

**PROPOSAL SUBMITTED IN RESPONSE TO RFP FOR ADMINISTRATIVE
AND OPERATIONAL SERVICES FOR PA LOGO SIGNING AND TODS
PROGRAM**

Submitted to:

Commonwealth of Pennsylvania
Department of Transportation
Bureau of Office Services
5th Floor Keystone Building
400 North Street
Harrisburg, PA 17120

**For
The Pennsylvania Tourism Signing Trust (PTST)**

RFP Number

005

Technical Submittal

Submitted by:

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TECHNICAL SUBMITTAL

II-1. STATEMENT OF THE PROBLEM

The Pennsylvania Tourism and Signing Trust ("PTST") is currently seeking a qualified Offeror to provide administrative and operational services for the Pennsylvania Department of Transportation's (PennDOT) Logo Signing and Statewide Tourist Oriented Directional Signing (TODS) Programs. The entity selected as the Administrator will be required to fulfill multiple responsibilities in various areas of technical skill. The responsibilities must be completed using a combination of trained, experienced, and knowledgeable staff members employed by the Administrator as well as partnering with highly qualified and experienced subcontractors to perform those tasks not directly provided by the Administrator.

The Administrator must staff and operate an office in the Harrisburg area which will be designated and provided by PTST for the conduct of the business of administering the Logo and TODS programs. The Administrator must provide staff, services and supplies required to maintain the office including, updating and maintaining the Trust's website, security for sensitive files, office supplies, postage and any other supplies or services not specified to be supplied by PTST. The Administrator must be able to respond to all inquiries concerning the Logo and TODS programs. The Administrator must maintain a correspondence and telephone log which will be updated daily and will include date, contact, e-mail, status, and overall details of the correspondence. The Administrator must provide all services for the PTST bi monthly meetings including accommodations, food and beverage, meeting agendas, preparation of meeting packets for all attendees, and preparation of meeting minutes. The Administrator must provide monthly status reports to the designated PennDot liaison as well as an Annual Report for the Logo and TODS programs. The monthly and annual reports must contain summaries of the programs' results in relation to overall objectives as well as identify problems and areas for improvement.

The Administrator must be able to identify, solicit and market to qualified businesses throughout the state in order to maintain, as well as grow, the current programs while serving the interests of the motoring public. The Administrator must process all applications for participation in the Logo and TODS programs, execute and maintain participant agreements, and send annual fee and compliance form mailings. The Administrator must process Assignment of Agreements as required. A database of all Logo and TODS program participants must be maintained in a PTST approved software program. The Administrator must process all work orders for repairs and maintenance and participant changes for Specific Service Signs, Logo Panels and TODS as well as coordinate damaged sign repairs and insurance claim processing. The Administrator must maintain as-built drawings for all Specific Service Signs, Ramp Signs, Trailblazers and TODS in a suitable CADD software program and hardcopy format.

The Administrator must provide engineering services either through in-house resources or a subcontracted engineering firm. Engineering services must include preparation of preliminary construction plans and preparation of final Plans, Specifications and Estimates (PS&E). Engineering services must also include preparation of bid packages, advertise, let and award projects, which will include retaining construction contractors through PennBID, and prepare contracts for review and execution by the Trust. Engineering must oversee the administration of the construction contract, conduct construction inspections according to required publications, and coordinate with all PennDOT engineering districts for field view, approval of preliminary plans, conduct pre-final and final construction inspections and final work acceptance.

The Administrator must provide accounting services either through in-house resources or a subcontracted firm in order to maintain an accurate and updated accounting system utilizing the PTST's accounting software QuickBooks Pro. Personnel must be experienced and trained in proper record keeping to ensure program participants are billed properly and all collections are performed and deposited in a timely manner, vendor payments are processed and paid timely and financial records are maintained according to generally accepted accounting principles. The Administrator must be able to provide accounting services which will include monthly account reconciliations, financial statement preparation and review, report preparation for Business Manager and Trustee's, and document preparation and review for year-end audit from an outside accounting firm.

In addition to specific tasks already identified, the Administrator must have the ability to provide other general services. The Administrator must have a working knowledge of the Logo and TODS guidelines and be able to provide suggestions and recommendations for changes and improvements as identified regularly throughout the contract term. The Administrator must conduct compliance quality assurance reviews as directed by the PTST Board. The Administrator must be able to perform any and all functions incident to acting as the delegate of the PTST Board. The Administrator must be responsible for the overall general administration of the Logo Signing and TODS programs.

II-2. MANAGEMENT SUMMARY

Woodfield Financial Services LLC will manage the Trust's signing programs by utilizing internal staff members to perform all administrative tasks and engaging an outside engineering firm, Dawood Engineering Inc., to provide all engineering tasks detailed within the RFP. Having separate organizations perform each of the core tasks allows a proper separation of duties and checks and balances that will allow the programs to operate at maximum efficiency. This approach will allow each organization to bring the skills to the programs that they are best suited to perform.

The proposed assignment of tasks and responsibilities are as follows:

ADMINISTRATION

Administration Manager: Kristen Fuelle from Woodfield Financial Services LLC will fill this role. The primary responsibility for this position will be the overall management of the administration of the PTST PA Logo Signing and TODS programs. Specific duties will include assignment, supervision and management of personnel, accounting services and review, project management in conjunction with outside engineering firm, meeting attendance and reporting, main contact for Trustee's regarding program issues, problem resolution, and general inquiries.

Director of Signing Programs: Loisrae Graybill will fill this role. Loisrae will be responsible to perform most of the tasks required to administer the Trust programs on a daily basis. Her duties will range from customer service for all participants, processing applications and work orders, bookkeeping and accounting services, database management, office administration, and supervision of the administrative assistant. Specific tasks are as follows:

- Customer service for all program participants
- Process Logo and TODS applications
- Prepare and manage work orders for contractors in order to remove or install signs, repair or reset logo signs, and process switch outs.
- Issue participant contracts
- Primary contact for engineering firm in relation to new projects, application reviews and as built plan updating
- Attend meetings with contractors concerning new construction projects
- Invoice program participants using QuickBooks software
- Process Accounts Payable and Accounts Receivable transactions in QuickBooks
- Perform month end bookkeeping schedules and reports to be reviewed by Administration Manager
- Assist Administration Manager with month end accounting closing and reporting functions
- Perform year end bookkeeping schedules and reports in preparation of annual audit
- Coordinate PTST bi-monthly luncheon meetings
- Coordinate PTST bi-monthly conference call
- Prepare Annual Report
- Maintain participant records in databases – QuickBooks and ESRI – as well as hard copies
- Prepare and maintain backups of all data
- Communicate with contractors, engineers, administration manager, business manager, Trust attorney, and insurance agents regarding Trust issues
- Respond to governmental inquiries as needed
- Supervise administrative assistant

Administrative Assistant: A staff person from Woodfield Financial Services LLC, to be identified, will fill this role. This individual will act as direct support for the Director of Signing Programs. Specific tasks are as follows:

- Customer Service for all program participants
- Assist with Logo and TODS applications processing as required
- Assist with annual invoice mailing process
- Open and process PTST daily mail, record all cash receipts in Excel spreadsheet
- Assist with monthly bookkeeping tasks as assigned, including month end closing
- Assist with database maintenance
- Assist with performance of data backups
- Administrative office tasks – copying, filing, mailings, etc.

Field Technician: Woodfield Financial Services LLC will engage Dawood Engineering Inc. to provide a field technician, to be identified, to fill this role. Specific tasks are as follows:

- Review Logo and TODS applications once processed by Director of Signing Programs
- Perform field reviews for Logo and TODS applications
- Prepare field review reports regarding the eligibility of possible participants
- Supervise construction inspections – pre-final and final
- Update and maintain as-built drawings
- Prepare and maintain backups of all data

ENGINEERING

Woodfield Financial Services LLC will engage Dawood Engineering Inc. to provide all engineering tasks required within the contract with the Trust. The following summarizes how Dawood Engineering Inc. will be utilized in the management of the Trust's signing programs.

Engineering Project Manager: Chad J. Decker, PE, PTOE will fill this role. Mr. Decker has over 18 years of progressive engineering and project management experience. Mr. Decker will be the single point of contact for all projects. Mr. Decker has extensive experience in the design and management of transportation engineering projects featuring intersection and interchange improvements, traffic signal systems, and signing enhancements. Mr. Decker will be responsible for managing all aspects of projects and individual work orders. Mr. Decker will assemble appropriate project teams, monitor all work progress, prepare work schedules, and monitor project budgets. Mr. Decker will be responsible for implementing the project QA/QC program to ensure the highest quality of all deliverables. Specific tasks are as follows:

- Prepare preliminary construction plans
- Advertise, let, and award projects
- Conduct construction inspection
- Coordinate with all eleven PennDOT engineering districts to include field view and approval of preliminary plans, conduct pre-final construction inspections and final acceptance of work

II-3. Work Plan

This section describes in narrative form the technical plan that Woodfield Financial Services LLC will follow in order to accomplish the administrative and engineering tasks required within the RFP. The task descriptions in Part IV of the RFP have been used as the reference point in each item detailed below.

A. Administration

- (1) Maintain PTST accounts through the use of PTST's QuickBooks Pro software license. Multiple accounts exist that encompass both the Logo and TODS programs. These accounts are used for funds tracking, invoicing, preparation of monthly financial data and general accounting. The accounting data will be securely backed-up daily. A copy of the backup will be provided to the Business Manager or designee monthly.

Work Plan – The Director of Signing will be responsible for completing this task on a daily basis. The Administrative Assistant will assist with this task as directed by the Director of Signing. All accounting transactions will be recorded directly into QuickBooks following the current internal controls in place. The following is a summary of the specific areas of the accounting function that will be performed:

Cash Receipts/Accounts Receivable – On a daily basis the Administrative Assistant will open the mail and sort out checks received from participants. The Administrative Assistant will prepare an Excel spreadsheet detailing each check received including who the check is from, check number, and amount of the check. The Administrative Assistant will then endorse each check for deposit only with the Trust's bank account, copy each check and then prepare a bank deposit slip. The Excel spreadsheet, copies of the checks, and copy of the deposit slip will be given to the Director of Signing who will then record the deposit in QuickBooks, relieving the accounts receivable balance. The Director of Signing Programs or Administrative Assistant will take the deposit to the bank as available. A copy of the deposit slip will be attached to the Excel spreadsheet after the deposit is made at the bank. The Administration Manager will review the deposits monthly during the month end closing. The Excel spreadsheet detail and bank deposit slip for each transaction will be the source documents used to trace the deposit directly to the bank statement in order to ensure all deposits were both posted to QuickBooks and the bank accurately.

Cash Disbursements/Accounts Payable – On a daily basis the Administrative Assistant will open the mail and sort out vendor invoices. All invoices will be given to the Director of Signing Programs for payment approval. The Director of Signing Programs will approve any non-project invoices, she will review any project invoices that need approval with the Engineering Project Manager. Once all invoices have been approved for payment they will be entered into QuickBooks. Checks will be prepared once a month on the first of each month. All invoices received by the 20th of the previous month will be included in the check run prepared on the first of each subsequent month. Checks will be printed from QuickBooks and then prepared for signature. The Business Manager will review all checks and invoices before they are signed and processed. Two Trustee signatures will be required for each check. A copy of each paid invoice will be maintained in a monthly file kept in the Trust's office. Each invoice will be marked to indicate that it has been paid and the check number used to pay the invoice. A report will be

prepared monthly for inclusion in the Trustee Meeting Packets that details all invoices paid during the month which will be reviewed and approved by the Board.

Participant Invoicing – The Director of Signing Programs will prepare annual fee invoices in QuickBooks for each participant in November. Invoices will be sent to each participant via mail by November 15th each year. Payments are due from participants by January 31st of the following year. The Administrative Assistant will assist the Director of Signing Programs with the assembly and mailing of the annual fee invoices. Accounts will be reviewed monthly for participant payment receipts. For those participants that have not paid by January 31st a second notice will be sent out in March, if payment is not received by April then a final notice will be mailed in May with a due date of June 1st. If payment is not received by the final deadline then a certified letter will be sent to the participant indicating that a sign removal will be initiated.

Bank Reconciliations – The Director of Signing Programs will prepare monthly bank reconciliations in QuickBooks for the checking account and money market account. The Administration Manager will review the bank reconciliations monthly during the month end closing process.

Month End Closing – The Administration Manager, through Woodfield Financial Services LLC, will perform a month end closing each month at the Trust's office. The Administration Manager will review all balance sheet and profit & loss accounts for accuracy. Bank account reconciliations prepared by the Director of Signing Programs will be reviewed. Investment accounts will be reviewed, reconciled, and adjusted in QuickBooks by the Administration Manager monthly. Accounts receivable and payable balances will be reviewed for accuracy. Prepaid and deferred revenue accounts will be reviewed and adjusted as required. Supporting documents will be prepared as required. Final financial statements will be prepared and presented to the Business Manager for final approval.

Year End Audit Preparation – The Director of Signing Programs and the Administration Manager will be responsible for preparing all documents requested from the outside accounting firm in preparation of the year end audit. Final review of all account balances will be completed during the August month end closing which is the final month of the Trust's fiscal year. A final trial balance will be prepared and presented to the Business Manager for review prior to sending final documents to the CPA firm performing the year end audit.

Accounting Data Backup – QuickBooks will be backed up daily on the Trust's server utilizing an automatic back-up system. The Director of Signing Programs or the Administrative Assistant will prepare a backup of the QuickBooks data daily using a portable flash drive. The flash drive will be taken off site each day. All QuickBooks files will be password protected.

Time Required – Director of Signing Programs 325 hours, Administrative Assistant 220 hours

- (2) Maintain and keep updated the inventory of Logo Sign Panels in ESRI Online Database.

Work Plan – The Director of Signing Programs will be responsible for this task with assistance from the Field Technician and Administrative Assistant as trained. As required, updates will be

entered into the database including addition of contractor's photos, as-built data, and field technician reports and data.

Time Required – Director of Signing Programs 250 hours, Field Technician 100 hours, Administrative Assistant 150 hours

- (3) Maintain and keep updated a database of all Logo and TODS programs participants in software, approved by PTST. The data is to be backed up daily in a manner approved by PTST.

Work Plan – The Director of Signing Programs will be responsible for this task with assistance from the Administrative Assistant. When a new participant has been approved the database will be updated with all participant details. Also, when data is received from current participants regarding any changes to pertinent data the database will be updated. The database will be backed up daily on the Trust's server utilizing an automatic back-up system. At month end a full back up will be archived on the Trust's server and a flash drive of the same data will be made and given to the Trust.

Time Required – Director of Signing Programs 250 hours, Administrative Assistant 75 hours

- (4) Process applications for participation in the Logo and TODS Programs. This task shall include, but not limited to, the collection of fees, qualification of applicants under strict adherence to the PennDOT guidelines in effect at the time, execution of necessary contracts/permits, processing of work orders for the installation of participant Logo Panel and/or TODS by independent construction contractors. Installation of Logo Panels under this task will entail placement on an empty space or expansion of an existing sign. Preparation of work orders for installation of TODS by independent contractors will involve all aspects of sign installation following Publication 111, Publication 408, as amended, and Publication 236 for individual TODS. TODS installed under this task will include any necessary coordination with PennDOT District Offices and construction inspection. Review of applications for this program must be completed within forty-five (45) days of receipt and a decision rendered to the applicant.

Work Plan – The Director of Signing Programs will be responsible for the initial review of all logo participant applications with assistance from the Administrative Assistant as needed. The review of all applications will be completed within forty-five (45) days of receipt and a decision rendered to the applicant. The Director of Signing Programs will review the application to ensure that the participant conforms to program guidelines. This review will include specific requirements for the Logo program including business size, hours and days of operation, restroom availability, parking, etc. If the business is eligible for further review then the application will be forwarded to the Field Technician who will then determine the specific type of review required, standard eligibility review, final space review, or bumping. The Field Technician will coordinate with the regional office closest to the sign location to schedule and complete a field review. Once the field review is completed and the field report prepared the Field Technician will report to the Director of Signing Programs to either recommend the applicant for participation or explain reasons for non-qualification. If it is determined that the applicant does not qualify for the program then the Director of Signing Programs will send a letter to the applicant informing them of the reasons for non-qualification. Upon approval for

signing, a packet will be prepared which will include a cover letter, a logo agreement, an invoice, program guidelines and a list of sign manufacturers which will be mailed to the participant by the Director of Signing Programs. Once the participant returns the signed agreement and payment to the Director of Signing Programs the procedure for existing or expansion of a panel begins. If no expansion is required the Director of Signing Programs proceeds with logo approval and work order preparation with contractor for installation of logos. If expansion is required the Director of Signing Programs will select a contractor based on availability, bid response, and location. The Director of Signing Programs will then issue a work order to the chosen contractor to purchase materials and expand the panel. Once expansion is complete the Director of Signing Programs proceeds with logo approval and work order preparation with contractor for installation of logos.

The Director of Signing Programs will be responsible for the initial review of all TODS participants' applications. The review of all applications will be completed within forty-five (45) days of receipt and a decision rendered to the applicant. The Director of Signing Programs will review the application to ensure that the participant conforms to program guidelines. This review will include specific requirements for the TODS program, such as type of business, hours and days of operation, admission charges, parking, the distance to services, road system, route continuity, etc. If the business is eligible for further review then the application will be forwarded to the Field Technician for field review. Once the field review is complete and application is approved the Director of Signing Programs will initiate a work order with the contractor to manufacture and install TODS in accordance with PennDOT standards and specifications.

Time Required – Director of Signing Programs 375 hours, Administrative Assistant 175 hours, Field Technician 450 hours

- (5) Process work orders for repairs, maintenance and participant changes for Specific Service Signs, Logo Panels and TODS.

Work Plan – The Director of Signing Programs will process all work orders for repairs, maintenance and participant changes in conjunction with the Field Technician. All work to be completed on a sign must be processed through the use of work orders. Each work order will be assigned a number and recorded in a master file. Work orders are sent to the selected contractor to initiate service. When the contractor completes the work order, an invoice will be sent to the Trust for approval for payment. The invoice from the contractor will be reviewed by the Director of Signing Programs to ensure that it agrees with the original work order then submitted for payment.

Time Required – Director of Signing Programs 200 hours, Administrative Assistant 100 hours, Field Technician 300 hours

- (6) Perform all ancillary work necessary to maintain Specific Service Signs, Logo Panels and TODS to include damaged sign repairs and insurance claim processing.

Work Plan – The Director of Signing Programs will be responsible to perform this task. The Director of Signing Programs will reach out to businesses when their logos begin to fade or

become damaged and need to be replaced. The Director of Signing Programs will review with the participant the process for fabrication of a new logo. Once the new logo has been prepared the Director of Signing Programs will prepare a work order for the contractor to install the logo. The Director of Signing Programs will be responsible for gathering information for filing a claim in relation to sign damage. The Director of Signing Programs will collect photographs of sign damage, police reports, if applicable, contractor estimates for repairs, and any other documentation needed for the Trust insurance agent to file a claim.

Time Required – Director of Signing Programs 65 hours

- (7) Execute and maintain participant agreements for both the Logo and TODS programs.

Work Plan – Once a participant has been deemed eligible under the program guidelines the Director of Signing Programs, with assistance from the Administrative Assistant, will prepare an agreement and an invoice for the signing which will be mailed to the participant. The participant will execute the agreement and return it along with payment to the Trust office. Once received, the Director of Signing Programs will file the agreement, post participant payment and then begin the process for installation of the logos.

Time Required – Director of Signing Programs 100 hours, Administrative Assistant 25 hours

- (8) Send annual fee compliance form mailings (may include second and third notices); collect and process fees, initiate removal of signs if required, update account data software and database.

Work Plan – The Director of Signing Programs will prepare annual fee invoices in QuickBooks for each participant in November. Invoices will be sent to each participant along with compliance forms via mail by November 15th each year. Payments are due from participants by January 31st of the following year. The Administrative Assistant will assist the Director of Signing Programs with the assembly and mailing of the annual fee invoices and compliance forms. Accounts will be reviewed monthly for participant payment receipts. For those participants that have not paid by January 31st a second notice will be sent out in March, if payment is not received by April then a final notice will be mailed in May with a due date of June 1st. If payment is not received by the final deadline then a certified letter will be sent to the participant indicating that a sign removal will be initiated. The Director of Signing Programs will post the annual fee payments in QuickBooks as they are received. The Director of Signing Programs will review all completed compliance forms to ensure participants are compliant under the program guidelines and update the participant database with any changes as required. The Director of Signing Programs will initiate logo removal if a participant is found to be noncompliant with program guidelines.

Time Required – Director of Signing Programs 105 hours, Administrative Assistant 150 hours

- (9) Maintain as-built drawings for all Specific Service Signs, Ramp Signs, Trailblazers and TODS at each interchange intersection in a suitable CADD software and in hardcopy format. The data is to be backed up and stored on PTST server daily.

Work Plan – The Field Technician will be responsible for this task along with assistance from the Director of Signing Programs. As-built drawings for all specific service signs, ramp signs, trailblazers and TODS will be maintained and updated in suitable CADD software on a regular

basis. As-built drawings will also be maintained in hardcopy. As-built drawings will be backed up daily on the Trust's server utilizing an automatic back-up system.

Time Required – Director of Signing Programs 120 hours, Field Technician 225 hours

- (10) Provide for bi-monthly PTST meetings (approximately 15-20 individuals) to include securing meeting accommodations (location approved by Trust Board), provide for food and beverage, prepare agendas, assemble and provide meeting packets to all attendees in advance. PTST will be responsible for all costs associated with meeting accommodations and food and beverages. Arrange for conference calls as required (typically 6-8 per year). Receive and authorize Trustee expense vouchers. Complete initial draft of minutes within 10 business days following the meeting and distribute final approved minutes.

Work Plan – These tasks will be completed through a combined effort from the Director of Signing Programs, the Administrative Assistant, and the Administration Manager. The Director of Signing Programs will contact the meeting location and make all arrangements for food and beverage services. The Administrative Assistant will assist the Director of Signing Programs in preparing all packets for meeting attendees. The Director of Signing Programs will arrange conference calls and receive and authorize Trustee expense vouchers. The Administration Manager will be responsible for completion of the initial draft of meeting minutes within 10 business days following the meeting and distribution of final approved minutes.

Time Required – Director of Signing Programs 24 hours, Administrative Assistant 24 hours

- (11) Recommend changes to Logo and TODS Program guidelines.

Work Plan – This task will be completed by the Director of Signing Programs and the Administration Manager. Recommendations will be based on experiences as they relate to the programs with participants, contractors, engineers, and Trustees.

Time Required – Director of Signing Programs 12 hours, Administration Manager 12 hours

- (12) Process Assignment of Agreements as required.

Work Plan – The Director of Signing Programs will be responsible for this task with assistance from the Administrative Assistant. When the Director of Signing Programs becomes aware that a business has been sold an assignment form and invoice will be prepared for the new business owner. Upon receipt of the executed assignment form and payment for the invoice from the new business owner the Director of Signing Programs will record receipt of payment in QuickBooks and process the Assignment Agreement. If necessary, the Director of Signing Programs will review the logo fabrication process with the new owner and initiate any work orders required to update the logos.

Time Required – Director of Signing Programs 72 hours, Administrative Assistant 48 hours

- (13) Conduct compliance quality assurance reviews as directed by the PTST Board.

Work Plan – The Director of Signing Programs and the Field Technician will be responsible for this task. These reviews will be conducted during the application review process and field review as directed by the PTST Board.

Time Required – Director of Signing Programs 25 hours, Field Technician 25 hours

- (14) Maintain the Trust's web site at www.palog.org which will remain as a free-standing website and cannot be integrated as pages into a corporate website. The domain name is owned by the Trust; however, the Administrator will be provided the access codes necessary to manage the website that is hosted by a third-party vendor. The Administrator is responsible for paying the annual fees associated with hosting a website. Under no circumstances can the Administrator change the ownership of the domain name. The website has been built using WordPress (open source platform) and has a robust content management system (CMS). The Administrator will be trained on how to use the CMS. The Administrator is responsible for ensuring accurate information is contained on the website and making updates as necessary and adding new pages/content as needed. The website is to be used as a marketing tool to attract new businesses to participate in the Logo program.

Work Plan – The Director of Signing Programs and the Administration Manager will be responsible for this task. The Director of Signing Programs and the Administration Manager will review the website regularly to ensure that accurate information is contained on the website and make any updates necessary using the CMS.

Time Required – Director of Signing Programs 6 hours, Administration Manager 6 hours

- (15) Respond to legislative inquiries and inquiries from the public concerning both the Logo and TODS programs. Maintain a correspondence and telephone log to include date of contact, contact person, email, status, details of correspondence and applicable remarks. At a minimum, the log is to be updated daily.

Work Plan – The Director of Signing Programs and the Administration Assistant will be responsible for this task. As calls are received the Administrative Assistant will answer the calls and determine, with assistance from the Director of Signing Programs, who is the proper individual to address the call. Calls will be directed to those individuals best able to answer the specific questions. Inquiries received through e-mail or web site will also be reviewed to determine who would be the best individual to respond. The Administrative Assistant will maintain a daily log documenting the date of all calls, the person who called, detail of the call including any applicable remarks as well as contact information including return call telephone numbers. Email and website inquiries will also be documented in the daily log. If no one is able to take the call or inquiry immediately then the Administrative Assistant will mark this as open in the call log and follow up with the appropriate individual later in the day or the following day. The log will be cleared daily to ensure timely follow up for all inquiries.

Time Required – Director of Signing Programs 104 hours, Administrative Assistant 50 hours

- (16) PTST has established telephone numbers for PTST business and it shall be the responsibility of the Selected Offeror to maintain PTST's telephone numbers for permanent ongoing use. PTST funds will pay for costs related to telephone service. (See note 4 in **Appendix C, Cost Worksheet**)

Work Plan – The Director of Signing Programs and the Administrative Assistant will be responsible for this task. The Trust's telephone numbers will be maintained for permanent ongoing use by ensuring all bills are paid timely and any interruptions in service are reported immediately to the corresponding carrier.

Time Required – Director of Signing Programs 6 hours, Administrative Assistant 6 hours

- (17) Use in-house accounting resources or retain subcontractor to assist the administrative staff as necessary to maintain adequate accounting documentation of the PTST's assets including generation of monthly financial statements.

Work Plan – The Administration Manager will be responsible for performing this task. The Administration Manager will work in conjunction with the Director of Signing Programs and the Administrative Assistant in order to prepare a month end accounting closing. All general ledger accounts will be reviewed; monthly financial statements will be prepared and submitted to the Business Manager for final review.

Time Required – Administration Manager 120 hours, Director of Signing Programs 20 hours, Administrative Assistant 12 hours

- (18) Assist as necessary with PTST auditor in preparation of the annual financial audit.

Work Plan – The Administration Manager will be responsible for performing this task. The Administration Manager will work in conjunction with the Director of Signing Programs and the Administrative Assistant in order to prepare all year end accounting documentation required for the annual audit. The Administration Manager will meet with the Business Manager prior to year-end to address any audit planning issues.

Time Required – Administration Manager 10 hours, Director of Signing Programs 4 hours, Administrative Assistant 4 hours

- (19) Store a copy of all electronic work products in an unprotected and editable format on PTST's server which must be backed up daily.

Work Plan – The Director of Signing Programs will be responsible to ensure that this task is completed daily.

Time Required – Director of Signing Programs 12 hours

B. Engineering

- (1) Prepare preliminary construction plans. Preparation of final Plans, Specifications and Estimates (PS&E) in accordance with Design Manual Parts 1 & 3, Publications 10 and 14M, respectively. Preparation of preliminary construction plans must begin within forty-five (45) days from approval of the construction project has been granted by the board. This will include the construction of new Type A signs which may include Specific Service Signs and relocated PennDOT signs. Modification of any Specific Service Signs, modification or installation of new Ramp Signs, Trailblazers and TODS is part of this engineering task PS&E will comply with Publication 408 and all required special provisions, be approved by PennDOT and include FHWA approval, if required. Bid packages must be created in accordance with Publication 51, Bid Package Preparation Guide. The referenced publications can be found at the following link: PennDOT Forms and Publications.

Work Plan – Dawood Engineering Inc., as lead by Engineering Manager Chad J. Decker, will prepare preliminary construction plans for businesses determined eligible by the Trust in accordance with the procedures detailed in the guidelines for the Logo and TODS programs. Preparation of final Plans, Specifications and Estimates (PS&E) will be completed in accordance with Design Manuals 1 & 3, and Publications 10 and 14M. Final plans will be submitted for approval to PennDOT and will include all required drawings, forms and documentation. Dawood Engineering Inc. will prepare all bid packages in accordance with Publication 51, Bid Package Preparation Guide.

Time Required – Engineer 18 hours

- (2) Advertise, let and award projects. Retain construction contractors through PennBID or similar type bidding site, using pre-qualified construction contractors for the installation of signs. Prepare contract documents for review by Trust Counsel, and the Trust will execute the contract with the construction contractor. The selected offeror will oversee the administration of the construction contract.

Work Plan – Chad J. Decker from Dawood Engineering Inc. will be responsible for advertising, letting, and awarding projects. Dawood Engineering Inc. will prepare all contract documents and handle all contract issues. Dawood Engineering Inc. routinely prepares contract documents for PennDOT, PA Turnpike and municipalities such as the Boroughs of Carlisle and Mechanicsburg. Dawood Engineering Inc. recommends that advertisements for projects be conducted via PennBID. This is a completely paperless, electronic bidding process that is more efficient than traditional advertising and in-person bid openings. With PennBID, all bids are submitted electronically and are sorted and ranked immediately after the due date for the submission of the bid passes. Dawood Engineering Inc. will review all bids for accuracy and completeness including all required bonds, insurance, and affidavits. Upon review of the bids, Dawood Engineering Inc. will make a recommendation to the Trust to award the contract to the appropriate contractor.

Time Required – Engineer 6 hours

- (3) Conduct construction inspection to ensure that all work complies with Publication 408 as amended, Publication 8, Publication 213 and all RC Standards and TC standards, Publications 72M and 111, respectively. Vendor must maintain records in accordance with Publication 2, Project Office Manual (see link to all Publications).

Work Plan – Under the supervision of Chad J. Decker, Dawood Engineering Inc. will conduct construction inspection to ensure that all work complies with Publication 408 as amended, Publication 8, Publication 213 and all RC Standards and TC standards, Publications 72M and 111, respectively. Dawood Engineering Inc. will provide an engineer or field technician to be present on-site during installation of the approved signing to serve as the owner representative. The engineer will be available to answer any contractor questions and perform on-site construction consultation.

Time Required – Engineer 8 hours

- (4) Coordinate with all eleven PennDOT engineering districts to include field view and approval of preliminary plans, conduct pre-final and final construction inspections and final acceptance of work.

Work Plan – Under the supervision of Chad J. Decker, Dawood Engineering Inc. will coordinate with all eleven PennDOT engineering districts to include field view and approval of preliminary plans, conduct pre-final and final construction inspections and final acceptance of work. Dawood Engineering Inc. will provide proactive communication with all PennDOT engineering districts to ensure the successful completion of all projects. Dawood Engineering Inc. will conduct weekly internal video conferences among team members to ensure that issues are discussed promptly and do not delay any project schedules.

Time Required – Engineer 1 hour

A Program Evaluation and Review Technique (PERT) is included in Appendix B for reference.

Reports and Project Control

- A.** Annual Report for Logo and TODS Program. A summary of the programs results for the past year must be provided annually. The report shall cover activities, problems and future objectives. Statistics regarding program activities and participants shall be included. This report is due 150 days following the end of the Trust Fiscal Year. Due date is February 1 of each year; Trust Fiscal Year ends August 31.

Work Plan – The Administration Manager will be responsible to prepare and submit this report in conjunction with the Director of Signing Programs and the Business Manager.

Time Required – Administration Manager 12 hours, Director of Signing Programs 6 hours.

- B.** Status Report. Monthly progress reports covering activities, problems and recommendations must be provided to the PennDOT liaison by the 5th of the following month.

Work Plan – The Administration Manager will be responsible to prepare and submit this report in conjunction with the Director of Signing Programs.

Time Required – Administration Manager 2 hours, Director of Signing Programs 1 hour.

- C.** All reports shall be in a PTST approved format. PTST reserves the right to request additional reports as necessary.

Work Plan – The Administration Manager will be responsible for this task in conjunction with the Director of Signing Programs.

Time Required – Administration Manager 1 hour, Director of Signing Programs 1 hour.

II-4. Prior Experience

Woodfield Financial Services LLC is a highly qualified outsourcing services firm, specializing in accounting, bookkeeping, and operational services support. Located in Exton PA Woodfield Financial Services LLC currently employs six professionals servicing over fifty clients throughout the southeastern portion of Pennsylvania. Staff members are highly qualified and experienced in all areas of business administration.

Woodfield Financial Services LLC is wholly owned by Kristen Fuelle. Ms. Fuelle has been providing accounting services to the Trust for over 10 years through contracts with both the previous and current Administrators. Ms. Fuelle has an excellent working relationship with Loisrae Graybill the current Trust Director of Signing Programs and Carl Croft, the current Trust Business Manager. Ms. Fuelle works with both Ms. Graybill and Mr. Croft monthly to produce financial statements and reports as well as annually to prepare for the year-end financial statement audit. Over the past decade Ms. Fuelle has been able to gain an intimate knowledge of the Trust programs and the internal processes and controls currently in place.

Loisrae Graybill has been working for the Trust as the Director of Signing Programs for the last 13 years through contracts with both the previous and current Administrators. Ms. Graybill has been involved in all aspects of the Logo and TODS programs. Ms. Graybill's responsibilities have included being the primary contact for all Logo and TODS participants, processing participant applications and issuing contracts, performing all bookkeeping tasks on a day to day basis, working directly with contractors and engineers on projects, and coordinating and attending all Trust meetings and conference calls. Ms. Graybill has been instrumental in developing ways to improve the overall operations of the Trust's internal processes and she is always looking for ways to improve current operations.

II-5. Personnel

Woodfield Financial Services LLC and Dawood Engineering Inc. will provide highly qualified staff members to provide all required administrative and operational services for the Trust's PA Logo Signing and TODS program. Woodfield Financial Services LLC will engage Dawood Engineering Inc. as a subcontractor to provide all engineering services. Below please find details on each specific individual that will be assigned to the Trust programs.

Administration Manager: Kristen Fuelle has been associated with the Pennsylvania Tourism Signing Trust for 10 years. Ms. Fuelle has been providing the Trust with monthly and year end accounting services through Woodfield Financial Services LLC. Ms. Fuelle will be responsible for managing and supervising the administration of the PTST Logo and TODS programs. Ms. Fuelle will work from the Woodfield Financial Services LLC office located in Exton PA and will travel to the Trust Harrisburg office at 2300 Vartan Way, Harrisburg, PA on a weekly basis to meet with staff, manage operations, and provide accounting services. Please see Ms. Fuelle's resume, which is included in Appendix A, for further details regarding her work experience.

Director of Signing Programs: Loisrae Graybill has been associated with the Pennsylvania Tourism Signing Trust for 13 years. Ms. Graybill has been performing the duties of the Director of Signing Programs for the majority of her time with the Trust. Her responsibilities include being the primary contact for all Logo and TODS participants, processing participant applications and issuing contracts, performing all bookkeeping tasks on a day to day basis, working directly with contractors and engineers on projects, and coordinating and attending all Trust meetings and conference calls. Ms. Graybill will be located in the Trust office at 2300 Vartan Way, Harrisburg, PA. Please see Ms. Graybill's resume, which is included in Appendix A, for further details regarding her work experience.

Administrative Assistant: This staff member will be provided by Woodfield Financial Services LLC. This will be a part time position providing administrative support to the Director of Signing Programs. The staff member will be responsible for assisting with processing participant applications, participant invoicing and mailings, bookkeeping services, maintaining databases, and miscellaneous administrative tasks as directed by the Director of Signing Programs. This staff person will be located in the Trust office at 2300 Vartan Way, Harrisburg, PA.

Field Technician: Woodfield Financial Services LLC will engage Dawood Engineering Inc. to provide a Field Technician. The Field Technician will be responsible to perform various administrative and technical tasks including reviewing applications, field reviews and reports, construction inspections, and prepare and maintain as-built drawings in CADD software. This staff member will be located in the Dawood Engineering Inc. offices located at 2020 Good Hope Road, Enola, PA. This staff person will travel to the Trust office at 2300 Vartan Way, Harrisburg, PA to work with the Director of Signing Programs as required. Please see Appendix A for more information regarding Dawood Engineering Inc. including their service lines and office locations through the state of PA.

Engineering Project Manager: Mr. Chad J. Decker, PE, PTOE from Dawood Engineering Inc. has over 18 years of progressive engineering and project management experience. Mr. Decker will be responsible for all engineering project management, plan preparation, plan design, project planning, bid processing, and construction inspections. Mr. Decker will work in conjunction with his design teams located within each Dawood Engineering Inc. office throughout PA in order to maximize efficiencies and contain costs. Dawood Engineering Inc. has an experienced group of staff members including engineering professionals, database management, technicians, and surveyors. Dawood Engineering Inc. has four strategically located offices within Pennsylvania. Mr. Decker will work from the Dawood Engineering Inc. main office at 2020 Good Hope Road, Enola, PA. Please see Mr. Decker's resume, which is included in Appendix A, for further details regarding his work experience. Please also see Appendix A for details on Dawood Engineering Inc.'s service lines and office locations.

II-6. Training

Woodfield Financial Services LLC does not anticipate any significant training programs to be required while providing services in support of the Trust's signing programs. The Director of Signing has been working for the Trust for 13 years and has a complete working knowledge of all of the Trust programs. The Director of Signing will provide guidance and supervision to the Administrative Staff person on an on-going, day to day basis as tasks are assigned; this is expected to be the typical supervisor/subordinate direction that would be required in standard work engagements. Woodfield Financial Services LLC has been providing accounting services to the Trust's signing programs for 10 years and has a complete understanding of the financial system, internal controls and reporting requirements. Woodfield Financial Services LLC will provide experienced personnel in order to provide all of the services required under this contract. All staff will work together to complement each other's skills and provide the highest quality of services expected to be delivered under this contract. No additional training programs are deemed necessary in order to properly perform as the Trust Administrator.

II-7. Financial Capability

Woodfield Financial Services LLC has been financially stable since inception. The economic downturn experienced over the last several years has had no negative impact on the company's financial situation. Woodfield Financial Services LLC has experienced consistent revenue and net income growth over the last three years. The company has never experienced the need to incur debt and has produced positive cash flow year after year. Management is dedicated to consistently pursuing new opportunities in order to grow revenues while constantly containing expenses in order to manage profitability. Woodfield Financial Services LLC will be able to perform the contract requirements without any financial concerns.

Woodfield Financial Services LLC has provided financial statements and tax returns for the last three calendar years in Appendix C. All financial and tax information provided is considered and marked confidential.

II-8. Objections and Additions to Standard Contract Terms and Conditions

Woodfield Financial Services LLC has reviewed the sample contract provided by the Trust and has not identified any terms and conditions to be negotiated or additional terms and conditions to be added to the standard contract terms and conditions.

APPENDIX A

Kristen Fuelle

WOODFIELD FINANCIAL SERVICES, LLC

347 N. POTTSTOWN PIKE SUITE 4

Exton, PA 19341

Office: 610-363-6313

Cell: 610-804-9191

EDUCATION

Villanova University

Bachelor of Science in Accountancy

May 1990

EXPERIENCE

Ms. Fuelle is a business professional with 25 years of experience in accounting and finance responsibilities in areas including public accounting, private manufacturing, and owning and operating an outsourced accounting services company.

Ms. Fuelle currently owns and operates Woodfield Financial Services LLC which is a highly qualified outsourcing services firm, specializing in accounting, bookkeeping, and operational services support. Located in Exton PA Woodfield Financial Services LLC currently employs six professionals servicing over fifty small business clients throughout the southeastern portion of Pennsylvania.

Ms. Fuelle is responsible for the day to day operations of the organization including supervising staff, managing client accounts, client support, marketing and promotion, and administration.

Ms. Fuelle provides accounting services to clients in various industries on a regular basis. One of these clients is the Pennsylvania Tourism Signing Trust through a contract with the Trust's current Administrator HERBERT, ROWLAND & GRUBIC, INC. Ms. Fuelle prepares monthly financial statements with assistance from the Director of Signing Programs. All accounts are reviewed and analyzed and reports are prepared for final review by the Business Manager. Ms. Fuelle also assists with the preparation of year end audit materials for the annual Trust audit. Ms. Fuelle has been providing these services for 10 years through contracts with the Trust's last three Administrators.

Throughout her professional career Ms. Fvette has had experience working with project teams in varying situations. While working in the public accounting field Ms. Fvette worked closely with client accounting staff to review and audit accounting records and produce financial statements. Ms. Fvette moved into the private accounting industry as the controller and eventually the general manager of a medical device manufacturer. While employed as the controller with the medical device manufacturing firm Ms. Fvette was tasked with developing an accounting department, designing and implementing internal controls, hiring and supervising staff, financial statement preparation, and direct reporting to management. Later Ms. Fvette was promoted to the facility General Manager which then made her responsible for the entire plant operation. While serving as the General Manager Ms. Fvette was responsible to oversee all areas within the facility which included manufacturing, quality systems and controls, finance, customer service, human resources, and administration. In the seven years that Ms. Fvette worked for the medical device manufacturer the company went from a small privately owned entity to being purchased and merged with a multi-million dollar publicly traded medical device manufacturing in New Jersey.

Ms. Fvette eventually went into business for herself in 2007 with the inception of Woodfield Financial Services LLC. Ms. Fvette purchased the business from its previous owners in 2007. Prior to 2007 the company was named Crossroad Solutions LLC and provided the same services that Woodfield Financials Services LLC provides today. Ms. Fvette worked for Crossroad Solutions LLC from 2003 – 2007 as the COO and then purchased the business in the fall of 2007.

Through these varying job experiences Ms. Fvette has learned to work in all facets of business operations. Ms. Fvette knows the importance of putting together the right individuals on any project team to produce optimal results. Ms. Fvette has several years of experience with designing, developing, and implementing successful projects and systems within multiple business situations.

LOISRAE GRAYBILL
THOMPSONTOWN, PA

EDUCATION

East Juniata High School
Route 35, Cocolamus, PA 17014
Graduated: June 1980

WORK EXPERIENCE

OCTOBER 2011 – PRESENT

HERBERT, ROWLAND & GRUBIC, INC. (HRG)

POSITION - Director of Signing Programs for the Pennsylvania Tourism Signing Trust

- Statewide point of contact for the PA Tourism Signing Programs, processing all correspondence related to the programs, preparing and tracking contracts and invoices, verifying eligibility guidelines were met, and coordinating with outside vendors for maintenance and production of signage
- Attends meetings relative to administration with Trustees
- Acts as liaison with PennDOT and other state and local government officials, contractors, insurance agents legal counsel for daily operation of the program
- Performs bookkeeping for payment of monthly bills, manages checking and money market accounts and ensures adequate cash flow
- Maintains the participant database as well as updating of sign information in the Esri ArcGIS online Sign database

JULY 2009 TO OCTOBER 2011

PENNSYLVANIA LOGOS, LLC

POSITION - Office Manager

- Statewide point of contact for the PA Tourism Signing Programs, processing all correspondence related to the programs, preparing and tracking contracts and invoices, verifying eligibility guidelines were met, and coordinating with outside vendors for maintenance and production of signage
- Attended meetings relative to administration with Trustees
- Acted as liaison with PennDOT and other state and local government officials, contractors, insurance agents legal counsel for daily operation of the program
- Performed bookkeeping for payment of monthly bills, managed checking and money market accounts and ensured adequate cash flow

FEBRUARY 2002 TO JUNE 2009 PA TOURISM & LODGING ASSOCIATION

POSITION – Director of Signing Programs for the Pennsylvania Tourism Signing Trust

- Statewide point of contact for the PA Tourism Signing Programs, processing all correspondence related to the programs, preparing and tracking contracts and invoices, verifying eligibility guidelines were met, and coordinating with outside vendors for maintenance and production of signage, and overseeing engineering responsibilities.
- Attended meetings relative to administration with Trustees
- Acted as liaison with PennDOT and other state and local government officials, contractors, insurance agents legal counsel for daily operation of the program
- Supervised signing program staff
- Directed the bookkeeper for payment of monthly bills, managed checking and money market accounts and ensured adequate cash flow

EDUCATION

MS, Civil Engineering,
Pennsylvania State University,
1996

BS, Civil Engineering,
Pennsylvania State University,
1995

REGISTRATION

Professional Engineer: PA
Number: #PE058928E
Expires: 9/30/2015
First registered: 2001

Professional Engineer: NJ
Number: #24GE04283600
Expires: 9/30/2015
First registered: 2002

Professional Traffic Operations
Engineer
Number: 1306
First registered: 2004

EXPERIENCE

Mr. Decker's responsibilities include the day-to-day management of Dawood's Highway and Traffic Engineering Groups. He is responsible for project management, traffic study preparation and reviews, traffic control plans, traffic signal designs, signing and pavement marking plans, incident management plans, and intelligent transportation systems design. Mr. Decker also provides assistance in the development of preliminary and final roadway designs and plans. His computer skills include MicroStation, InRoads, AutoTURN, SignCAD, Transyt-7F, Highway Capacity Software, Synchro, and SimTraffic.

RELEVANT PROJECT EXPERIENCE

□ **PinnacleHealth Signing Feasibility Study, Cumberland and Dauphin Counties, PA: Project Manager** – Mr. Decker served as project manager for the preparation of a feasibility study to determine appropriate locations for guide signs and enhanced hospital information signs to the highway network surrounding PinnacleHealth's Harrisburg Hospital, Community General Osteopathic Hospital, and Frederickson Outpatient Center. The purpose of this project is to enhance the public's awareness of the location of these facilities to decrease emergency response times, and thus enhance PinnacleHealth's mission of providing world class patient care. All hospital signing was designed and constructed through coordination with PennDOT District 8-0 and the PA Tourism Signing Trust. Signing included Type A guide signs, TODS signs, trailblazing signs and extensive stakeholder coordination with PennDOT District 8-0, PennDOT Bureau of Highway Safety and Traffic Engineering, Hospital Association of Pennsylvania, and three municipalities.

□ **PennDOT District 3-0, E01409 Engineering Services for HOP Reviews: Project Manager** – Mr. Decker oversees this project which is to provide all aspects of Highway Occupancy Permit (HOP) Application Review Services to assure that proposed modifications are in compliance with all PennDOT Manuals, Strike-off Letters, Policies and Procedures. Under his oversight, Dawood conducts the review of the following: Roadway Construction Plans, Traffic Impact Studies, Hydrologic and Hydraulic Designs, Traffic Signal Timings and Plans, Traffic Control Plans, Signing and Pavement Marking Plans, Highway Lighting Plans.

□ **PennDOT District 2-0, SR 0219/SR 0830 Intersection Improvements, Clearfield County: Traffic Engineer** – Mr. Decker served as traffic engineer for the design of improvements to the SR 0219/SR 0830 intersection, widening of SR 0830 to three lanes, and improvements to the intersection of SR 0830 with a township road. Mr. Decker's responsibilities included preparation of traffic studies, design field view plans, final construction plans, traffic control plans,

right-of-way plans, signing and pavement marking plans, cross-sections, quantities, specifications and estimates.

- **PennDOT District 3-0, SR 15 Section 116, Lycoming County: Traffic Engineer** – Mr. Decker served as the lead traffic engineer for the preliminary engineering and final design of 4 miles of signing and pavement marking upgrades to Route 15 in Lycoming County. Mr. Decker's responsibilities included the design of custom Type A signs, standard Signing and Pavement Marking Plan and the Traffic Control Plan.
- **PennDOT District 3-0, SR 0080 (M05), Columbia County: Traffic Engineer** – Mr. Decker served as traffic engineer for the preliminary design of the I4R rehabilitation on I-80 between SR 42 and US 11. Mr. Decker's responsibilities included design field view plans, maintenance and protection of traffic, and Signing and Pavement Marking Plans.
- **PennDOT District 5-0, SR 0611 (13S), Monroe County: Project Manager** – Mr. Decker served as project manager for Phase 2 of the PA 611 Congested Corridor Improvement Program project. The project featured the construction of four traffic responsive closed loop systems encompassing 24 intersections across Stroud Township, Stroudsburg Borough, and East Stroudsburg Borough. Mr. Decker's responsibilities included traffic signal system design, signing and pavement marking plans, traffic control plan, curb ramp design, and sign lighting design.

District 5-0, Traffic Engineering Open-End Agreement, E00416: Open End Agreement Manager – Mr. Decker was open end agreement manager for this contract which included the following work orders: preliminary engineering and final design of SR 0611 (10S), the PA 611 Congested Corridor Improvement Program Phase I project involving 3 signalized intersections in Monroe County; preliminary engineering and final design of SR 2005 (01S), the US 222 Congested Corridor Improvement Program project involving 11 signalized intersections and a closed loop traffic signal system in Berks County; final design of the SR 0222 Lancaster Avenue Traffic Signal Enhancement Initiative project involving five signalized intersections and a closed loop traffic

Enhancement Initiative project involving five signalized intersections and a closed loop traffic signal system in Berks County; and various on-call traffic engineering services generally involving traffic volume data collection at intersections. Mr. Decker's responsibilities included data collection; travel time and delay studies; traffic signal design; pavement markings and signing; and traffic control.

- **PennDOT District 5-0, Traffic Engineering Open-End Agreement, E01561: Open End Agreement Manager** for this contract that includes the following work orders: preliminary engineering and final design of SR 0100 (01C), an Economic Recovery Project featuring the installation of one mile of double-faced metal median barrier; owner perspective design-build reviews for the District's cable guiderail replacement program; the PA 611 Congested Corridor Improvement Program Phase II project involving 24 signalized intersections and four closed loop traffic signal systems in Monroe County; the SR 0176 (02S) Intelligent Transportation System (ITS) design-build project which includes the installation of 2 Closed Circuit Television Cameras (CCTV), 4 Dynamic Message Signs (DMS) and 2 Highway Advisory Radio (HAR) transmitters along SR 176 between the PA Turnpike and SR 422; and various on-call traffic engineering services generally involving traffic volume data collection at intersections.
- **PennDOT District 8-0, SR 0300 (005), Dauphin County: Subconsultant Traffic Engineer** – Mr. Decker was the traffic engineer for the preliminary engineering and final design of the PA Route 283 reconstruction from SR 0341 to the Lancaster County line. The project included profile adjustments to achieve required bridge underclearances, interchange ramp upgrades at Toll House Road, bridge rehabilitations, and development of all associated plans. Mr. Decker's responsibilities involved computing roadway quantities, Signing and Pavement Marking Plans and preparing tabulations for the final PS&E submission.
- **PennDOT District 8-0, SR 0300 (008), Dauphin County: Subconsultant Traffic Engineer** - This 5.8 mile reconstruction project included SR 300 (PA RT 283) from the I-283/PA Turnpike in Lower Swatara Township to the SR 300 structure over SR 341 in Londonderry Township, Dauphin County. As a Subconsultant, Dawood designed 68 guide and destination signs including 10 sign structures.

Company Overview

Founded in 1992, Dawood Engineering is headquartered in Pennsylvania serving clients nationally with offices located in West Virginia, Ohio, Massachusetts, and Texas. Our company provides consulting services for a wide range of industries encompassing land development, transportation, and oil and gas. Our clients include municipal governments, educational institutions, hospitals, landfills, privately held companies and large public corporations. From bridge design to housing developments; permitting a well pad or commissioning a pipeline, our in-house experts work with full awareness of constructability goals balanced with the knowledge of regulatory compliance to ensure timely project delivery.



Our service lines include, but are not limited to:

Transportation

- Traffic Engineering
- Signing and Pavement Marking Plans
- Highway Engineering
- Highway Occupancy Permits/ Traffic Impact Studies
- Bridge Design
- Certified Bridge Safety Inspectors
- Design Build

Geotechnical

- Slope Stability Analysis
- HDD Investigation and Design
- Foundation Investigation and Design
- GIS Hazard Investigation

Land Development/Site Design

- Oil & Gas Design – Well Pads, Compressor Stations, Metering Stations, Gathering & Transmission Pipelines
- Traditional Land Development & Subdivision Plans
- Feasibility / Zoning Analyses

Permitting

- Erosion & Sediment Control General Permits
- NPDES
- USACE/PADEP
- Noise Abatement

Environmental Compliance Support

- Wastewater Discharge Permitting
- Waste Reporting (26R)
- Toxic Release Inventory
- Multi-Media Environmental Audits
- Spill Response Plans
- Stormwater Pollution Prevention Plans
- Archaeological & Historic Resource Surveys

Tank Closure Services

- Certificates of Destruction
- Closure Confirmation Sampling
- Remedial Investigations
- Remedial Alternative Analyses

Survey & Mapping

- ALTA/ACSM Land Title Surveys
- AS-Built
- Boundary
- Construction Layout
- Utility Location
- Sub-Meter GPS Data Processing

GIS

- Data Management and Conversion
- Survey & Mapping-Grade GPS Data Processing
- Interactive Web-Based Mapping
- Contaminated Site Management
- RCRA Corrective Action
- CERCLA
- Brownfield Remediation
- Multi-Media Investigations
- Risk Assessments & Site Clean-up

Facilities Management

- Structural Inspection & Condition Assessments
- Deep Foundation Design
- Mechanical Piping, Instrumentation & Controls
- Energy Management & HVACR

Midstream, Hydrostatic Testing & Commissioning Services

- Hydrostatic Testing
- Pigging Facility Design
- Pipeline Interchange Design & Testing
- Pipe Thickness & Stress Calculations

TRAFFIC ANALYSIS AND DESIGN SERVICES

Dawood understands that the performance of a transportation system is a direct link to the impact of the quality of life, land use, and economic development within the region. The congestion of an area and efficiency of the traffic patterns directly affects housing, commuters, pedestrian safety, noise and air pollution, and commercial development. Dawood's Traffic Engineers have an indepth understanding of the concepts of traffic engineering and provide our clients with comprehensive analysis of existing and project traffic conditions.

Our expertise includes, but is not limited to:

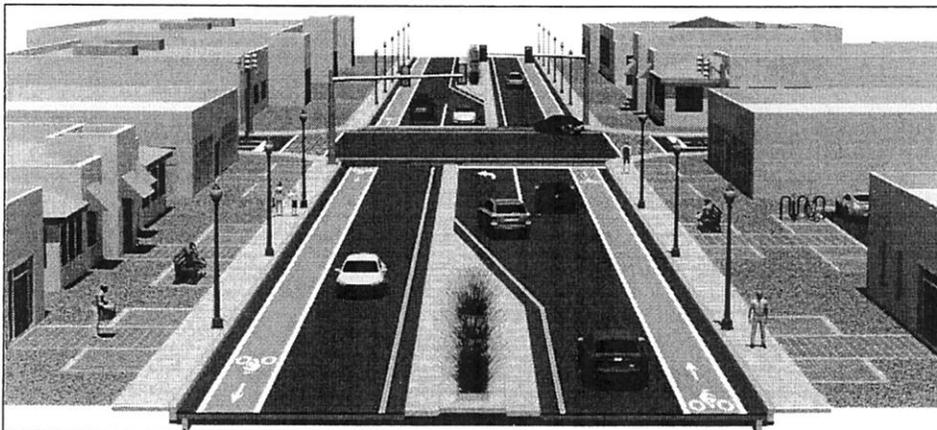
TRAFFIC ANALYSIS SERVICES

- Traffic Data Collection
- Traffic Impact Studies • Speed Studies
- Intersection Analyses
- Sight Distances Evaluation
- Accident Analysis and Evaluation
- Identification of High Hazard Intersections
- Traffic Calming Studies
- Traffic Signal Warrant Analysis
- Traffic Signal Operations & Timing
- Origin/Destination Studies
- Access & Circulation Studies
- Trip Generation Studies
- Feasibility Studies
- Corridor Studies
- Freeway Operations Analysis
- Inventory of Traffic Control Devices
- Municipal Traffic Engineering

- Traffic Operation Studies
- Parking Facilities Planning
- Pedestrian Crosswalk Studies
- Traffic Safety Studies
- Traffic Modeling and Simulation
- Roundabout Analysis and Evaluation
- Municipal Peer Reviews
- Expert Testimony
- Asset Management

TRAFFIC DESIGN SERVICES

- Signing Design
- Pavement Marking Design
- Traffic Signal Design
- Traffic Calming
- Roundabout Design
- Bicycle & Pedestrian Facilities Design
- ADA Curb Ramp Design
- Maintenance and Protection of Traffic During Construction
- Access Management



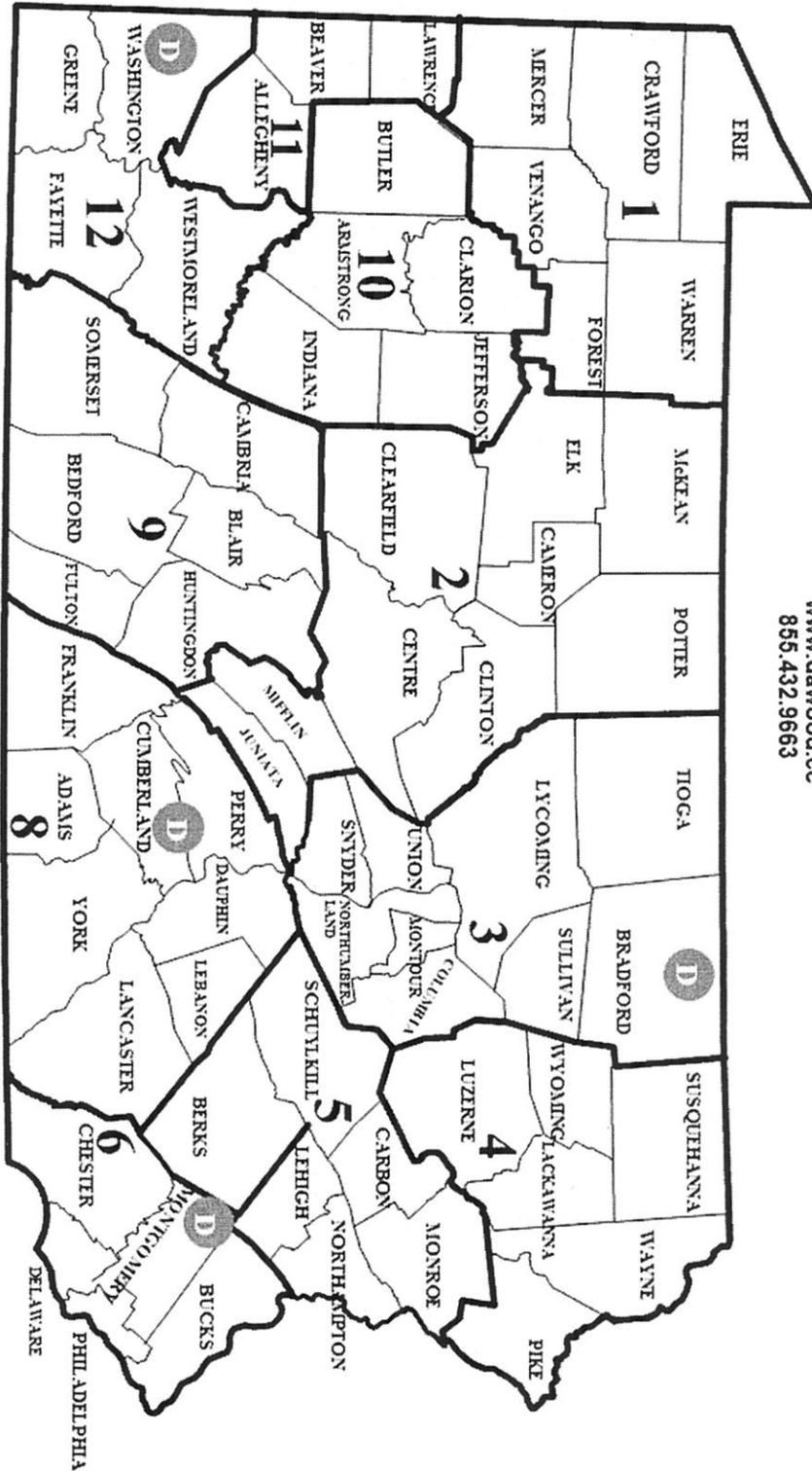
Corporate Office: Enola, PA

Canonsburg • Philadelphia • Sayre, PA

Caldwell, OH • Bridgeport, WV • Sturbridge, MA • Houston, TX www.dawood.cc

DAWOOD

www.dawood.cc
855.432.9663



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2020 Good Hope Road
Enola, PA 17025

Wayne Office
950 West Valley Rd
Wayne, PA 19087

Pittsburgh Office
11 Grandview Circle
Suite 115 & 116
Carnersburg, PA 15317

Sayre Office
356 Loder St.
Sayre, PA 18840

D Dawood Office Locations

1 PennDOT District Locations

APPENDIX B

Engineering Services for PA Logo Signing and TODS

Dawood Engineering, Inc.

Task Name	Aug 30							Sep 6							Sep 13							Sep 19							Sep 27							Oct 4							Oct 11							Oct 18																				
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S														
1																																																																						
2 - Prepare Signing PS&E Package																																																																						
3 Conduct Field Survey of Signing Site																																																																						
4 Perform Design of Type A, Off-Ramp and Trailblazing Signs																																																																						
5 Prepare Bid Package per PennDOT Pub. 51																																																																						
6 Advertise, Let, Award and Administer Project																																																																						
7 Upload Bid Package to PennBID																																																																						
8 5 week Advertisement Period																																																																						
9 Bid Opening																																																																						
10 Review Bids and Award Contract to Low Bidder																																																																						
11 Perform Administration of Construction Contract																																																																						
12 - Construction Monitoring																																																																						
13 NTP for Construction																																																																						
14 Conduct Construction Monitoring																																																																						
15 Final Acceptance of Constructed Signing																																																																						
16																																																																						
17 - PennDOT Engineering District Coordination																																																																						
18 Coordination with PennDOT																																																																						

27	Jan 3	Jan 10	Jan 17	Jan 24	Jan 31	Feb 7	Feb 14	Feb 21	Feb 28
W	T	F	S	M	T	W	T	F	S
S	M	T	W	T	F	S	M	T	W
T	F	S	M	T	W	T	F	S	M
Advertiser, Let, Award and Adminster Project									
Perform Administration of Construction Contract									
NTP for Construction									

