reference to public transportation by identifying concerns about the currently provided service, understanding travel behaviors, and determining if there is any mismatch between service provided and service desired. Additionally, the survey will seek to gain insight into future ridership needs/trends as they relate to a post-COVID-19 environment.

The Michael Baker team will specifically collaborate with PVTA staff to determine the most effective manner to solicit survey participation from its current ridership. The survey will be made available in electronic and paper-based formats, as needed. The information gained from the survey will be analyzed and summarized for use in later project tasks.

The consultant team will utilize information gained from the public survey to develop semi-structured interviews, which may be conducted with specific individuals or organizations within the community at large, at the request of DPT and/or PVTA. The objective of the interviews is to gain a more in-depth understanding of the factors which contribute to a demand for public transit service. Interview data will be analyzed and summarized for use in later project tasks.

Task 4.3 – Analyze Current Routes

The consultant team will analyze the current PVTA system (fixed route, deviated route, and demand response) and conduct an Existing Conditions assessment to become familiar with transit routes and destinations as well as to establish a baseline from which to recommend service adjustments and construct system service alternatives.

As part of the assessment, the consultant team will build a profile for each route within the existing PVTA system to identify route characteristics (communities and points of interest served, bus stop locations, etc.), examine trends in ridership on a per-route basis, and determine if any specific populations with a high transit usage propensity exist along the service path.

Building on the population and economic trend information identified in Task 2 in conjunction with survey results collected from Task 4.2, a demographic analysis will be conducted to determine the location of populations within the service region which tends to utilize transit at higher rates than the general population and compare those areas with the current PVTA service footprint. This analysis will allow the consultant team to identify any underserved communities and/or areas of employment or commerce that may lack adequate service and make recommendations for route expansions, retractions, or realignments, as financial constraints are factored in during later project tasks.

Furthermore, this task will evaluate other aspects of the current system as they relate to service delivery, which will play a role in determining an appropriate set of overall recommended changes:

- Fare policies – with a specific focus on transfers and reduced fares
- Fare payment technology
- Demand Response policies
- Bus stop policies – siting, design, and spacing
- Locations of existing transit hubs/transfer locations

Deliverable #2: Service Analysis Report

Task 4.4 – Ridership Projection / Post-COVID-19 Ridership Analysis

Building on the historical ridership data obtained during Task 4.1 and available route-specific ridership and trends identified as part of Task 4.3, the consultant team will produce a five-year projection of future PVTA ridership on a systemwide basis as well as by individual routes and location.

The Michael Baker team will take into consideration the implications of operating transit service in a post-COVID-19 environment when constructing ridership projections to more accurately depict anticipated future patronage levels; any accompanying financial constraints will be appropriately factored in as well.

Task 5 – Analyze Staffing/Infrastructure Needs

The consultant team will conduct a facility needs assessment to determine the current space utilization constraints relative to both administrative office space for PVTA staff, as well as maintenance/operations space for transit vehicle maintenance and storage.

Building on previous ridership projections conducted during Task 4.4, the Michael Baker team will seek to identify potential needs for growth in employee staffing levels (administrative and/or operations), vehicle fleet size, physical infrastructure space, or a combination of some or all of these elements. Possible options for recommendations for organizational expansion may include, but not be limited to, the enlargement of the current facility building and/or the creation of additional physical

satellite locations within the existing five-county service area to proactively address anticipated future service and operational demands.

Michael Baker will compile the results of the facility space needs assessment into a written technical memorandum for review and concurrence by PVTA and West Virginia DPT.

Deliverable #3: Facility Growth/Needs Assessment Technical Memorandum

Task 6.1 – Propose Fare and Service Adjustments

Building on the preliminary service recommendations established in Task 4.3, the consultant team will evaluate the current PVTA fare structure (encompassing base fares, specialty fares, and products such as passes or tickets) and conduct a fare analysis to determine the level of anticipated sensitivity of riders to changes in the consumer price of transit service, reflected in varying levels of ridership at varying price points.

The results of this analysis will be combined with the proposed service adjustments to provide a fuller picture of a reimagined system that will best match the needs of the community.

Task 6.2 – Prepare Five-Year Projections

The consultant team will review existing PVTA financial records as they relate to operating expenses, capital expenses, and operating revenues to establish a baseline of current cash flows. This information will be used to estimate future expenses and revenues over a five-year period when applied to a scenario in which the transit agency does not implement any fare increases over the same time period.

This analysis will take into account components such as existing trends in revenue and expenditures, existing operating deficits, anticipated future increases/decrease in revenue funding, and any expenditures as related to service adjustment recommendations and/or COVID-19 mitigation strategies.

Deliverable #4: Five-Year Expense/Revenue Projection

Task 7 – Project Sources of Revenue

Building upon the financial analyses conducted in Task 6, the consultant team will research potential sources of available local, state, and federal alternative funding (with an emphasis on grants) for which PVTA would be an eligible recipient. If applicable, specialized funding related to current or projected COVID-19 expenses will be identified as well.

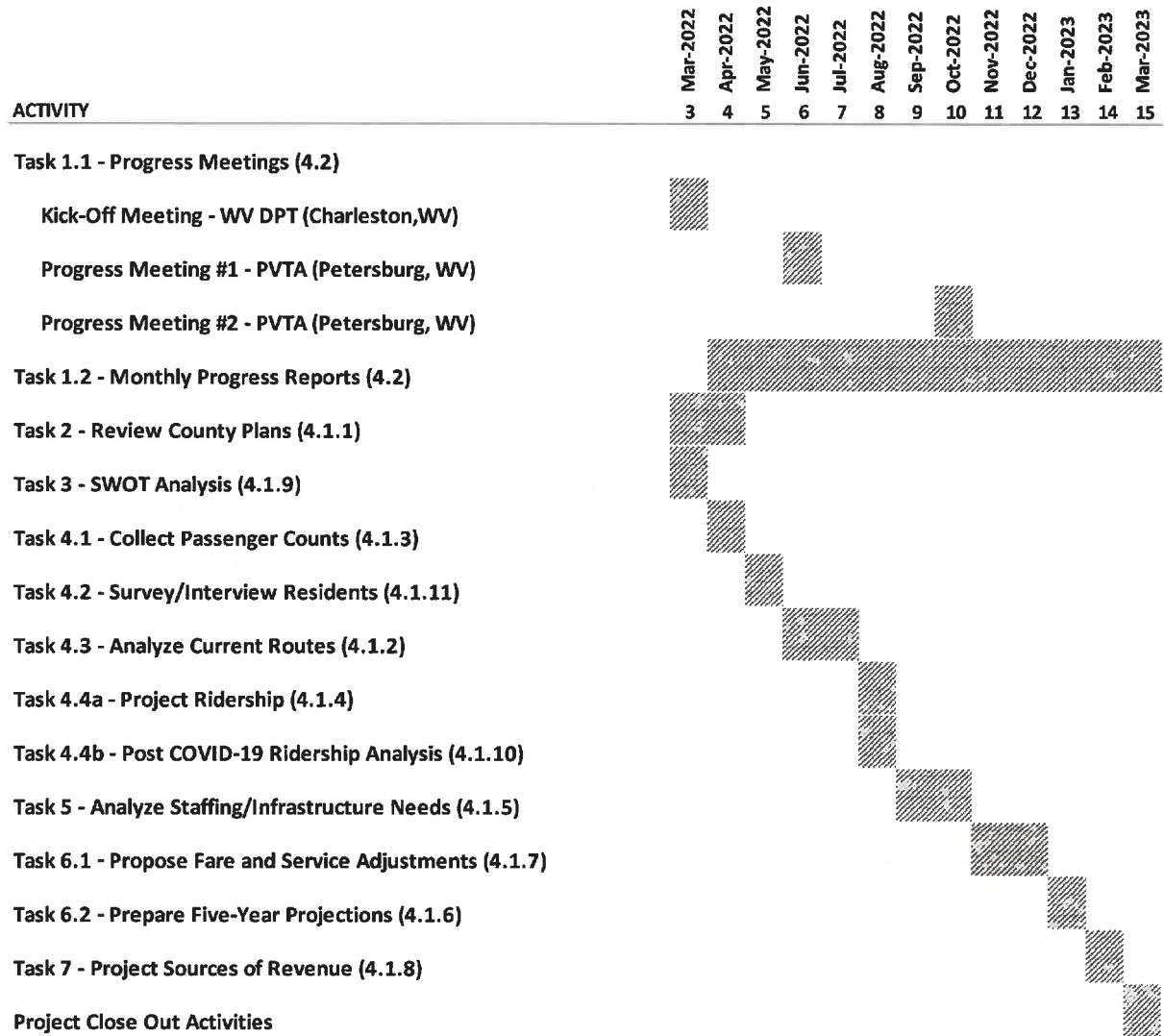
If feasible, Michael Baker will also seek to identify avenues by which PVTA may have the opportunity to establish or increase its reserve funds in preparation for any unanticipated fluctuations in future revenues.

Deliverable #5: Funding Strategy Summary

Approach to Schedule

Michael Baker is proposing a 12-month project timeline to allow sufficient time to complete each task item. The project team will be based out of our Harrisburg, PA office, with support from additional staff from the Charleston, West Virginia office. This approach will allow for the Harrisburg staff to focus on data analysis-oriented planning work, while the Charleston staff focuses on activities that require planners to be present to observe real-world conditions and conduct in-person data collection.

Potomac Valley Transit Authority



Relevant Project Experience

Eastern Panhandle Transit Authority

Martinsburg, West Virginia

Project Duration: Ongoing

Client Reference: Elaine Bartoldson –Executive Director (304) 263-0876

Michael Baker is currently collaborating with The Eastern Panhandle Transit Authority (EPTA) and the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEMPO) to implement a commuter bus service to connect the Martinsburg and Ranson/Charles Town areas with Northern Virginia after leading a prior feasibility study for the same initiative (Commuter Bus Service Analysis). The commuter service is aligned with the future expansion of the Silver Line of the Washington Metro (scheduled in early 2022) to locations including Dulles Airport and Ashburn, Virginia. The Michael Baker team is providing the implementation plan to support EPTA's successful launch of the new commuter service.

Relevance: Public Outreach, Surveying, Financial Analysis, Develop Service Recommendations

CamTran System Transit Development Plan

Johnstown, Pennsylvania

Project Duration: 12 Months

Client Reference: Josh Yoder –Asst. Executive Director/COO (814) 535-5526

CamTran operates a local bus service in Johnstown, PA, as well as a rural fixed-route and shared-ride service throughout Cambria County. The agency has operated a similar bus network for more than a decade, primarily responding to changes in market demand through ad hoc deviations to existing routes. As a result, the network provides access to many destinations but requires customers to take long rides on infrequent service. The agency decided to take a fresh look at its network design, with the goal of providing better service to key destinations and increasing operating efficiency. The project team utilized Remix in its analysis of the existing network as well as to design new route alternatives.

Relevance: Public Outreach, Develop Service Recommendations, Surveying

Schuylkill Transportation System (STS) Strategic Business Plan

Saint Clair, Pennsylvania

Project Duration: 2 Months

Client Reference: David Bekisz –Executive Director (570) 429-2701

Michael Baker led a consultant team to develop a Strategic Business Plan for the Schuylkill Transportation System (STS) in Saint Clair, PA to assist the agency in defining an organizational vision and establishing financial and operational priorities.

As part of the overall plan, a SWOT Analysis was conducted to help formulate goals and objectives to address identified weaknesses and opportunities. The team worked with STS to create an action plan to bring the agency in alignment with both internal and PennDOT-established KPI benchmarks. Additionally, the consultant performed an analysis to determine the financial implications of the agency's newly established goals and objectives.

Relevance: SWOT Analysis, Financial Analysis

PA Partnership for Mobility

Statewide, Pennsylvania


Project Duration: 12 Months

Client Reference: Brad Heigel, PE – Chief Engineer (717) 939-9551

Michael Baker led a consultant team in assisting two major metropolitan areas in developing sustainable transportation funding solutions. Both councils included elected and appointed officials, as well as leaders from major private sector employers and community organizations. The studies explored potential issues with the future of public transportation, considered best practices of national peers, developed solutions to solve these issues, and established recommended paths forward toward sustainable funding structures and plans.

The Southwest Council involved collaboration between the Port Authority of Allegheny County, Allegheny County, the Pennsylvania Turnpike Commission (PTC), and PennDOT. The Southeast Council involved collaboration between the Southeast Pennsylvania Transportation Authority, Philadelphia and its surrounding Counties, the PTC, and PennDOT. Yesenia Rosado Bane from our team represented the Governor's office on both Councils; and Aarion Franklin served as the task manager for existing conditions, peer research, and financial analysis.

Relevance: Public Outreach, Evaluating Financial Opportunities, Develop Service Recommendations



West Virginia Division of Public Transit
Consultant Services for
Potomac Valley Transit Authority

Michael Baker
INTERNATIONAL

Appendix



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

State of West Virginia
 Centralized Request for Quote
 Consulting

| | | | |
|--|----------------------------|-------------------------|--|
| Proc Folder: 972579 | | | Reason for Modification: Addendum #1 to attach Vendor Questions and Answers. |
| Doc Description: Addendum #1 PVTA Consulting Services | | | |
| Proc Type: Central Master Agreement | | | |
| Date Issued | Solicitation Closes | Solicitation No | Version |
| 2021-12-15 | 2021-12-22 13:30 | CRFQ 0805 PTR2200000004 | 2 |

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code:

Vendor Name : Michael Baker International, Inc.

Address : 4431 North Front Street, Floor 2

Street :


City : Harrisburg

State : PA **Country :** USA **Zip :** 17110

Principal Contact : Steven Barber, PE

Vendor Contact Phone: 717-221-2001 **Extension:**

FOR INFORMATION CONTACT THE BUYER
 Jessica L Hovanec
 304-558-2314
 jessica.l.hovanec@wv.gov

Vendor Signature X  FEIN# 25-1228638 DATE 12/21/21

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

Addendum #1 to attach vendor questions and answers.

The WV Purchasing Division is soliciting bids on behalf of the Division of Public Transit to establish an open-end contract for Consulting Services for the Potomac Valley Transit Authority (PVTA) to determine the facility, route, and passenger requirements and needs per the Terms and Conditions as attached hereto.

| INVOICE TO | | SHIP TO | |
|--|--|--|--|
| PUBLIC TRANSIT DIVISION OF BLDG 5 RM 663 1900 KANAWHA BLVD E CHARLESTON WV US | | PUBLIC TRANSIT DIVISION OF BLDG 5 RM 663 1900 KANAWHA BLVD E CHARLESTON WV US | |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|------------------------------|---------|------------|------------|-------------|
| 1 | Consultant Services for PVTA | 0.00000 | EA | | |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 94131504 | | | |

Extended Description:

Consultant Services for PVTA to establish an open ended contract to determine the facility requirements and needs, as well as, the route and passenger requirements.

SCHEDULE OF EVENTS

| Line | Event | Event Date |
|------|--|------------|
| 1 | Technical Questions due by December 10, 2021 at 10:00 AM EST | 2021-12-10 |

SOLICITATION NUMBER: CRFQ PTR2200000004
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ PTR2200000004 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

- 1) To attach Vendor Questions and Answers**
 - 2) Bid opening remains the same at 12/22/2021 at 1:30 PM EST.**
- No other changes.**

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ PTR2200000004

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

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

Michael Baker International, Inc.

Company



Authorized Signature

12/21/21

Date

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

CRFQ PTR2200000004
Vendor Questions and Answers

Q1) For Task 4.1.3 & Task 4.1.4, when referring to collecting passenger counts by “location,” does this mean collecting past ridership data per individual bus stop? If not, please further clarify. Will the required level of granular data be readily available from PVTA or another source for analysis?

A1) Data will be available.

Q2) Should any special considerations be made for Year 2020 ridership data?

A2) No

Q3) Will Year 2021 ridership data be available by the start of the project?

A3) Yes

Q4) Task 4.1.11, mentions both surveying and interviewing residents. Is the expectation that 1-on-1 interviews be conducted in addition to administering a survey? If so, is there a target audience beyond the general public that WV DPT/PVTA wishes the Consultant to contact (i.e., specific individual or local organization stakeholders)?

A4) There will be some interviews with high traffic area businesses and surveys of existing riders.

Q5) For Task 4.1.2, would PVTA be able to provide visual files or data of their current route system (i.e. GTFS / KML / GIS)? If not, are secondary means (such as operator turn sheets) available?

A5) Yes

Q6) For Task 4.1.7, is the intention for the Consultant to create financially constrained service scenarios based off various base fare price points? If not, please further clarify expectations for this Task.

A6) We are looking for fare and service adjustments to existing routes considering the sensitivity of demand to price.

Q7) Regarding the Purchasing Affidavit, is the Notary Public required to be commissioned in West Virginia.

A7) No

Q8) Has a budget or budget range been established for this contract? If so, what is it?

A8) The state of WV does not disclose budget information.

Q9) What is the timeline for performance of this contract specific to the activities listed under Contract Expectations (pages 24-26 of the document)?

A9) Timeline will be discussed according to Section 12 of the RFQ.

Q10) Under what conditions would the contract be extended for up to 3 additional years?

A10) If there are issues that need more exploration and fit within the scope of work of this contract, we could extend the agreement.

Q11) Under Experience, item 3.3, does this require the bidder to have contracted directly with other state departments of transportation, or will working with DOTs as part of a contract with a local agency suffice for this qualification?

A11) Contracted directly with other state departments of transportation.

Q12) What are the catalysts for undertaking this project?

A12) The need for services under Section I

Q13) Why is the State serving as the lead agency for this project?

A13) We administer all funds for 5311 Agencies.

Q14) Please confirm that bidders must pay the \$125 registration fee prior to award, but not prior to submitting a bid.

A14) Correct

Q15) Has a contract-specific DBE goal been identified?

A15) No

Q16) Has a date or date range been identified for conducting interviews? Will interviews be conducted virtually or in person?

A16) There will be no interviews, we are strictly looking for Quotes for services.

Q17) Exhibit A – Pricing Page: Are the hours per task that you have listed on the pricing page the limit for each task or should we provide a different number of hours per task if we believe the estimate provided is too high or low?

A17) Provide your estimates on hours per task.

Q18) Exhibit A – Pricing Page: Should travel costs be included in the unit price rate or broken out separately from the unit rates?

A18) Break out travel costs

Q19) Tasks – What would PVTA like/expect in terms of a draft and final deliverables? If there is a draft and final written report, under which task should the costs associated with creating those reports (and printing if applicable) be placed?

A19) Any of the Deliverables would be appropriate for the costs but, section 5.1.1.5 would be the most desirable location for these costs.

Q20) Timeline: Do you anticipate that all tasks included in the Pricing Page should be completed within one year?

A20) Yes

Q21) Timeline: Are any particular tasks expected to be scheduled for the three renewal years?

A21) Not at this time.

Q22) Do bidders have authorization to indicate annual price escalations for the renewal years, if escalations apply?

A22) A price estimate will be provided if renewals are needed.

Q23) Can you share your maximum or targeted not to exceed budget amount for the project?

A23) The State of WV does not disclose budget information.

Q24) Does PVTA have any satellite locations now? If so, how many and where are they located?

A24) Bus parking areas Romney and Keyser, plus the main office at the Airport.

Q25) How has the COVID pandemic impacted PVTA's ridership? Has PVTA recovered to its pre-COVID ridership levels?

A25) Yes it has been impacted, and they are approaching Pre-Covid Levels.

Q26) Can you provide a County Plan so that we can use it to estimate the cost of Task 4.1.1?

A26) We do not have access to one at this time.

Q27) Regarding Qualifications: If the bidder includes a subconsultant, do both the prime and subconsultant firms need to meet and provide documentation of the minimum qualifications for experience? Or, do the qualification minimums only apply to the prime?

A27) Apply to the prime.

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.



(Name, Title)
DeRon Jordan, Project Manager

(Printed Name and Title)
4431 North Front Street, Floor 2 Harrisburg, PA 17110

(Address)
717-221-2089 / 717-234-7611

(Phone Number) / (Fax Number)
deron.jordan@mbakerintl.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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

Michael Baker International, Inc.

(Company)



(Authorized Signature) (Representative Name, Title)

Steven L. Barber, PE - Senior Vice President

(Printed Name and Title of Authorized Representative)

12/21/2021

(Date)

717-221-2001 / 717-234-7611

(Phone Number) (Fax Number)

REQUEST FOR QUOTATION
Consultant Services

BID FORM #1
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),
Michael Baker International, 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),
Steven L. Barber, PE, 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

REQUEST FOR QUOTATION
Consultant Services

BID FORM #2
CERTIFICATION OF RESTRICTIONS ON LOBBYING

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. [as amended by "Government Wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients 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, Michael Baker International, 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.

12/21/2021
Date

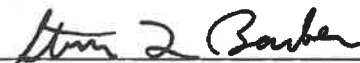

Authorized Signature

EXHIBIT A - PRICING PAGE
PVTA Facility and Service Needs and Requirements
CRFQ PTR22*02

Michael Baker International
 Company Name

| <i>Task Number</i> | <i>Description</i> | <i>Unit of measure</i> | <i>Unit Price</i> | <i># of Units</i> | <i>Extended Price</i> |
|--------------------|--|------------------------|-------------------|-------------------|-----------------------|
| 4.1.1 | Review County Plans. Currently operates in five counties. | Per Review | \$357.80 | 5 | \$1,789.00 |
| 4.1.2 | Analyze current routes and suggest potential changes. Up to 20 routes. | Hour | \$553.65 | 40 | \$22,146.00 |
| 4.1.3 | Collect passenger counts for past three years by route and location. | Hour | \$33.58 | 40 | \$1,343.20 |
| 4.1.4 | Project ridership growth or decline. | Hour | \$140.33 | 40 | \$5,613.20 |
| 4.1.5 | Analyze staffing and infrastructure needs. | Hour | \$120.88 | 40 | \$4,835.20 |
| 4.1.6 | Prepare 5-year projection of operating costs, capital expenses, and operating revenues | Hour | \$60.90 | 40 | \$2,436.00 |
| 4.1.7 | Propose fare and service adjustments | Hour | \$45.18 | 40 | \$1,807.20 |
| 4.1.8 | Project sources of revenues | Hour | \$52.58 | 40 | \$2,103.20 |
| 4.1.9 | SWOT Analysis | Hour | \$511.40 | 10 | \$5,114.00 |
| 4.1.10 | Post COVID-19 ridership analysis | Hour | \$120.60 | 20 | \$2,412.00 |
| 4.1.11 | Survey/Interview Residents | Hour | \$331.88 | 40 | \$13,275.20 |
| 4.2 | Progress Meetings | Per Task | \$4,763.00 | 3 | \$14,289.00 |
| 4.2 | Monthly Progress Reports | Per Task | \$1,242.83 | 12 | \$14,913.96 |
| TOTAL COST: | | | | | \$92,077.16 |

| Task Description | Cost |
|--|---------------------|
| Task 1.1 – Progress Meetings (4.2) | \$14,289.00 |
| Task 1.2 – Monthly Progress Reports (4.2) | \$14,813.96 |
| Task 2 – Review County Plans (4.1.1) | \$1,789.00 |
| Task 3 – SWOT Analysis (4.1.9) | \$5,114.00 |
| Task 4.1 – Collect Passenger Counts (4.1.3) | \$1,343.20 |
| Task 4.2 – Survey/Interviews Residents (4.1.11) | \$13,275.20 |
| Task 4.3 – Analyze Current Routes (4.1.2) | \$22,146.00 |
| Task 4.4a – Project Ridership (4.1.4) | \$5,613.20 |
| Task 4.4b – Post COVID-19 Ridership Analysis (4.1.10) | \$2,412.00 |
| Task 5 – Analyze Staffing/Infrastructure Needs (4.1.5) | \$4,835.20 |
| Task 6.1 – Propose Fare & Service Adjustments (4.1.7) | \$1,807.20 |
| Task 6.2 – Prepare for 5-Year Projections (4.1.6) | \$2,436.00 |
| Task 7 – Project Sources of Revenue (4.1.8) | \$2,103.20 |
| Other Direct Costs | \$3,625.00 |
| Totals | \$ 95,702.16 |

| OTHER DIRECT COSTS | |
|------------------------|--------------------|
| <i>Mileage</i> | \$ 435.00 |
| <i>Tolls/Parking</i> | \$ 60.00 |
| <i>Rental Car</i> | \$ 300.00 |
| <i>Rental Car Fuel</i> | \$ 300.00 |
| <i>Lodging</i> | \$ 1,080.00 |
| <i>Meals</i> | \$ 1,200.00 |
| <i>Printing</i> | \$ 250.00 |
| | \$ 3,625.00 |

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

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

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

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

DEFINITIONS:

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

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

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

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

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Michael Baker International, Inc.

Authorized Signature: Steven J Barber Date: 12/16/2021

State of Pennsylvania

County of Dauphin, to-wit:

Taken, subscribed, and sworn to before me this 16 day of December, 2021.

My Commission expires February 27, 2023.

AFFIX SEAL HERE

NOTARY PUBLIC

Commonwealth of Pennsylvania - Notary Seal
Janelle R. Winey, Notary Public
Dauphin County
My commission expires February 27, 2023
Commission number 1347054

Member, Pennsylvania Association of Notaries

Purchasing Affidavit (Revised 01/19/2018)