

OFFICIAL TRANSCRIPT OF THE  
MARYLAND DEPARTMENT OF TRANSPORTATION

MARYLAND TRANSIT ADMINISTRATION

PRE-PROPOSAL CONFERENCE

FOR

TRANSIT SERVICE PLANNING

CONTRACT NO. MTA-1371

April 30, 2013

10:00 A.M.

Maryland Transit Administration  
6 St. Paul Street, 7th Floor Conference  
Baltimore, Maryland 21202

Agency:

Marsha Turnipseed, MTA Procurement  
Heidi Tarleton, MTA Procurement  
Paula Cullings, Office of Fair Practices  
Ivan Mitchell, Office of Service Development

Participants:

William Thomas, Michael Baker, Jr., Inc.  
Thomas Donahue, CH2M Hill, Inc.  
T.R. Hickey, CH2M Hill, Inc.  
Vince Pielli, Urban Engineers  
Anthony Lee, Systra Consulting  
Elisabeth McCollum, McCormick Taylor, Inc.  
Harvey Zelefsky, Jacobs  
Carrie Casto, Jacobs  
Paul Silberman, Sabra, Wang & Associates  
Shelly Johnson, Sharp & Company  
Roslyn Samuel, Tindale Oliver & Associates  
Don Kloehn, Tindale Oliver & Associates  
Rick Nau, URS  
Kevin Quinn, STV  
Sam Minnitte, STV  
Dan Dalton, KFH Group, Inc.  
Chris Bell, AECOM  
Heath Goisovich, DK Consulting  
Kevin Malachi, Angarai  
Kiranmai Chirumamilla, Angarai  
Kevin Keeley, VHB, Inc.

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1 MS. TURNIPSEED: Good morning. There's a sign-in  
2 sheet going around. If you can make sure that you sign in so  
3 that we have a record of your attendance here today. Here, we  
4 have the Plan Holders list. If you would like a copy of the  
5 Plan Holders list -- oh, I'm sorry. Give me a couple of sheets.  
6 And please feel free to help yourself to those as well.

7 All right. We're going to get started. Good morning.  
8 I'm Marsha Turnipseed and I'm the procurement officer on this  
9 project. We're here today for the pre-proposal meeting for  
10 Contract MTA-1371. It's "Transit Service Planning." I just  
11 want to make you aware that this is being recorded. The  
12 recording can be accessed on our website, [www.mta.maryland.gov](http://www.mta.maryland.gov).  
13 So if you would like a copy of it, you can either contact me or  
14 you can go to our website.

15 We're going to start by going around the room and  
16 introducing all the members of the panel, as well as you guys  
17 introduce yourself. When you introduce yourself, please state  
18 the company that you're from and your full name. Okay?

19 Marsha Turnipseed, Procurement.

20 MS. CULLINGS: Paula Cullings, Office of Fair  
21 Practices.

22 MR. MITCHELL: Ivan Mitchell, Office of Service  
23 Development.

24 MS. TARLETON: Heidi Tarleton, Procurement

25 MR. NAU: Rick Nau with URS Corporation.

1 MR. KLOEHN: Don Kloehn with Tindale Oliver.  
2 MS. SAMUEL: Roslyn Samuel, Tindale Oliver.  
3 MS. JOHNSON: Shelley Johnson, Sharp and Company.  
4 MS. CASTO: Carrie Casto with Jacobs.  
5 MR. ZELEFSKY: Harvey Zelefsky with Jacobs.  
6 MS. McCOLLUM: Elisabeth McCollum, McCormick Taylor.  
7 MR. LEE: Tony Lee with Systra.  
8 MR. PIELLI: Vince Pielli with Urban Engineers.  
9 MR. HICKEY: Tom Hickey, CH2M Hill.  
10 MR. DONAHUE: Tom Donahue with CH2M Hill.  
11 MR. THOMAS: Bill Thomas with Michael Baker, Jr., Inc.  
12 MR. GOISOVICH: Heath Goisovich with DK Consulting.

13 We're a woman-owned MBE and we're looking to fulfill the woman's  
14 sub goal in this. So if anyone wants to team with us.

15 MS. TURNIPSEED: Good plug.

16 MR. FELL: Chris Fell with AECOM.

17 MR. MINNITTE: I'm Sam Minnitte with STV.

18 MR. SILBERMAN: Paul Silberman, Sabra Wang.

19 MR. QUINN: Kevin Quinn with STV.

20 MS. TURNIPSEED: Okay. Good. Thank you. Thank you  
21 all for coming today. We ask that if you have any questions  
22 when you -- before you state your question, please state your  
23 name again and the company that you're from, just for the record  
24 because it is being recorded. We're going to go over a little  
25 of the administrative staff -- come on in.

1 MR. MALACHI: Thank you.

2 MS. TURNIPSEED: We have a couple of chairs over here.  
3 And there is a sign-in sheet going around.

4 MR. MALACHI: Okay. Good.

5 MS. TURNIPSEED: And we've just finished with the  
6 introductions, so if you don't mind, if you could state your  
7 name and the company you're with.

8 MR. MALACHI: Hi. Kevin Malachi. Our company is  
9 Angarai.

10 MS. CHIRUMAMILLA: I'm Kiranmai Chirumamilla with  
11 Angarai as well.

12 MS. TURNIPSEED: Okay. If you have business cards,  
13 you can hand them to the reporter here --

14 MR. MALACHI: Sure. We'll do that.

15 MS. TURNIPSEED: -- at the end of the table. Thanks.  
16 We're going to go over some of the administrative  
17 responsibilities for this solicitation. We're also going to  
18 discuss the MBE requirements for this solicitation and the  
19 Project Manager will discuss the Scope of Work required for this  
20 solicitation.

21 If everyone hadn't had a chance to download the  
22 complete specification, it's located on our website. And you do  
23 have to register your company if you have never been to our  
24 website before to get the complete specification document. So  
25 if you go to our website, it will prompt you. If you look for

1 the bids and solicitations, it will prompt you to enter your  
2 company's information, your name, address, all the pertinent  
3 information related to your company or association.

4 The purpose of this RFP is to award one contract for  
5 an initial period of three years, with two one-year renewal  
6 options. The estimated value is between \$500,000 and \$1 million  
7 dollars. The submission deadline for all written inquiries --  
8 very important, very important -- submission deadline for your  
9 written submission of questions is **May the 13th, by 4:00 p.m.**

10 All questions, if you want the official position of  
11 the MTA, must be submitted in writing. And that is submitted to  
12 my email address. And I have business cards if you don't have  
13 my email address it's on the business card. It's mturnipseed --  
14 that's T-u-r-n-i-p-s-e-e-d -- @mta.maryland.gov.

15 The submission deadline for your proposals is **June the**  
16 **7th**. You are to submit one original and four copies of the  
17 technical proposal and four copies of the financial proposal.  
18 And then instructions as to how the proposals are to be packaged  
19 is found in the specification documents.

20 This contract also has insurance requirements. And  
21 the insurance requirements are addressed in Attachment Number  
22 10. So make sure you pay specific detail to the insurance  
23 requirement in Attachment Number 10. In the Specification  
24 document, Section 3, "Proposal Format." Please adhere to the  
25 format of the RFP and respond accordingly. Please mark the

1 original technical proposal as original, so we know that those  
2 are the original documents.

3 In Section 3 of the solicitation package, Item Number  
4 29 addresses all the forms that must be submitted with your  
5 proposal package. Please do not change the format of these  
6 forms. They are to be submitted as they are in our  
7 specification documents.

8 Section 4, Item IG, discuss the evaluation criteria  
9 and the selection procedures. So pay close attention to those  
10 items in there in that section. They are listed in order of  
11 importance of the evaluation criteria, and for which an  
12 evaluation team will evaluate your proposal. So you want to  
13 make sure that you pay specific detail to that section of the  
14 RFP. Remember to submit your financial proposal in a separate  
15 sealed package with your technical proposal.

16 Offerors proposals will be reviewed by an Evaluation  
17 Committee set up by MTA. The committee will review and rate all  
18 proposals individually and an initial technical ranking will be  
19 completed. Offerors who have been deemed reasonably successible  
20 of being recommended for award may be contacted to make an oral  
21 presentation. The oral presentation will allow the Evaluation  
22 Committee to ask questions and or enter into discussions with  
23 regards to the offeror's proposal.

24 This presentation also will provide an opportunity for  
25 the offeror to clarify any aspect of their technical proposal.

1 Now, we've given you some of the brief requirements of the RFP.  
2 We really highly suggest that you read the specifications in  
3 detail to make sure that you meet all of their administrative  
4 requirements.

5 Are there any questions specific to the administrative  
6 requirements for this solicitation?

7 [There was no response.]

8 MS. TURNIPSEED: Oh, wonderful. Great. Great day.  
9 It is the goal of the administration that MBE participation in  
10 all contracts. A subcontracting goal of twenty-five percent  
11 (25%) has been established for this procurement. We have Ms.  
12 Paula Cullings from the Office of Fair Practices, who will go  
13 over the requirements -- MBE requirements for this contract.  
14 Ms. Cullings?

15 MS. CULLINGS: Good morning, everyone. As stated,  
16 the contract goal is twenty-five percent (25%), but this  
17 particular contract is state-funded, and therefore, there are  
18 some sub goals. The sub goals will be seven percent (7%)  
19 African American, four percent (4%) Asian American, and twelve  
20 percent (12%) women-owned business.

21 When you go to the directory of MDOT, which is the  
22 only directory where any of these firms that are certified can  
23 be your participants, you will note that they are MBE/DBE. You  
24 may see some firms that are only MBE, but in this particular  
25 case, you're looking for MBEs. So if they are only MBEs, that's

1 fine. If they're MBE/DBE, that's also useable.

2 As you look into the profile, you will find that some  
3 MBEs have designated themselves as female. So there you would  
4 use that company for one or the other. You can't use that  
5 company to accomplish more than one of the sub goals. So if a  
6 company is an MBE and they happen to be Asian and female, you're  
7 not using them as the Asian goal and the female goal. You're  
8 separating it. You're using that firm for one or the other.  
9 You can only use the firm for one category. Is that clear?  
10 Does that make sense? Okay. You'll see this in the directory.

11 The other thing in the directory I want to caution you  
12 of are a set of NAIC codes that will have, perhaps, the letter  
13 "G," or the word "graduated." If the company has graduated from  
14 that NAIC code, then certainly that's not the NAIC code that  
15 that firm can be utilized for on this contract. They are  
16 probably certified for additional NAIC codes, and certainly,  
17 those are available to you. So be very careful in noting that  
18 they are perhaps, graduated from just a particular area.

19 The forms that you have received are in your  
20 documents. And certainly Form A and B shall be returned at the  
21 time you submit your bid. Form A is the fact that you've  
22 checked off that you agreed to the twenty-five percent (25%)  
23 goal, you agreed to the sub goals, or you're telling us  
24 something different. Whatever the case might be, page 2 is  
25 required to be signed. Failure to sign that, you're out.

1           So I know many of you at the table are not the ones  
2 that do the paperwork. Please make sure that whoever is doing  
3 the paperwork will get page 2 signed of the Form B -- Form A and  
4 B. Then you have a set of instructions. Certainly, you don't  
5 need to send them back to us, that's for your keeping, but one  
6 side of the document allows you to do some calculations for your  
7 own good, in terms of a worksheet.

8           It's very important that your numbers match up or that  
9 we match up your numbers when we do the math as well because if  
10 there are some errors, you won't get an opportunity to correct  
11 them. So the worksheet helps you to put in line what percentage  
12 of what you're passing onto one firm or the other and it helps  
13 you to have some order with that.

14           Form B is also returned with your bid and it looks  
15 like this (indicating). And you may make as many copies of it  
16 as you need, one company per page. So what you're doing is  
17 identifying in Column 1 what the name of the firm, Column 2 its  
18 certification number and the fact that you are utilizing them in  
19 the capacity of female, African American, Asian, or whatever the  
20 case might be. And then in Column 3 you're telling us the  
21 percentage of the business, your total business that this  
22 particular firm will be participating in.

23           Now, when you use a firm to provide you a service,  
24 you're allowed to have one hundred percent (100%) of whatever  
25 that cost could be towards your goal. But if you're going to

1 buy a product, a commodity from someone to do the task, then  
2 you're only allowed sixty percent (60%) of that cost. So if you  
3 had to buy a gadget, a widget, or what-have-you to do this work  
4 from a distributor, if you spend \$1,000 for that gadget, you're  
5 only allowed sixty percent (60%), of that \$1,000 dollars toward  
6 your goal. And all of that is here for you as a reminder, so in  
7 case that is the case, you would know. If you were buying fuel  
8 to do something, that's sixty percent (60%) rule because it is a  
9 commodity. So this guides you all the way.

10           These are the two forms, as I said, that comes with  
11 your bid. It also has a signature page. That's important.  
12 That comes at the time that the bid is submitted. You also have  
13 Forms C and D. [Form] C is a required and [Form] D, and  
14 perhaps, it will be offered to the lowest responsible bidder at  
15 the time of selection; however, if you care to take care of Form  
16 C and D, we accept it. There's no penalty.

17           [Form] C tells us how did you go about selecting,  
18 choosing, identifying the certified MBEs for this particular  
19 contract. You could tell us, 'Gee, I went in your directory and  
20 everyone was there. There are 6,000 firms certified all over  
21 the world.' So you could tell us that. You could tell us, 'I  
22 ran an ad in the paper.' Whatever you care to do, you must tell  
23 us how did you go about doing it.

24           Form D is a final document that says okay, I've  
25 selected my firms. This is what they will do. I've signed it

1 and they've signed it and you would submit [Forms] C and D when  
2 asked, or you can submit it at the time.

3 Now, that's usually the way the MBE program has  
4 worked. And we have added something new and fresh, and I don't  
5 think any of you have had an opportunity to participate in this  
6 portion. It's called the Veterans Business Enterprise. Perhaps  
7 you've been reading about it. The state has included it in the  
8 participation of this contract. And so you have received some  
9 information in your solicitation about the Veterans-owned Small  
10 Business Enterprise. And in doing so, you get a new set of  
11 forms to fill out in addition to what is going on. And these  
12 forms should also come back accordingly.

13 The forms, pretty much leave you to understand your  
14 commitment. It also provides for you a website, unlike MDOT.  
15 It is not an MDOT website. It is a Veterans Business Affairs  
16 type of website, called VetBiz. I'll give you that address, but  
17 it is in your document. And you will look through there to  
18 determine what you could utilize of a veteran business in the  
19 mix of all of this. This would be in addition to the twenty-  
20 five percent (25%). And we put a 0.5 percent goal, a very  
21 miniscule one, however, you're welcome to do whatever you care  
22 above that to suit yourself.

23 We know that we have a goal to make in the course of  
24 time and we thought a small amount would be the beginning to  
25 determine the availability. That directory may not be as warm

1 and friendly as the MDOT directory, and we certainly don't want  
2 to cause additional stress, but we know that this is a very  
3 workable plan. And so we're asking for the Veterans Business  
4 Enterprise to be integrated with the MBE program.

5 All of the documents are here. The forms are a little  
6 bit different and you being the prime and who would that veteran  
7 be that you can procure goods or services from to go with this  
8 particular proposal. So again, the forms would be returned at  
9 the time of the bid, including the Veterans' Business Enterprise  
10 documents. The address I want to give you, so that we're very  
11 clear where you may find the veterans, is [www.vetbiz.gov](http://www.vetbiz.gov).

12 The sixty percent (60%) rule is not applicable on the  
13 veterans. The veteran's participation is what you may find them  
14 to provide for you at one hundred percent (100%) level, and  
15 therefore, it will be its face value. You also have an  
16 opportunity to request a waiver for any of the goals that have  
17 been presented to you. And in doing so, on page A, or the first  
18 page where you would have decided you're not doing these goals,  
19 but perhaps you're doing something else, that's where you would  
20 ask for a waiver, request a waiver.

21 The waiver must be fully documented of all of your  
22 good faith and your efforts. You would probably provide any  
23 effort you made to solicit the firms. You would provide the  
24 fact that they say, 'Gee, I'm so busy, no thank you. Business  
25 is good.' And certainly, you would not get this just from one

1 or two firms. So in asking for a waiver, it must be fully  
2 documented. We will look at the bidder who -- the bidders that  
3 did submit the goals and were able to meet them to try to  
4 determine why you would be so granted a waiver. It is not to  
5 say that you will just get a waiver because you've asked for  
6 one. There is a process that we would look at the availability  
7 and the fairness and the efforts given of that.

8 Now, all questions are coming directly to the  
9 Procurement Office, but I must tell you that if you have an  
10 individual issue in trying to determine your firms, the NAIC  
11 codes, or matters that are just concerning yourself, or even in  
12 the instructions for a waiver request, certainly you may contact  
13 our office only for that type of business. We have nothing to  
14 do with anything in the specification. Don't ask us any of  
15 those questions. We could not answer them.

16 They need to be followed, as spoken earlier, but we  
17 certainly don't want to air everyone's strategies and what  
18 they're trying to do with the MBE program. And we're there to  
19 help you because we want you to be successful. So you may get  
20 it in the directory. You may see something that you're not sure  
21 about the utilization.

22 All firms must have a CUF, Commercial Useful Function.  
23 So you can't select a firm and say well, 'Gee, I think I'll have  
24 them cater lunch.' That's not in the solicitation, so that  
25 wouldn't be acceptable. So there may be things that you need

1 some clarity on.

2           If you're having navigation problems with the MDOT  
3 directory, you must call MDOT directly. We can help you with  
4 that. If you're concerned about someone's certification, only  
5 MDOT can answer that question. So I'll be glad to give you that  
6 phone number which is (410) 865-1269. Whoever answers the  
7 phone, that is the directory line, they can assist you in any  
8 identity of the certified MBE, or any particulars that, you  
9 know, have concerning your navigation abilities.

10           Anyone who is not certified today are not likely to  
11 become certified in time to do this solicitation. The MDOT  
12 directory has over 600 firms certified. So we really expect  
13 that you should be able to meet up with some folks that can  
14 participate in this particular solicitation. So I wouldn't want  
15 you to have someone getting certified and its pending.

16           We don't accept the pending status. They have to be  
17 certified at the time that the bid is submitted. And usually it  
18 takes a bit of time and they take them in the turn they receive  
19 them. So every day someone is going through the process and  
20 it's quite lengthy and it's voluminous in paper and time. So I  
21 don't want you to give someone false hope that if they were to  
22 go get certified today they would be ready in time for your  
23 utilization. That would not be the case. Are there any  
24 questions?

25           MR. MALACHI: Question.

1 MS. TURNIPSEED: When you state your questions --

2 MR. MALACHI: Kevin Malachi --

3 MS. TURNIPSEED: -- you need --

4 MR. MALACHI: -- Angarai.

5 MS. TURNIPSEED: Okay. Thank you.

6 MR. MALACHI: I know that there was some interest or  
7 some policies considered that if I'm an MBE and I apply as a  
8 prime that my MBE would -- has that --

9 MS. CULLINGS: -- That's never been a policy of  
10 consideration. The MBE program for the State of Maryland is  
11 truly an equal opportunity program, in its history. If you are  
12 a DBE, which is federal funds, that's different. They will  
13 accept the DBE prime's contribution towards the goal. That has  
14 never been the case with the MBE program. It's never going to  
15 be the case and it's not a pending thought. Just wanted to make  
16 that clear --

17 MR. MALACHI: Okay.

18 MS. CULLINGS: -- so no one thinks it's forthcoming.

19 MR. MALACHI: Okay.

20 MS. CULLINGS: You must do the same thing as any other  
21 bidder by bringing in other minority firms. You cannot get  
22 credit for yourself, unfortunately. The DBE program, federal,  
23 is in that manner. So that's a question a lot of people ask,  
24 though. I just want to put it out there that that's just not  
25 the way the MBE program is today. Any other questions?

1           You may bid as a prime. Let me say this. There's  
2 another WBE firm. You may bid as a prime and you may avail  
3 yourself to everyone at the table at the same time. No one  
4 should tell you you're exclusive to them. We don't want you to  
5 comeingle information. So we don't encourage any form of  
6 collusion, but nevertheless, you can bid as a prime and you can  
7 avail yourself to whatever services you think you can provide to  
8 others who are bidding, without destroying any integrity of  
9 information or propriety facts and figures. So, you know, that  
10 is on the table to go both ways in that sense.

11           MR. MALACHI: Thank you.

12           MS. CULLINGS: You're welcome. Any other questions?

13           MR. KLOEHN: Ms. Cullings, on the DBE issue --

14           MS. TURNIPSEED: Can you state your name, sir? I'm  
15 sorry.

16           MR. KLOEHN: I'm sorry. Don Kloehn with Tindale  
17 Oliver. You mentioned about not being able to combine, you  
18 know, women-owned, African American-owned and so forth, in the  
19 normal MBE process, but a veteran-owned business, could that --  
20 is that applied to the same rule or could we -- if we found an  
21 African American-owned firm but that person was also a veteran  
22 and registered, could we use that to satisfy both?

23           MS. CULLINGS: No. At this time -- and this is  
24 something we are taking up in conversation, as it is still  
25 relatively new. But at this time, that's not the case. MDOT

1 does not recognize the veteran-owned. That's why you're in  
2 another directory. So, it's no comingling and it's probably  
3 going to stay the same rules as it is with the MBE program that  
4 each gender and race, and in this case, it's a veteran, would  
5 stay totally separated. Any other questions?

6 [There was no response.]

7 MS. CULLINGS: Well, we wish you much success. I  
8 didn't give you my phone number, (410) 767-3944. That's our  
9 front office. Again, I'm Paula Cullings. I have several MDBE  
10 compliance officers. And if you, you know, speak to the  
11 contract number, we will certainly have someone help you if  
12 you're having any difficulty in trying to achieve your goals or  
13 you should have some personal questions into your process.  
14 Thank you.

15 MS. TURNIPSEED: Thank you, Paula. Again, the MBE  
16 forms are located in this solicitation package. It is  
17 Attachment Number 4. The veterans-owned forms are also located  
18 in the solicitation packet; it is Attachment 18. Okay?

19 Next, we will hear from the Project Manager, Mr. Ivan  
20 Mitchell. We ask that Ivan give us some information related to  
21 the Scope of Work. Also, you can ask him questions related to  
22 the Scope of Work.

23 Again, I just want to remind you that if you want the  
24 official position of the MTA, you must submit your questions in  
25 writing, addressed to me, the Procurement Officer. Mr.

1 Mitchell?

2 MR. MITCHELL: All right. Thank you. I'm going to  
3 quickly just go over with guys kind of what the Office of  
4 Service Development does and then I will go through, for those  
5 of you who don't know, and then I will go through, I guess, each  
6 particular, I guess, each different task we're asking for. And  
7 then, I guess from there it might generate some questions. So -  
8 -

9 MS. TURNIPSEED: Okay.

10 MR. MITCHELL: I'll just do it that way.

11 MS. TURNIPSEED: That's fine.

12 MR. MITCHELL: All right. I'm from the Office of  
13 Service Development. We are a staff of about 25. It  
14 fluctuates. And we're primarily responsible for planning,  
15 scheduling, and traffic checking for the MTA. And that is for  
16 all five modes. Although, within each of the modes, we do  
17 different things. So for example, we don't do any of the  
18 planning for MARC, a commuter bus; however, we do do planning  
19 primarily for local bus. However, though, we help out sometimes  
20 with Light Rail and Metro services.

21 So depending on the mode, we do different things for  
22 the mode, but primarily, our primary focus is the local bus  
23 services. That takes up the bulk of our work. We're the  
24 primary person for planning, the scheduling aspect and  
25 definitely the traffic checking aspect.

1           So that's kind of a quick overview of what we're  
2 responsible for in the office. And then, as I talk about the  
3 different tasks, probably more will come out regarding what we  
4 do and what we're looking for within this task work.

5           All right. So I will start with, I guess, the first  
6 one on the list, comprehensive service review. Basically, with  
7 that, one of the tasks we frequently do for local buses is we're  
8 reviewing the service always. So we have different service  
9 standards that we look at. We have different requirements. We  
10 are trying to make the service more efficient. We're looking  
11 for new areas that serve. We're always looking for something  
12 using data. So we're always looking to do reviews of different  
13 bus lines, of new locations to serve. So we will need  
14 assistance for that time-to-time with those reviews.

15           Now, primarily, with those reviews, we use different  
16 types of data sources. Our primary data source as of now is our  
17 APC. That's our Automated Passenger Counter. And with that  
18 data source, it basically pulls just loads and loads of  
19 information off of the buses on a daily basis and we're able to  
20 take that data and we're able to run different reports using  
21 software that we have. And from there, we're able to make  
22 decisions based on the data. So that's our primary source of  
23 data that we use to do these comprehensive service reviews,  
24 although we use other sources. Sometimes we'll do on-street  
25 stuff or we'll get people off the buses. We'll work with

1 operators. We'll work with different departments to gather  
2 stuff, but primarily, APC, that's our -- as of now, that's where  
3 we gather most of our stuff from. So that's comprehensive  
4 service review, what we do with that and what we're looking for.

5 And feel free to ask questions if you have -- are they  
6 allowed to ask questions?

7 MS. TURNIPSEED: Yeah. If you just want to go over  
8 all of the services that this is going to cover and then we'll  
9 ask questions --

10 MR. MITCHELL: Okay.

11 MS. TURNIPSEED: -- if that's okay with everyone.

12 MR. MITCHELL: That will work. All right. Passenger  
13 surveys. That kind of also ties into the comprehensive service  
14 review, where if we're doing a review sometimes, we want to know  
15 what the passengers have to say, what they're thinking, what  
16 some of their recommendations are. So from time-to-time, we are  
17 looking to do different surveys. Things like that. We need  
18 help drafting the surveys, distributing the surveys, compiling  
19 data to analyze what the data is from the surveys, and that kind  
20 of ties back into the comprehensive service review, where we use  
21 those surveys then to make our business decisions on what it is  
22 we're trying to do and what we're focused on.

23 Peer analyses. That is used not as frequently as we  
24 maybe should. Basically with that, we're looking at different  
25 peer agencies. If we have a problem -- let's say we identify a

1 problem, we want to know, well, what is WMATA doing? What's  
2 SEPTA doing? What's another peer agency doing to resolve this  
3 issue to handle this?

4 We're looking to do peer analysis lots of times. It  
5 is a very good tool because it can kind of give us the solution  
6 for what you want to solve without having to necessarily develop  
7 it ourselves. So peer analyses, that's another task that we  
8 would need assistance on that we do in the office.

9 Ridership forecast. That usually comes about when  
10 we're doing our comprehensive service reviews. Now one thing we  
11 like to know is, you know, if we're developing a new line, let's  
12 say, or a new segment, you know, one of the questions we always  
13 get -- well, we want to know also is, you know, what's the  
14 ridership going to be; you know, how well is it going to  
15 produce? Is it going to meet your service standards? So  
16 assistance with that is something that we -- well, we do that  
17 internally, but assistance with that is something that we're  
18 definitely looking for when we're making those decisions on, you  
19 know, should we fund this or should we fund that. One of the  
20 things we take into consideration is definitely what the  
21 ridership forecast is of how productive it's going to be versus  
22 another thing we're trying to do.

23 Transit development plans. Once again, anything that  
24 kind of ties back into our comprehensive service review. And  
25 this is similar to that where we are always doing reviews of the

1 system. One thing we're tasked with is that, you know, we have  
2 a limited pot of funds. So, you know, how can we best spend  
3 that limited pot of funds to serve the general public? That's  
4 for local bus, that's for Light Rail, that's for Metro. And  
5 unfortunately, we really don't get into MARC and commuter bus  
6 service as much, but, you know I see visions in the future; we  
7 probably will work with them a lot more closely on different  
8 tasks that come about. Different initiatives they have  
9 sometimes tie into what we're doing. So we definitely see some  
10 more inner workings with those -- that.

11 Compliance review and grants assistance. Primarily  
12 with compliance review, one thing we're always going to need  
13 help on is our Title VI Compliance Review. So you guys are  
14 aware of what Title VI for the most part? Okay.

15 So basically, you know, when we do a lot of these  
16 different adjustments to the system, we're looking to cut this  
17 line, put in that line. You know, a lot of this involves Title  
18 VI compliance. So we have to do reviews that have to go into  
19 our submission. If we don't have those reviews in our  
20 submissions, we get a ding for it. So one thing that we are  
21 currently getting help on from a consultant and we continue to  
22 get help on from a consultant is with our Title VI compliance.  
23 And as we're doing different adjustments to the system, we'll  
24 need somebody to come in and help us with the review process of  
25 that so we could have the final documentation that could be

1 submitted with our package to the FDA.

2 Grant assistance. I really don't want to speak on  
3 that as of now. We really haven't been involved too much with  
4 grants, but I think it's something in the future we probably  
5 will become more involved with. If we identify certain grants  
6 that could be helpful to the agency or, you know, certain  
7 things, we'll probably use a consultant to help us with the  
8 grant. But as of now, we really haven't done a lot of grant  
9 programs so far. While we do grants in the MTA, but just not in  
10 our office specifically. There are other offices that do grant  
11 programs.

12 For the GIS and technical support, there are times  
13 when we can take that data from the APC and you can drop into a  
14 GIS application and produce different analyses, different, you  
15 know, different results based on how you want to show it. So  
16 one thing we definitely would like to have is more GIS technical  
17 support.

18 We have a few people now in our office who can do some  
19 basic GIS stuff. You know, they're pretty good, but you know,  
20 we would like, potentially, to do even more advanced analysis  
21 with GIS. And we have the data; it's just a matter of sometimes  
22 knowing how to run it right and how to pull out the results or  
23 get the solution we're looking for from the data. So GIS is  
24 something that we definitely will be looking for. That's one of  
25 my things I like to get involved in a lot.

1 Graphics and mapping. That involves GIS in some  
2 sense, but specifically for this one, now when we go out to the  
3 public hearings and different meetings, one thing we always want  
4 to have is visuals. You know, if you have the visuals sometimes  
5 it will quiet somebody down or it will explain to people, you  
6 know, what we're doing to their bus route, or you know, it'll  
7 say something to the people. So we're looking for support when  
8 we have public hearings.

9 We have three service changes a year. We usually do  
10 one or two public hearings, but sometimes we do informational  
11 meetings. So probably up to three to four times a year, if it's  
12 needed, we would need some type of graphic support for  
13 informational meetings or the public hearings and those could  
14 involve maps, booklets. Whatever we decide that's needed to go  
15 out to the public for our meetings, we would need assistance  
16 with developing those with the staff.

17 Also, one thing we get involved in, which I haven't  
18 mentioned yet, we're heavily involved with bus stops. That  
19 involves their placement, that involves their removal, that  
20 involves anything with bus stops. Usually it first comes  
21 through Service Development. So one thing we've been working  
22 on, just to kind of highlight what we use for graphics and  
23 mapping, is we've been working on some consolation projects. So  
24 with those consolidation projects, we want to produce different  
25 graphics for them to show the public what we're doing, in terms

1 of their bus stops. So that's an example of what we would need  
2 a consultant to help us with to develop booklets or a map for  
3 these projects. So when we go out to the hearings, instead of  
4 just verbally telling them, they have the visual available for  
5 them to see what it is we're looking for.

6 And two more. Scheduling efficiency reviews. This  
7 would be part of, kind of tied into Number 1, which is our  
8 comprehensive service review because part of the service review  
9 involves the scheduling aspect of, you know, if we're producing  
10 -- if we're doing enough run time, you know, with certain  
11 routes. If we're giving adequate recovery time because of  
12 traffic conditions in the city, you know, are we interlining  
13 correctly? Are we putting in an interline that's causing other  
14 issues? Those times when we want to do those types of reviews  
15 of how we're scheduling, and assistance with that, at times,  
16 would be needed for the scheduling aspect of what our office  
17 does.

18 And the last portion of it is for our public outreach  
19 community event planning. This kind of goes back to what I was  
20 saying for the graphics that would be needed for public hearing  
21 or informational meeting. We also would sometimes need  
22 assistance with actually getting the meeting scheduled. I  
23 shouldn't say "scheduled" because we usually have the locations,  
24 but helping us schedule and, you know, get the meeting going,  
25 we'd use a consultant for that.

1           If it's a big project where we want to have three or  
2 four meetings throughout the region or maybe five or six, we'd  
3 use somebody's assistance to help us schedule the meetings, you  
4 know, get all the information for the meetings, come up with a  
5 really good -- some graphics for the meetings. Things like  
6 that. We would use assistance for that. So that's kind of a  
7 very, I guess, a quick overview of what it is that we would be  
8 looking for based on the office's needs for this contract. So I  
9 guess I can open up for questions.

10           MS. TURNIPSEED: Are there any questions for the  
11 Project Manager? Okay, remember to state your name and the  
12 company you're coming.

13           MR. GOISOVICH: Heath Goisovich with DK Consulting.

14           MS. TURNIPSEED: I'm sorry. We didn't hear you.

15           MR. GOISOVICH: Sorry. Heath Goisovich with DK  
16 Consulting. Could this contract include any work that may be  
17 under the proposed Red Line?

18           MR. MITCHELL: No.

19           MR. GOISOVICH: No?

20           MR. MITCHELL: No. As of now, this is more for things  
21 that our office specifically does on a daily basis or -- because  
22 a lot of our work is what I would call short-term, within maybe  
23 from zero days to a year. So most of this is for a lot of our  
24 short-term projects. The Red Line is more of a long-term  
25 project. Red Line is coming online several years from now. So

1 most of this is the short-term.

2 MS. TURNIPSEED: It's online.

3 MR. GOISOVICH: I guess the reason I asked was that I  
4 noticed this is three years and two one-year renewal options.  
5 And if the design of that, I assume it would happen over the  
6 next coming few years, wouldn't there be designing and planning  
7 as far as the transits and additional stops and increased  
8 ridership or increased ridership? It sounds like what we've  
9 been talking about.

10 MR. MITCHELL: Yeah. I mean, our office will be --  
11 once all that design and planning happens for the Red Line, we  
12 will be involved, but that's still kind of far off for us a  
13 little bit. I mean, we've done some initial -- I'm not sure  
14 who's been on the committees, but we've done some initial  
15 submissions that are required by the FTA for different stuff.  
16 So we've done some submissions, but the actual design of how the  
17 system will finally look, that's not going to occur for a while.  
18 So for now, we're not really -- we're thinking about it. We're  
19 aware of it, but it's not going to happen under, probably, this  
20 contract. It could potentially, but for now that's not what  
21 we're thinking.

22 MS. TURNIPSEED: Any other questions?

23 MR. ZELEFSKY: Harvey Zelefsky with Jacobs. I want to  
24 ask you about a couple of things. Compliance review and grants  
25 assistance, is that for -- not only for the MTA but for the lots

1 of the TDPs for the lots so it's for MTA and locally operated  
2 transit system?

3 MR. MITCHELL: I don't believe it is, no.

4 MS. TURNIPSEED: No.

5 MR. ZELEFSKY: It's just the MTA?

6 MS. TURNIPSEED: Right.

7 MR. MITCHELL: Yes.

8 MR. ZELEFSKY: GIS, you said you have several people  
9 in your office that use GIS.

10 MR. MITCHELL: Yes.

11 MR. ZELEFSKY: What software or platform do they use  
12 for the GIS now?

13 MR. MITCHELL: They use ArcInfo. So primarily  
14 ArcInfo. Actually, I use my own little thing called MapInfo.  
15 Nobody else likes to use it, but I do.

16 MR. ZELEFSKY: The reason I'm asking is because  
17 somewhere in here it talks about TransCAD.

18 MR. MITCHELL: Does it?

19 MR. ZELEFSKY: Yeah.

20 MS. TURNIPSEED: Yes, it did.

21 MR. ZELEFSKY: I just wanted to make you aware of  
22 that.

23 MS. TURNIPSEED: It was under --

24 MR. ZELEFSKY: And on Number 10, you didn't mention  
25 it, but event planning. What kind of event planning do you see

1 --

2 MR. MITCHELL: I guess under "Event Planning," I guess  
3 we kind of bundled -- it's more for the public outreach. So, I  
4 mean, we just put another word to it, but there are times that  
5 we will have different -- we might bring in a group. Let's say  
6 we have -- we have several outside groups and we have the one we  
7 call the CAC, Citizen's Action Committee. So if we decide that,  
8 you know, we have to reach out to them lots of times and they  
9 actually pretty good at giving us good recommendations. So if  
10 we want to have an event where we invite them to the event, it's  
11 an all-day event, you know, we want the consultant to assist us  
12 with scheduling an event, getting it set up to bring in a group  
13 like the CAC.

14 So that's -- I guess that would fall under, I would  
15 think, event planning/public outreach because it is our public  
16 outreach to the public, but we're having an event for that  
17 particular group to bring them in for whatever the proposal is.

18 Like, one thing we're doing with them now is we've  
19 kind of formed a subcommittee with them for some of our Title VI  
20 stuff because we have to get public outreach for Title VI. We  
21 can't just do what we want to do. So if we had a consultant  
22 available to us right now, we would probably utilize that person  
23 to help set up a lot of that stuff for us to have maybe an all-  
24 day event to just kind of hash through everything. Well, not  
25 even all day, half-a-day. Whatever we decide.

1 MS. TURNIPSEED: Okay.

2 MR. ZELEFSKY: On page 30, really intrigued me. I  
3 just didn't understand this. Maybe you can explain it to me.  
4 "Respond to cyclical approach must address." Can you explain  
5 the walkthrough Numbers 3, 4, 5, 6, 7, and 8 of how you apply  
6 those and what you're looking for in regards to this contract?

7 There's a lot of talk about training, classroom field  
8 training, all kinds of training, monitoring and supervisory  
9 staff. I just --

10 MS. TURNIPSEED: -- Can you submit that question in  
11 writing? It seems like it's a little in detail.

12 MR. MITCHELL: Yes.

13 MS. CULLINGS: Yes.

14 MS. TURNIPSEED: And we'll give you the official  
15 position.

16 MR. ZELEFSKY: Will do. Am I the only one?

17 [Laughter]

18 MR. MALACHI: No.

19 MS. TURNIPSEED: No one has read that far, Harvey.  
20 Just you.

21 [Laughter]

22 MR. MALACHI: It's an oversight. Oversight component.  
23 It's an oversight.

24 MR. ZELEFSKY: I get tired of sitting at these and no  
25 one answers my questions.

1 MS. TURNIPSEED: Yeah. Just submit it in writing and  
2 we'll take a look at it and give you an official decision on the  
3 MTA. Okay. Are you done?

4 MR. ZELEFSKY: No.

5 MS. TURNIPSEED: Oh, okay.

6 MR. ZELEFSKY: I'll go through these quickly.

7 MR. MALACHI: You're on a roll.

8 MS. TURNIPSEED: Keep going.

9 MR. ZELEFSKY: Throughout the whole thing? Anywhere  
10 in it?

11 MS. TURNIPSEED: Well, whatever you need, you know,  
12 clarification, just, you know, submit it in writing and we'll --

13 MR. ZELEFSKY: But you don't want me to ask it here?

14 MS. TURNIPSEED: I'm sorry. Say it again.

15 MR. ZELEFSKY: You don't want me to ask it here?

16 MS. TURNIPSEED: You can, yes. You can. But I'm  
17 saying it just seems like it's a little cumbersome. Is it much?

18 MR. ZELEFSKY: Well, I could do that one. I'll put  
19 that in writing, but I have another question.

20 MS. TURNIPSEED: Okay. Let's hear it, Harvey.

21 MR. ZELEFSKY: Okay. On page 32, Number 10, the past  
22 state contract experience --

23 MS. TURNIPSEED: Yes.

24 MR. ZELEFSKY: It's on page -- if you look on 36, on  
25 3B, it says, "Past state or federal." So are you looking for

1 just state or state or federal?

2 MS. TURNIPSEED: Which page are you on, Harvey? I'm  
3 sorry.

4 MS. TARLETON: Page 36.

5 MS. ZELEFSKY: Page 36 --

6 MS. CULLINGS: 3B.

7 MR. ZELEFSKY: -- 3B.

8 MS. TURNIPSEED: Oh. "Past state or federal --

9 MR. ZELEFSKY: Yeah.

10 MS. TURNIPSEED: -- contract experience."

11 MR. ZELEFSKY: It doesn't mention federal on page 32,  
12 Number 10, it's just state. Federal is not mentioned.

13 MS. CULLINGS: And then page 36 is asking for state or  
14 federal.

15 MS. TURNIPSEED: And then you're asking for state and  
16 federal.

17 MS. TARLETON: Well it says --

18 MR. ZELEFSKY: Or federal?

19 MS. TARLETON: -- "state or federal." So, but we only  
20 mention state on --

21 MS. TURNIPSEED: -- On page 36. Okay. We can clarify  
22 that.

23 MR. ZELEFSKY: Okay

24 MS. TURNIPSEED: Okay. I can't clarify it now, but I  
25 will clarify it for you. Okay.

1 MR. MITCHELL: I will also look into the TransCAD  
2 thing. I think that might be the engineering department. So  
3 they might've put that in there because engineering uses that.  
4 But I'll look into that and we'll clarify.

5 MR. ZELEFSKY: Okay.

6 MR. MALACHI: Can you restate louder because I really  
7 didn't hear you.

8 MS. TURNIPSEED: TransCAD.

9 MR. MALACHI: No, I got that part. The system that  
10 they're currently using.

11 MS. TURNIPSEED: TransCAD. It's --

12 MR. MALACHI: No, I got TransCAD. But he said there  
13 was another GIS software that you're --

14 MR. MITCHELL: Yeah. In Service Development we use  
15 ArcInfo.

16 MR. MALACHI: Okay.

17 MR. ZELEFSKY: And MapInfo.

18 MR. MITCHELL: And Map -- yeah. I use MapInfo.  
19 That's my little own thing. Don't tell them.

20 [Laughter]

21 MS. TURNIPSEED: Any other questions?

22 MR. ZELEFSKY: Yes. In regards to the financial  
23 proposal form, one of the task areas is field, sort of tasking  
24 surveys. In tasking surveys, we need field people. I'd like  
25 you to consider -- there's no category for field-type surveys,

1 unless you want to define them as -- administrative

2 MS. TURNIPSEED: Administrative assistants?

3 MR. ZELEFSKY: -- assistants.

4 MS. TURNIPSEED: Okay.

5 MR. ZELEFSKY: Just something to consider.

6 MS. TURNIPSEED: Can you put that in writing?

7 MR. ZELEFSKY: Certainly.

8 MS. TURNIPSEED: And we'll consider it.

9 MR. ZELEFSKY: Also, what's missing from here is the  
10 definition --

11 MS. TURNIPSEED: Yes. Of the --

12 MR. ZELEFSKY: -- of --

13 MS. TURNIPSEED: -- the experience of all of the labor  
14 categories.

15 MR. ZELEFSKY: -- all of the staff positions.

16 MS. TURNIPSEED: Yeah. We're aware of it. It will  
17 come out in an addendum.

18 MR. ZELEFSKY: Okay.

19 MR. MITCHELL: One thing with the field, Harvey,  
20 though, I can say is we have to be a little bit careful of how  
21 we put people out in the field because some of these jobs are  
22 our traffic checkers jobs. And so we have to be -- it's a line  
23 we have to kind of balance a little bit.

24 MR. ZELEFSKY: Well, I'm saying if you have someone  
25 handing out rider surveys, how would you classify --

1 MR. MITCHELL: Yeah.

2 MR. ZELEFSKY: -- that person? What category would  
3 you put them in?

4 So just consider it, unless you expand the definition  
5 of one of the listed ones you have here.

6 MS. TURNIPSEED: Hopefully once we give you the  
7 description of the positions, maybe that would be a little bit  
8 more clarity.

9 MR. ZELEFSKY: But just take that into --

10 MS. TURNIPSEED: Okay.

11 MR. ZELEFSKY: -- consideration because -

12 MS. TURNIPSEED: Okay.

13 MR. ZELEFSKY: -- it's one area that's always been  
14 lacking.

15 MS. TURNIPSEED: Okay.

16 MR. ZELEFSKY: Also, in the estimated hours, do you  
17 only foresee a project manager on a yearly basis putting in 50  
18 hours a year or principal transportation planner putting only 50  
19 hours a year?

20 MS. TURNIPSEED: Again, they're estimated hours. You  
21 know, they're not --

22 MR. ZELEFSKY: I understand.

23 MR. TURNIPSEED: They're just estimated hours.

24 MR. ZELEFSKY: But those estimated hours are used to  
25 come up with a final cost of the project.

1 MS. TURNIPSEED: Sure.

2 MR. DONAHUE: In the total budget for the contract.

3 MS. TURNIPSEED: Sure.

4 MR. ZELEFSKY: It sets the budget for the contract.

5 MR. DONAHUE: So it'll set it pretty low.

6 MR. MALACHI: Yeah.

7 MS. TURNIPSEED: Okay. We'll take a look at the  
8 estimate for the project for every year. You mean they work  
9 that hard? Really?

10 MR. ZELEFSKY: Excuse me?

11 MS. TURNIPSEED: You mean they work that hard?  
12 Really?

13 [Laughter]

14 MR. ZELEFSKY: Yes. The project manager puts in more  
15 than 50 hours a year. I wish they didn't. That's all the  
16 questions I have for now.

17 MS. TURNIPSEED: Well, thank you, Harvey. We'll  
18 definitely look into the issues that you've addressed. And  
19 again, you know, please submit all questions related to this RFP  
20 in writing. If you need clarification, you know, feel free to  
21 submit those in writing or you can give -- I mean, you must  
22 submit them in writing to get my official response, but feel  
23 free to call me if you're unsure of anything. Maybe it's  
24 something that we can clarify over the phone. You have my phone  
25 number and my email address as well.

1 I do want to make you aware that we do this Plan  
2 Holders list. How it comes about, whenever you download the  
3 specifications from our website that creates the Plan Holders  
4 list. And from the Plan Holders list, we, in turn, notify all  
5 interested parties through the Plan Holders list. This is very  
6 important, based on the email address that you submit.

7 So we ask that you look at it because, you know, we're  
8 all these computer geeks and the stroke of the pen can give you  
9 the wrong email address and you'll never get any of our  
10 notifications, though all of the information pertaining to this  
11 specification is always available on our website, including all  
12 the addendas.

13 The Plan Holders list will be on their website. The  
14 recording from today will be on the website. We try to keep you  
15 as informed as possible, but we ask that you, you know, pay  
16 specific attention to your email address when you go to the  
17 website and you enter your company's information. You can  
18 always go back to our website if you feel that you've entered  
19 some information in error, and make any corrections. And the  
20 website now allows you to correct any of your company  
21 information. You might have the wrong contact person or the  
22 wrong phone number. Just so that we have the correct contact  
23 information.

24 What happens with the addendum is we send all addendum  
25 out to all plan holders and then we load that addendum on the

1 website. So we ask that you make sure that this information is  
2 correct so that you get the addendum firsthand. So that you  
3 know that the addendum has been issued related to this  
4 solicitation.

5 Are there any other questions? Yes, sir?

6 MR. KLOEHN: I'm sorry. For some reason my firm's not  
7 on this list, even though we did get the RFP off of that -- the  
8 eBiz website.

9 MS. TURNIPSEED: Did you do it yesterday?

10 MR. KLOEHN: No, when it first came out.

11 MS. TURNIPSEED: And you got it off of eBiz?

12 MR. KLOEHN: Yes.

13 MS. TURNIPSEED: This comes from our website.

14 MR. KLOEHN: Okay.

15 MS. TURNIPSEED: I don't know how eBiz got the  
16 solicitation, other than they went to our website and downloaded  
17 it.

18 MR. DONAHUE: Yeah, they went through you.

19 MS. TURNIPSEED: You have to download it from our  
20 website to get on the Plan Holders list.

21 MR. KLOEHN: Okay.

22 MS. TURNIPSEED: If you obtained it from any other  
23 source other than the MTA website, please go to the website and  
24 download the document and complete the information so that we  
25 have your name on the Plan Holders list.

1           There is a lot of publications that go to our website  
2 and download this information, from eBiz, Construction Journal,  
3 Progressive Railroads. They all go to our website and download  
4 the documents, but that's not going to help you, as far as  
5 having your information on our Plan Holders list so that we can  
6 contact you directly.

7           Are there any other questions related to this RFP that  
8 we can help you answer? Any clarity? No?

9           MR. MALACHI: Are you going to provide a list of the  
10 individuals that were here?

11           MS. TURNIPSEED: Yes. Again, the pre-proposal  
12 conference sign-in sheet. And hopefully everyone has signed in.  
13 If you haven't, please do so before you leave. It's available.  
14 If you stay after, you can have a copy, but it will be on our  
15 website. So it's your choice. Whatever. If you'd like to stay  
16 behind, I'll make as many copies as you need and you can have a  
17 copy today or you can download it from the website later this  
18 afternoon.

19           Are there any other questions? Yes, sir?

20           MR. GOISOVICH: I don't have a question for you guys,  
21 but for everyone here --

22           MS. TURNIPSEED: Okay.

23           MR. GOISOVICH: -- if that's okay.

24           MS. TURNIPSEED: Sure.

25           MR. GOISOVICH: I just wanted to say again if there is

1 any prime that's looking for a woman-owned business; I'd be  
2 interested in speaking with you today.

3 MS. TURNIPSEED: Okay. Thank you. This concludes our  
4 pre-proposal meeting. We thank you for coming and we look  
5 forward to reading all of your wonderful specifications and RFP  
6 documents.

7 (Meeting concluded at 10:59 a.m.)

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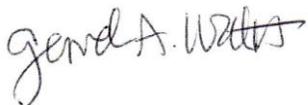
CERTIFICATE OF TRANSCRIBER

I, hereby, certify that the Maryland Department of Transportation, Maryland Transit Administration Pre-Proposal Conference for Contract No. MTA-1371 held at 6 St. Paul Street in Baltimore, Maryland on April 30, 2013 was recorded by means of electronic sound recording.

I further certify that, to the best of my knowledge, that the foregoing pages represent a complete and accurate transcript of the electronic sound recording of the conference as transcribed by me.

I further certify that I am neither an employee of MTA or relative to any party, herein, and that I have no interest in the outcome of this solicitation and subsequent award.

In witness whereof, I have affixed my signature this 2nd day of May 2013.

By:   
Gervel A. Watts  
Transcriber