



Timothy Hayden, Director
Roberta L. Baker, Procurement Officer

**CALVERT COUNTY
DEPARTMENT OF FINANCE & BUDGET
PROCUREMENT OFFICE**

150 Main Street, Suite 107
Prince Frederick, Maryland 20678
410-535-1600 • 301-855-1243

Board of Commissioners
Mike Hart
Tom Hejl
Pat Nutter
Evan K. Slaughenhaupt Jr.
Steven R. Weems

November 13, 2018

Ms. Sue Knapp
President
KFH Group, Inc.
4920 Elm Street
Suite 350
Bethesda, Maryland 20814

Re: Contract 2019-031
Bus Stop Assessment and Plan
NOTICE TO PROCEED

Dear Ms. Knapp:

I am pleased to present you with your notice to proceed for the referenced contract. Attached are the fully executed contract and purchase order. A preliminary meeting or phone conference shall be held at which time the actual contract start date shall be determined.

Mr. Vanessa Price, Planner III, St. Mary's County Government, Land Use & Growth Management, shall be the Calvert-St. Mary's Metropolitan Commission Organization's (C-SMMPO) Project Manager for this contract. She can be reached at 301-475-4200, extension *1505 or by email at Vanessa.Price@stmarysmd.com.

By receipt of this notice to proceed, you affirm all subcontractors, if any, shall be paid for services included on any invoice submitted relative to this contract.

Thank you for providing the C-SMMPO with your services. We look forward to a successful contractual relationship. If you have any questions or require additional information, please contact me.

Sincerely,

A handwritten signature in blue ink that reads "Charlotte M. DeStephano".

Charlotte M. DeStephano
Procurement Specialist

/cmd

Attachments

BILL TO:
CALVERT COUNTY DEPT. OF FINANCE & BUDGET
 COURTHOUSE, 175 MAIN STREET
 PRINCE FREDERICK, MARYLAND 20678
 PHONE: (410)535-1600 TAX EXEMPT #30001128

PURCHASE ORDER NO. 20192537

PAGE NO. 1

VENDOR 00015958 FAX: 301-951-0026
 KFH GROUP
 4920 ELM STREET
 SUITE 350
 BETHESDA MD 20814

SHIP TO PLANNING & ZONING
 COUNTY SERVICES PLAZA
 150 MAIN STREET, SUITE 304
 PRINCE FREDERICK, MD 20678
 ATTN: TAMARA BLAKE-WALLACE

ORDER DATE: 11/01/18		BUYER: DESTEPHANO		REQ. NO.: 0	REQ. DATE:
TERMS:		F.O.B.:		DESC.: CONTRACT 2019-031	
ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
IN ACCORDANCE WITH CONTRACT 2019-031					
01	1.00	JOB	PROVIDE BUS STOP ASSESSMENT AND PLAN	67059.0000	67,059.00
				PAGE TOTAL \$	67,059.00
				TOTAL \$	67,059.00
ITEM#	ACCOUNT		AMOUNT	PROJECT CODE	
01	0819313P	27515	67,059.00		

APPROVED BY

Tamara H. Wallace
 AUTHORIZED SIGNATURE (BLUE INK ONLY)

REQUEST FOR PROPOSAL

**BOARD OF COUNTY COMMISSIONERS OF CALVERT COUNTY
PRINCE FREDERICK, MARYLAND 20678**

ON BEHALF OF

CALVERT-ST. MARY'S METROPOLITAN PLANNING ORGANIZATION (C-SMMPO)



**RFP 2019-031
BUS STOP ASSESSMENT AND PLAN**

CALVERT COUNTY GOVERNMENT
PROCUREMENT OFFICE
COUNTY SERVICES PLAZA
150 MAIN STREET, SUITE 107
PRINCE FREDERICK, MARYLAND 20678
Charlotte.DeStephano@calvertcounty.md.gov
410-535-1600/301-855-1243, Extension 2322

DUE DATE: Tuesday, August 14, 2018 by 2:30 p.m. (Local Prevailing Time)

PRE-PROPOSAL MEETING: None

WRITTEN QUESTIONS ARE DUE ON OR BEFORE WEDNESDAY, AUGUST 8, 2018 BY 3:00 P.M. (LOCAL PREVAILING TIME). QUESTIONS SHALL BE SUBMITTED TO THE CALVERT COUNTY GOVERNMENT PROCUREMENT OFFICE AT Charlotte.DeStephano@calvertcountymd.gov.

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NOTICE TO CONSULTANTS

Sealed proposals are due on or before Tuesday, August 14, 2018 by 2:30 p.m. (Local Prevailing Time) for acknowledgement of receipt only for:

RFP 2019-031 BUS STOP ASSESSMENT AND PLAN
--

A pre-proposal meeting shall not be held.

Responses to this Request for Proposal (hereinafter, "RFP") shall be submitted in **two (2) SEALED ENVELOPES**: one envelope shall contain one (1) original and five (5) copies of the Consultant's technical (Qualifications and Experience [Q&E]) proposal marked TECHNICAL PROPOSAL. The second envelope shall contain one (1) original and five (5) copies of the Consultant's price proposal marked PRICE PROPOSAL. The technical proposal shall be accompanied by a brief transmittal letter, signed by an officer of the company authorized to bind the Consultant to their proposal, with required affidavit(s) attached. The yellow labels provided with this RFP shall be affixed to the front of each envelope and marked according to the above. Each label shall be fully filled out and clearly marked as to which envelope contains the technical proposal and which one contains price information. The Board of County Commissioners of Calvert County, Maryland on behalf of the CALVERT-ST. MARY'S METROPOLITAN PLANNING ORGANIZATION (hereinafter, "C-SMMPO") (or the officially authorized official), reserve the right to reject proposals improperly labeled. The envelopes shall also show the Consultant's company name and address. (ANY TECHNICAL PROPOSAL WITH PRICE INFORMATION MAY BE CONSIDERED NON-RESPONSIVE.)

Sealed proposal(s) may be shipped UPS, FedEx, or hand delivered. Proposals shall be submitted so they will be received in the office designated below no later than the exact time set for receipt of proposals:

CALVERT COUNTY GOVERNMENT
PROCUREMENT OFFICE
150 MAIN STREET, SUITE 107
PRINCE FREDERICK, MARYLAND 20678

Acceptance of proposals by Calvert County Government employees other than employees of the Procurement Office shall not be deemed proper delivery. Where proposals are sent by mail to Calvert County Government's Procurement Office, the Consultant shall be responsible for their delivery before the date and time set for the closing of proposal acceptance. If the delivery is delayed beyond the due date and hour set for receipt of proposals, proposals shall not be accepted. NOTE: The United States Postal Service does not deliver to the above address.

If an emergency or unanticipated event interrupts normal Calvert County Government processes so bids cannot be received at the Calvert County Government Procurement Office by the exact time specified in the RFP and urgent Calvert County Government requirements preclude amendment of the bid opening date, the time specified for receipt of proposals shall be deemed to be extended to the same time of day specified in the RFP on the first work day on which normal governmental processes resume.

All proposals received before the time set for receipt of proposals shall be kept secure. The proposals shall not be opened or viewed, and shall remain in a locked box or a safe. If a RFP is cancelled, proposals shall be returned to the Consultants. Necessary precautions shall be taken to ensure the security of the bid box or safe. Before technical proposal opening, information concerning the identity and number of proposals received shall only be made available to the appropriate members of the C-SMMPO. Such disclosure shall be only on a "need to know" basis. If proposal samples are submitted, they shall be handled with sufficient care to prevent disclosure of characteristics before proposal opening.

Proposals made on any form(s) other than the required form(s) included in this RFP shall not be considered. Changes in the phraseology of the proposal, additional or limiting provisions shall render the proposal invalid and shall cause its rejection.

Consultants shall be responsible for obtaining all documentation, including but not limited to any addenda issued, by going to eMaryland Marketplace at <https://emaryland.buyspeed.com/bsol> prior to submitting their bid.

Changes to the RFP shall only be made in writing. C-SMMPO assumes no responsibility for verbal instructions or interpretations.

Unless otherwise specified, all proposals shall be binding for 120 calendar days following the date and hour set for receipt of proposals, unless extended by mutual consent of all parties.

C-SMMPO is tax exempt and all prices quoted shall be exclusive of any Federal or Maryland State Taxes. This includes Federal Excise Tax and any other Excise Tax applicable to any other equipment or accessories. However, taxes are required to be paid by the Consultant on all materials to be utilized during the project. The Consultant shall be prohibited from using tax exempt numbers for any purchases.

Consultants are warned against unbalancing their proposals as this shall render them liable to rejection.

The right is hereby reserved to reject any or all proposals, and to waive informalities, as the interest of C-SMMPO may require.

If the Consultant to whom an award is made shall fail to execute the Contract hereto attached, and as herein provided, the award may be annulled and the Contract awarded to the next most responsible Consultant, and such Consultant shall fulfill every stipulation embraced herein, as if they were the original party to whom the award was made; or C-SMMPO may reject all proposals as their interests may require.

Consultants shall carefully examine all documentation. In case doubt shall arise as to the meaning or intent of anything comprised in the specifications, inquiry shall be made to the Calvert County Government Procurement Office before a proposal is submitted. Written questions and inquiries shall be accepted from all Consultants. The Calvert County Government Procurement Office shall be the sole point of contact for this solicitation on behalf of the C-SMMPO unless otherwise instructed herein. Written requests for information related to this RFP shall be directed to the Calvert County Government Procurement Office, Charlotte DeStephano, Procurement Specialist, by E-Mail: Charlotte.DeStephano@calvertcountygovernment.gov or Fax 410-414-3672. Unauthorized contact with other Calvert County Government, St. Mary's County Government staff, or C-SMMPO members regarding this RFP may result in the disqualification of the Consultant. Inquiries pertaining to this RFP shall give the RFP number, title, due date, and time. ***Written questions shall be due on or before Wednesday, August 8, 2018 by 3:00 p.m. (Local Prevailing Time).*** It shall be the responsibility of all Consultants to ensure they have received any addenda and other documents issued. Any addenda issued shall become a part of the Contract Documents and shall be fully considered by all Consultants during formation of proposals. The submission of a proposal shall indicate the Consultant thoroughly understands all the terms and conditions of all Contract Documents.

The submission of a proposal on this work and service shall be considered as a representation that the Consultant has carefully investigated all conditions which affect or may, at some future date, affect the performance of the work or services covered by the proposal, the entire area to be serviced as described in the specifications and other Contract Documents, and that the Consultant is fully informed concerning the conditions to be encountered, character, quality and quantity of work to be performed, and materials to be furnished; also, that the Consultant is familiar with all Federal, State and County laws, all codes and ordinances which affect the prosecution of the work and persons engaged or employed in the work.

Consultant's shall execute the following, including required form(s), and include them as part of their proposal. Failure to do so may be cause for rejection of the proposal as nonresponsive.

- a. Price Proposal
- b. Technical (Q&E) Proposal Submittal which includes these required forms or documents:

- Consultant's Technical Proposal
- Non-Collusion Certificate
- Anti-Bribery Affirmation Affidavit of Qualification to Respond
- Addenda Issued
- Questions and Answers/Clarification Issued

Acknowledgement of receipt only for this Request for Proposal shall be posted on Calvert County Government's website on behalf of the C-SMPPO.

RFP 2019-031
BUS STOP ASSESSMENT AND PLAN
PRICE PROPOSAL

TO THE BOARD OF COUNTY COMMISSIONERS OF CALVERT COUNTY ON BEHALF OF THE CALVERT-ST. MARY'S METROPOLITAN PLANNING ORGANIZATION: The undersigned agrees to furnish all labor, material, supervision, and equipment necessary to provide a BUS STOP ASSESSMENT AND PLAN as specified in this Request for Proposal to the Board of County Commissioners of Calvert County on behalf of the Calvert-St. Mary's Metropolitan Planning Organization in accordance with ATTACHED SPECIFICATIONS and other documents herein and at the following bid price:

TOTAL LUMP SUM BID	\$ 67,059.00
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In accordance with specification section, the Consultant shall also provide a comprehensive budget and detailed description of all line items to substantiate the lump sum bid with their price proposal.

No additional compensation shall be provided for expenses incurred by the Consultant in performing duties for this service under this Contract.

It is further agreed by the Undersigned that upon receipt of written advice of the acceptance of proposal, the necessary contract shall be executed within ten (10) business days after such notice.

The undersigned has caused this proposal to be executed as of the day and year indicated on each proposal page and hereby agrees to provide aforementioned services necessary for compliance with this specification and agrees to provide these for the rates indicated in this proposal form. By signing each proposal page, the Consultant does hereby attest that they have fully read the Request for Proposal and understands it.

The time for performance of this Contract shall begin from the date of the Notice to Proceed or otherwise noted.

By signing and submitting a bid, you acknowledge and agree you have read and understand the Request for Proposal documents and agree to the Contract Terms and Conditions as contained herein.

CONSULTANT'S LEGAL BUSINESS NAME: KFH Group, Inc.

AUTHORIZED SIGNATURE:  DATE: 8/7/18

Detailed Price Proposal

PROPOSED BUDGET

KFH Group's proposed budget for the Calvert – St. Mary's Metropolitan Planning Organization's Bus Stop Assessment and Plan (RFP 2019-031) is \$67,059. A detailed cost estimate by team member, task, and project summary is provided in Table I on the next page. KFH Group is open to negotiate task items and proposed budget.

Table I: Projected Project Cost by Task and Project Cost Summary

STAFF HOURS BY TASK

		Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	
		Project Management	Survey Preparation	Inventory & Assess Bus Stops	Develop Bus Stop Hierarchy	Develop Bus Stop Improvements	Develop Bus Stop Profiles	Final Report	Total
Staff Person	Rate								
Sue Knapp	\$226.93	8	4	4	4	4	0	8	32
William Sutton	\$114.83	40	24	60	8	40	24	40	236
Latisha Johnson	\$92.95	0	16	80	16	40	0	24	176
Joey Celtnieks	\$76.55	0	0	80	0	24	40	16	160
Total		48	44	224	28	108	64	88	604

ESTIMATED COST BY TASK

		Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	
		Project Management	Survey Preparation	Inventory & Assess Bus Stops	Develop Bus Stop Hierarchy	Develop Bus Stop Improvements	Develop Bus Stop Profiles	Final Report	Total
Staff Person	Rate								
Labor									
Sue Knapp	\$226.93	\$1,815	\$908	\$908	\$908	\$908	\$0	\$1,815	\$7,262
William Sutton	\$114.83	\$4,593	\$2,756	\$6,890	\$919	\$4,593	\$2,756	\$4,593	\$27,100
Latisha Johnson	\$92.95	\$0	\$1,487	\$7,436	\$1,487	\$3,718	\$0	\$2,231	\$16,359
Joey Celtnieks	\$76.55	\$0	\$0	\$6,124	\$0	\$1,837	\$3,062	\$1,225	\$12,248
Travel									
Hotel		\$0	\$0	\$1,920	\$0	\$0	\$0	\$0	\$1,920
Meals		\$25	\$0	\$800	\$0	\$0	\$0	\$25	\$850
Mileage/Car Rental		\$50	\$0	\$1,120	\$0	\$0	\$0	\$50	\$1,220
Other Direct Costs									
Misc. copying/mail, etc.		\$0	\$0	\$0	\$0	\$0	\$0	\$100	\$100
Total Cost		\$6,483.64	\$5,150.84	\$25,197.52	\$3,314	\$11,056	\$5,818	\$10,039	\$67,059

PROJECT COST SUMMARY

Labor									\$62,969
Staff Member	Title	Hours	Rate	Cost					
Sue Knapp	Senior Advisor	32	\$226.93	\$7,262					
William Sutton	Project Manager	236	\$114.83	\$27,100					
Latisha Johnson	Planner	176	\$92.95	\$16,359					
Joey Celtnieks	Analyst	160	\$76.55	\$12,248					
Travel									\$3,990
Other Direct Costs									
Misc. copying/mail, etc.									\$100
Total									\$67,059

NAME AND SIGNATURE REQUIREMENTS FOR BID AND CONTRACTS

The legal business name and principal office AS RECORDED WITH THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION (SDAT) for Maryland shall be used on all forms submitted. A trade name (i.e., a shortened or different name under which the company does business) shall not be used when the legal name is different. Corporations shall have names that comply with State law. The bidder's signature shall conform to the following:

All signatures shall be made by an authorized officer, partner, manager, member, or employee. The signing of an offer or a contract is a representation and certification by the person signing that the person signing is authorized to do so on behalf of the offeror or consultant.

CONSULTANT'S LEGAL BUSINESS NAME KFH Group, Inc.	TELEPHONE NUMBER 301-951-8660
PRINCIPAL OFFICE ADDRESS 4920 Elm Street, Suite 350 Bethesda, MD 20814	FAX NUMBER 301-951-0026
REMITTANCE ADDRESS: (If Remittance Address is Different from Above Address)	EMAIL ADDRESS sknapp@kfngroup.com
NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (TYPE OR PRINT) Sue Knapp, President	
SIGNATURE OF ABOVE PERSON 	DATE 8/7/18
WITNESS 	DATE 8/7/18

GENERAL TERMS AND CONDITIONS

DEFINITIONS. Wherever the words defined in this section or pronouns used in their stead, occur in the specifications, proposal, contract or bond, they shall have the meanings herein given and as defined:

BIDDER/OFFEROR/CONSULTANT shall mean a firm that responds to this RFP with a bid.

BOARD OF COUNTY COMMISSIONERS OF CALVERT COUNTY, MARYLAND on behalf of CALVERT-ST. MARY'S METROPOLITAN PLANNING ORGANIZATION shall mean the officials of the Calvert-St. Mary's Metropolitan Planning Organization and noted hereinafter as C-SMMPO (or the officially authorized officials).

CALVERT COUNTY shall mean Calvert County, Maryland.

ST. MARY'S COUNTY shall mean St. Mary's, Maryland.

CONTRACT DOCUMENTS shall mean those written documents that define the roles, responsibilities, and work under the Contract, and are legally binding on the parties (C-SMMPO and the Consultant). The individual documents constituting the Contract Documents are as outlined herein under Contract Interpretation by the Project Manager.

CONTRACTING OFFICERS shall mean the Calvert County Government Procurement Officer or their designated representative on behalf of the C-SMMPO entrusted with the authority to enter into, administer, renew, or terminate the Contract, along with related determinations and findings.

DIRECTOR shall mean the Director, Calvert County Government's Department of Planning & Zoning and the Director, St. Mary's County Government's Department of Land Use & Growth Management and shall mean the principals or their duly authorized representatives; said agents acting severally within the scope of the particular duties entrusted to them.

PROJECT MANAGERS shall mean those persons whom the Directors have designated to supervise performance of this Contract on behalf of C-SMMPO within the scope of duties entrusted under such delegation of authority.

Whenever the Contact Documents or upon any drawings the words DIRECTED, REQUIRED, PERMITTED, ORDERED, DESIGNATED, PRESCRIBED, or words of like import are used, it shall be understood that the direction, requirement, permission, order, designation, or prescription of the Project Managers are intended, and similarly the words APPROVED, ACCEPTABLE, SATISFACTORY, or words of like import, shall mean approved by, acceptable or satisfactory to, the Project Managers, unless otherwise expressly stated.

CONTRACT INTERPRETATION BY THE PROJECT MANAGERS. Any inconsistencies or ambiguities in the Contract Documents shall be immediately reported, in writing, to the Project Managers. Questions regarding the meaning and intent of the Contract Documents shall be referred in writing by the Consultant to the Project Managers with a Request for Information. The Project Managers shall respond to the Consultant in writing with a decision within fifteen (15) calendar days of receipt of the request, or if it is necessary to extend this period, the Project Managers shall notify the Consultant in writing as to when a decision will be provided.

Work done by the Consultant after its discovery of such inconsistencies or ambiguities without such notice and prior to response from the Project Managers shall be done at the Consultant's risk.

In resolving conflict, error, or discrepancies within the Contract Documents, the Contract Documents shall be given precedence in the following order (Change Orders, highest precedence and Notice to Consultants, lowest precedence):

- Change Orders
- Addenda
- Federal, State, County, and/or C-SMMPO Requirements
- General Conditions of Bid and Contract
- Specifications
- Proposal
- Contract
- Notice to Consultants

In the event that conflicts, errors, or discrepancies are not resolved by the Contract Documents' order of precedence, the more restrictive provision shall govern.

PROPOSAL FORMS AND AFFIDAVITS

All proposals shall be submitted on forms provided in this RFP, properly signed in ink by a principal duly authorized to make contracts, and submitted in sealed envelope as required under Instruction to Consultants. **No modifications, including but not limited to headers and footers, shall be made to any form contained herein.**

All required forms shall be submitted with technical proposals except for the price proposal which shall be in a separate sealed envelope. Failure to comply may be cause for rejection of proposals.

ALTERNATE PROPOSALS

Alternate proposals shall only be considered when they are submitted separately and clearly marked and labeled ALTERNATE PROPOSAL. The alternate proposal shall only be considered if the Consultant's primary proposal is the most responsive responsible proposal.

BRAND NAME OR EQUAL ITEMS (SECTION DELETED)

FORMAL SOLICITATION (SECTION DELETED)

NEW GOODS, FRESH STOCK (SECTION DELETED)

DEVIATIONS TO SPECIFICATIONS

Any deviations from the specifications shall be noted in detail by the Consultant, in writing, and submitted with the formal technical proposal. C-SMMPO reserves the right to accept or reject any exception.

PROHIBITION AGAINST UNIFORM PRICING

C-SMMPO shall encourage open and competitive bidding by all possible means and shall endeavor to obtain the maximum degree of open competition on all purchase transactions using the competitive sealed bidding, competitive negotiation, or open market transaction methods of procurement. In submitting a proposal, each Consultant shall, by virtue of submitting a proposal, guarantee that the Consultant has not been a party with other Consultants to an agreement to propose a fixed or uniform price. Violation of this implied guarantee shall render void the proposal of such Consultants. Any disclosure to or acquisition by a competitive Consultant, in advance of the receipt of the proposals, of the terms or conditions of the proposal submitted by another competitor shall render the entire proceedings void and shall require re-advertising the RFP.

AWARD OR REJECTION OF BIDS

The Board of County Commissioners of Calvert County, Maryland on behalf of the C-SMMPO shall award the Contract to the most responsible bidder, subject to its right to reject any or all bids, C-SMMPO reserves the right to award a Contract by individual items, in the aggregate, or in combination thereof, and to waive any informality in bids received whenever such rejection or waiver is in the best interest of C-SMMPO. C-SMMPO reserves the right to reject all bids and make purchases based on state, county, or municipal contracts that are established by a legal competitive process whenever it is in the best interest of C-SMMPO to do so. C-SMMPO also reserves the right to reject the bid of a Consultant who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a Consultant who investigation shows is not in position to perform the Contract.

In determining the "most responsible bidder", in addition to considering price, C-SMMPO shall consider:

1. The ability, capacity, and skill of the bidder to perform the Contract or provide the services required;
2. Whether the bidder can perform the Contract or provide the service promptly, or within the time specified, without delay or interference;
3. The character, integrity, reliability, reputation, judgment, experience, and efficiency of the bidder;
4. The quality of performance of previous contracts or services;
5. The previous and current compliance by the bidder with laws and ordinances relating to the Contract or service;
6. Whether the bidder is in arrears to C-SMMPO on any debt or Contract, is in default on any surety to C-SMMPO, or is delinquent as to any taxes or assessments; and
7. Any other information that may have a bearing on the decision to award the Contract.

INDEMNIFICATION

Nothing contained in the Contract shall be construed to constitute the Consultant an agent of C-SMMPO. The Consultant shall indemnify, keep, and save harmless C-SMMPO, its agents, officials, and employees, against all injuries, death, loss, damage, claims, patent claims, suits, liabilities, judgments, costs, and expenses which may or otherwise accrue against C-SMMPO in consequence of the granting of a Contract or which may or otherwise result therefrom. If it shall be determined that the act was caused through negligence or omission of the Consultant or his officers, directors, agents, or employees, of the subcontractor or his officers, directors, agents or employees, if any, and the Consultant shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and if any judgement shall be rendered against C-SMMPO in any such action, the Consultant shall at his own expense, satisfy and discharge the same. Consultant expressly understands and agrees that any performance bond or insurance protection required by this Contract, or otherwise provided by Consultant, shall in no way limit the responsibility to indemnify, keep and save harmless and defend C-SMMPO as herein provided.

NON-DISCRIMINATION IN EMPLOYMENT

During the performance of this Contract, the Consultant agrees as follows:

1. The Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, gender identity, sexual orientation, or disability (physical or mental), except where religion, sex, national origin, gender identity, sexual orientation, or disability

(physical or mental), is a bona fide occupational qualification reasonably necessary to the normal operation of the Consultant. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

2. The Consultant, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, shall state that such Consultant is an equal opportunity employer. In addition to complying with the provision of Equal Opportunity, the Consultant shall, in good faith, cooperate with C-SMMPO in investigation of Equal Employment Opportunity (EEO) complaints, whether formal or informal.
3. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
4. The Consultant shall include the provisions above in every subcontract or purchase order so that the provisions shall be binding upon each subcontractor or vendor.

INSURANCE

The Consultant shall not commence work under this Contract until it has obtained the insurance required under this section. All coverage shall be with insurance carriers licensed and authorized to do business in Maryland. Self-insured Consultants shall submit an affidavit attesting to their self-insured coverage.

1. Certificate Holder, Additional Insured, and Contract Information
 - a. The Board of County Commissioners of Calvert County, Maryland on behalf of the Calvert-St. Mary's Metropolitan Planning Organization shall be named as certificate holder and as additional insured for the duration of the Contract as follows:

Board of County Commissioners of Calvert County, Maryland
on Behalf of the Calvert-St. Mary's Metropolitan Planning
Organization
Attention: Procurement Office
Courthouse, 175 Main Street
Prince Frederick, Maryland 20678
 - b. The certificate shall also indicate the contract name and number.
 - c. The additional insureds shall be as pertains to both general liability and automobile insurance.

2. Commercial General Liability Insurance

During the life of this Contract, the Consultant shall procure and maintain Commercial General Liability Insurance in an amount not less than \$1,000,000.00 (combined personal injury and/or property damage) per occurrence subject to \$2,000,000.00 aggregate.

3. Professional Liability

During the life of this Contract, the Contractor shall procure and maintain professional liability insurance coverage in the amount of one million (\$1,000,000.00) dollars, with a minimum coverage of one million (\$1,000,000.00) dollars per occurrence and one million (\$1,000,000.00) dollars aggregate.

4. Automobile Liability Insurance

During the life of this Contract, the Consultant shall procure and maintain Automobile Liability Insurance, including applicable No-Fault coverage, with limits of liability not less than \$1,000,000.00 per accident combined single limit Bodily Injury and Property Damage. Coverage shall include vehicles to be used during the course of the Contract on behalf of the Consultant in the performance of this Contract.

5. Workers Compensation

During the life of this Contract, the Consultant shall procure and maintain Workers Compensation insurance, including Employers Liability Coverage in accordance with the statutes of the State of Maryland, covering all employees engaged in performance of the contract. If a Consultant is a sole proprietor or is a company that is not required to maintain workers compensation insurance coverage under the laws of the state of Maryland, that Consultant shall show some alternative injury insurance coverage, either through health insurance or employer`s liability coverage.

6. Notice of Cancellation

Prior to starting performance of the Contract and for each extension of the Contract, a certificate of insurance shall be furnished to C-SMMPO. Insurance companies providing insurance shall be acceptable to C-SMMPO. Consultant agrees to provide C-SMMPO a Certificate of Insurance evidencing that all coverage, limits and endorsements required herein are maintained and in full force and effect. If the Consultant receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Consultant agrees to notify C-SMMPO within two (2) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. It shall be the

Consultant's responsibility to make immediate notification to C-SMMPO if any changes are made to the policy.

SUBLETTING OF CONTRACT OR ASSIGNMENT OF CONTRACT FUNDS

It is mutually understood and agreed that the Consultant shall not assign, transfer, convey, sublet, or otherwise dispose of their contractual duties to any other person, company, or corporation without the previous written consent of the C-SMMPO.

If the Consultant desires to assign their right to payment of the Contract, the Consultant shall immediately notify the C-SMMPO, in writing, of such assignment of right to payment. In no case shall such assignment of the Contract relieve the Consultant from their obligations, or change the terms of the Contract.

SUBCONTRACTING

Subcontractor(s), if any, shall be identified in the Consultant's technical proposal with a complete description of their role relative to the offeror. No services shall be subcontracted, either in whole or in part, except with the prior written consent of the C-SMMPO.

TERMINATION OF CONTRACT

The C-SMMPO may terminate a Contract, in whole or in part, whenever the C-SMMPO determine that such termination is in the best interest of the C-SMMPO, without showing cause, upon giving written notice to the Consultant. The C-SMMPO shall pay all reasonable costs incurred by the Consultant up to the date of termination. However, in no event shall the Consultant be paid an amount which exceeds the price proposed for the work performed. The Consultant shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.

When the Consultant has not performed or has unsatisfactorily performed the Contract, the C-SMMPO may terminate the Contract for default. Upon termination for default, payment may be withheld at the discretion of the C-SMMPO. Failure on the part of a Consultant to fulfill the contractual obligations shall be considered just cause for termination of the Contract. The Consultant shall be paid for work satisfactorily performed prior to termination, less any excess costs incurred by the C-SMMPO in completing the Consultant's obligations under the Contract.

AVAILABILITY OF FUNDS (SECTION DELETED)

SERVICE DELIVERY FAILURES

Failures of a Consultant to provide the services required under this Contract within the time specified, or within reasonable time as interpreted by C-SMMPO shall constitute authority for C-SMMPO to procure the services required under this Contract in the open market.

On all such purchases, the Consultant shall reimburse C-SMMPO, within a reasonable time as specified C-SMMPO, for any expense incurred in excess of Contract prices. Such purchases shall be deducted from Contract quantities.

DELIVERY AND POINT OF DESTINATION (SECTION DELETED)

NON-LIABILITY

The Consultant shall not be liable in damages for delay in shipment or failure to deliver services when such delay or failure is the result of fire, flood, strike, the transportation carrier, act of God, act of Government, act of an alien enemy or by any other circumstances which, in C-SMMPO' opinion, is unforeseeable and beyond the control of the Consultant. Under such circumstances, however, the Procurement Office may at its discretion, cancel the Contract.

BREACH OF CONTRACT

- A. In the event the Consultant shall fail to comply with any of the terms or conditions of the Contract Documents, the Project Managers shall notify the Consultant of such failure or default and demand that the same be remedied within five (5) business days. In the event of the failure of the Consultant to remedy the same within said period, the Project Managers shall authorize the services to be procured from any available source, with the difference between the actual cost paid and the defaulting Consultant to be deducted from any monies due the defaulting Consultant or their surety.

- B. In addition to those instances specifically referred to in other sections herein contained, C-SMMPO shall have the right at its option to terminate the Contract under any one or more of the following:
 - 1) If the Consultant becomes insolvent.
 - 2) If the Consultant makes an assignment for the benefit of creditors pursuant to the statutes in such case made and provided without notification or approval from C-SMMPO.
 - 3) In the event a voluntary or involuntary petition in bankruptcy shall be filed by or against the Consultant.
 - 4) In the event the Consultant fails to commence work in accordance with the specifications of this RFP.
 - 5) In the event the Consultant shall abandon the work or any portion of the work to be performed under this contract before completion.

- 6) If the Consultant shall fail to fully, properly, and in a good and workman-like manner perform any or all of the conditions, covenants, terms or conditions contained within the Contract Documents.
- 7) If the Consultant shall sublet, assign, convey, or otherwise dispose of his Contract or any portion thereof other than in accordance with the terms set forth within the Contract Documents.
- 8) If a receiver or receivers or any other person shall be appointed by court order to take charge or custody of the Consultant's property, financial affairs, or business.
- 9) If C-SMMPO shall be of the opinion that the Consultant is not or has not been performing the Contract in good faith and in accordance with the terms of the specifications.

OWNERSHIP OF DOCUMENTS

Any reports, specifications, or other documents prepared by the Consultant in the performance of its obligations under the resulting contract shall be the exclusive property of C-SMMPO, and all such materials shall be surrendered to C-SMMPO upon completion, termination, or cancellation of this Contract. The Consultant shall not use, willingly allow, or cause such materials to be used for any other purpose than performance of all Consultant's obligations under the resulting Contract without the prior written consent of C-SMMPO. Documents and materials developed by the Consultant under the resulting contract shall be the property of C-SMMPO; however, the Consultant may retain file copies, which cannot be used without prior written consent of C-SMMPO. C-SMMPO agree that the Consultant shall not be liable for any damages, loss, or injury resulting from future use of the provided documents for other than the project specified, when the Consultant is not the company of record.

PAYMENT(S)

Payment(s) shall be made after satisfactory performance of work required during the course of the Contract, in accordance with all of the provisions thereof, and upon receipt of properly completed invoice. C-SMMPO reserves the right to withhold any or all payments or portions thereof for Consultant's failure to perform in accordance with the provisions of the Contract or any modifications thereto.

DISCLOSURE OF CONTENTS OF PROPOSALS AND BIDS

Subject to the exception for confidential information noted below, after an award, all proposals shall be open to public inspection, and at and after bid opening, the contents of a bid and any document submitted with the bid shall be open to public inspection.

However, C-SMMPO shall deny inspection of any part of a proposal or bid that contains confidential commercial or financial information or other commercial information for which denial is required pursuant to Title 4 of the General Provisions Article of the Maryland Annotated Code. IT SHALL BE THE RESPONSIBILITY OF THE BIDDER, OFFEROR, OR CONSULTANT TO INVOKE THE PROTECTION OF THIS SECTION PRIOR TO OR UPON SUBMISSION OF THE DATA OR OTHER MATERIALS AND SHALL IDENTIFY THE DATA OR OTHER MATERIALS TO BE PROTECTED AND STATE THE REASONS WHY PROTECTION IS NECESSARY. Otherwise, C-SMMPO disclaims responsibility for disclosure of any such material in the public record.

If a Contract is awarded to a bidder, offeror, or consultant as a result of the submission of restricted information, C-SMMPO shall have the right to duplicate, use or disclose the data to the extent consistent with C-SMMPO' needs in the procurement process.

A bidder, offeror, or consultant agrees to indemnify, protect and save harmless C-SMMPO, their officers, agents, and employees with respect to any claim, action, cost or judgment arising from exercising this disclosure restriction, including any reasonable attorney's fees and other costs incurred in defending the confidentiality of the material sought to be protected.

INCURRING COSTS

C-SMMPO shall not be liable for any costs incurred by the Consultant prior to the issuance of the Contract.

COMPLETENESS

All information required by this RFP shall be supplied to constitute a proper proposal. C-SMMPO shall not be responsible for the premature opening of proposals if not properly addressed or identified.

NOTICE OF POLITICAL CONTRIBUTIONS

The Consultant agrees, in accordance with the current Maryland Code, State Finance and Procurement Article, §17-402, to comply with the political contribution reporting requirements, as amended from time to time, to which the Consultant may be subject.

COOPERATIVE PURCHASES

1. Acceptance of this bid and submission of a proposal is an agreement to extend the same prices, terms, and conditions to other governmental agencies, and public or quasi-public agencies that receive government funds that require these commodities or services.

2. All purchase and payment transactions shall be made directly between the Consultant and the requesting entity. C-SMMPO assume no obligation on behalf of any other public entity.

ARITHMETICAL ERRORS

Any errors in computations shall be corrected when the proposals are canvassed.

GENDER NEUTRAL CLAUSE

Wherever used herein, a pronoun in the masculine gender shall be considered as including the feminine gender unless the context clearly indicates otherwise.

SOVEREIGN IMMUNITY

By entering into this Contract, C-SMMPO and its "employees," as defined in the Local Government Tort Claims Act, §§5-301, *et seq.* of the *Courts and Judicial Proceedings Article*, do not waive sovereign immunity, do not waive: any defenses; any limitations of liability as may be provided for by law; or any provision of the Local Government Tort Claims Act.

THIRD PARTY BENEFICIARY

It is specifically agreed between the parties executing this Contract that it is not intended by any of the provisions of this Contract to create in the public or any member thereof, third party beneficiary status in connection with the performance of the obligations herein without the written consent of C-SMMPO and notwithstanding its concurrence in or approval of the award of any contract or subcontract or the solicitation thereof in fulfilling the obligations of the Contract.

NO INDIVIDUAL LIABILITY

No elected official, appointed official, employee, servant, agent, or law enforcement officer shall be held personally liable under this Contract and any extension or renewals thereof because of its enforcement or attempted enforcement provided they are acting within the course and scope of their employment or governmental duties and responsibilities.

SUFFICIENT APPROPRIATIONS

C-SMMPO's financial obligations, if any, under this Contract are contingent upon sufficient appropriations and authorization being made by C-SMMPO for the performance of this Contract. C-SMMPO's decision as to whether sufficient appropriations are available shall be accepted by the other party or parties to this Contract, and shall be final.

SEVERABILITY

In the event any portion of this Contract is found to be unconstitutional, illegal, null, or void, by a court of competent jurisdiction, it is the intent of C-SMMPO to sever only the invalid portion or provision, and that the remainder of the Contract shall be enforceable and valid, unless deletion of the invalid portion would defeat the clear purpose of the Contract, or unless deletion of the valid portion would produce a result inconsistent with the purpose and intent of C-SMMPO in entering into this Contract.

ENTIRE AGREEMENT

The parties hereto agree that the above writing constitutes the entire Contract between them concerning this matter and that there are no understanding, promises, or arrangements binding either part hereto that have not been written herein. The parties further agree that this Contract can be amended only by written agreement signed by the parties hereto.

CHOICE OF LAW

This Contract shall be governed by the internal laws of Maryland, without giving effect to its choice of law provisions, and any action brought by or between the parties shall vest jurisdiction and venue exclusively in the Courts located in Calvert County, Maryland or St. Mary's, Maryland.

PUBLICITY

Except without the prior written approval of C-SMMPO, the Consultant shall not release for publication any report, specification, cost estimate, or other material of any nature for which services are performed under the terms of this Contract.

DISADVANTAGED BUSINESS ENTERPRISES (DBE)

As required by 49 CFR 26.13, the C-SMMPO shall not discriminate on the basis of race, color, national origin, religion, gender, age or disability in the award and performance of any USDOT assisted contract or in the administration of its DBE program or the requirements of 49 CFR 26. The C-SMMPO shall take all necessary and reasonable steps under 49 CFR 26 to ensure nondiscrimination in the award and administration of USDOT assisted contracts. The C-SMMPO DBE program, as required by 49 CFR 26, is incorporated by reference in the Annual Planning Grant Agreement between the C-SMMPO and MDOT. An annual report of DBE awards or commitments and payments (Federal Dollars Only) is submitted to MDOT yearly by the C-SMMPO.

This project has no requirement to employ firms that are Disadvantaged Business Enterprises (DBE); however, DBE participation is strongly encouraged by C-SMMPO.

**RFP 2019-031
BUS STOP ASSESSMENT PLAN**

SPECIFICATIONS

1. BACKGROUND AND PURPOSE

The C-SMMPO is requesting Technical and Price Proposals from qualified public and private Consultants to provide a bus stop assessment plan.

Located in Southern Maryland, the C-SMMPO operate fixed route and paratransit services in their respective jurisdictions.

- St. Mary's Transit System (hereinafter, "STS") operates ten (10) fixed routes with one (1) route operating on Sundays.
- Calvert County Government through Calvert County Government's Public Transportation Division of the Department of Community Resources (hereinafter, "CCGPT") operates ten (10) routes with three (3) of the routes operating on Saturdays.

The entire transit system is not contained within the Metropolitan Planning Organization (hereinafter, "MPO") Planning Area (hereinafter, "MPA"). For the purpose of this study, only the parts of the transit system with the MPA shall be studied. Attachment A provides a map of the MPO boundary. Attachment B provides the STS Route Schedule & Information for the transit stops in St. Mary's County. Attachment C provides the Calvert County Public Transportation routes that serve within the MPO, the South Route, the Mid-County Route and the Lusby Shuttle.

On many fixed route systems, riders can access the fixed route by boarding and de-boarding the bus at designated locations. While these designated locations may have varying degrees of accessibility and passenger amenities, the stops are generally noted with the Public Transit System Schedule & Information pamphlet or marked by a bus stop to identify the location.

- A. In St. Mary's County, it is estimated that STS has approximately one hundred twenty-five (125) designated bus stop locations within the MPO with most identified in the Public Transit System Schedule & Information pamphlet and with eleven (11) identified with a bus stop sign and/or passenger amenities. STS also allows passengers to hail the bus in areas without designated stops. These are called "flag" stops.
- B. In Calvert County, it is estimated that there are less than five (5) bus stop locations with bus stop signage, not all of which are in the MPO study area. Although the Calvert County system has identified locations as time

points all of its fixed routes, the stops are not signed or otherwise designated, and the passengers can flag the bus to stop at any location on the route.

"Flag" stops allow the rider to hail down an approaching bus by waving their hand in the air. The driver will then stop at a location along the route deemed safe for the rider to board or de-board the bus. "Flag" stops provide convenience for the rider and cost savings for the transit system as there is no need to purchase and maintain bus stop poles, signage, and, in some instances, benches, shelters, and trash cans. In addition, improving bus stops may require investment in the pedestrian infrastructure such as landing pads, sidewalks, and curb ramps. However, some disadvantages of "flag" stops are that buses may stop more frequently along the route lengthening travel times, stops may be in unsafe locations or have accessibility issues, and, of course, there are no passenger amenities. Without any signage, it may be difficult to attract new or infrequent riders unaware that service exists. This study will aid the Public Transit System to dissolve the flag stop system in the MPO area in the future.

Locating and improving bus stops to minimize safety risks and improve accessibility are important elements in providing quality transit services. Accessible bus stops not only need to meet the Americans with Disabilities Act (hereinafter, "ADA") requirements, but they should provide a safe pedestrian environment to be truly accessible.

This RFP was developed in response to requirements and funding provided by the State of Maryland Department of Transportation for the Calvert-St. Mary's Metropolitan Planning Organization.

2. SCOPE OF SERVICE

- A. The Consultant shall provide an assessment to include the following components on existing routes:
 - 1) Inventory Assessment
 - a. Develop Annotated Data Dictionary – define types of information will be collected at each stop.
 - b. Inventory currently signed/designated bus stops within the MPO area.
 - c. Assess stops in terms of accessibility and pedestrian connections.
 - d. Develop bus stop improvement recommendations.
 - e. Develop a hierarchy of bus stops for passenger amenities.

- 2) Proposed Stop Locations
 - a. Identify potential new signed bus stop locations and determine the needed investments at those locations.
 - b. Identify individual bus stop profiles to include photo documentation, safety, accessibility, and amenity features.
 - c. Identify barriers to establishing new stops and implementing improvements.
- 3) ADA Accessibility
 - a. Document current Bus Stop Regulations from the ADA Accessibility Guidelines (hereinafter, "ADAAG").
 - b. Identify any areas of noncompliance.
- 4) Flag Stop Assessment
 - a. Assist STS and CCGPT to designate current flag stop locations to be a potential signed bus stop location within the MPO area.
- 5) Other Findings of Note
 - a. Develop Bus Stop Improvement Locations
 - b. Develop Bus Stop Profiles
 - c. Relevant Mapping data and GIS data information from data collection.

B. Data Reporting

At regular intervals, as agreed upon in the approved project timeline, the Consultant shall update the C-SMMPO representative on its findings. The Consultant shall provide copies of the draft data to the C-SMMPO representative for review.

C. Final Report

The Consultant shall provide the C-SMMPO with a report detailing all findings to be organized in the categories as outlined in 2.A. The final report shall be a detailed implementation plan for the bus stop improvements in addition to a list of barriers. This document shall include a timeline, cost estimate, maintenance, and other applicable information for the proposed changes.

Five (5) hard copies and one (1) electronic copy in .pdf format of GIS maps and layers of the locations, where applicable, shall be provided to the C-SMMPO

3. TERM

The final product shall be complete within six (6) months of notice to proceed.

The C-SMMPO reserve the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP, unless clearly and specifically noted otherwise in the proposal submitted and confirmed in the Contract between C-SMMPO and the Consultant.

4. MINIMUM QUALIFICATIONS

To be considered for award of this Contract, the Consultant shall be able to meet the following minimum requirements:

- A. Consultant shall have experience identifying the location, and development of the transit bus stops. They shall be familiar with ADA requirements, evaluate walk paths, curb ramps, and intersections surrounding transit stops and stations. Have a minimum of five (5) years' experience in identifying and developing transit bus stop locations within the past five (5) years.
- B. Have staff sufficient in number meeting the minimum requirements as set forth in this RFP.
- C. Three (3) references for similar size clients. References shall be complete with name, project, name and telephone number of the contact person, and dates of service.
- D. Meet all insurance requirements in regards to Workers' Compensation, Commercial General Liability, Automobile, and Professional Liability as set forth in this RFP.

5. PURCHASE ORDER/PAYMENT TERMS

The Consultant shall be issued a Notice to Proceed and purchase order for work to be performed. Payment shall be made after satisfactory performance of work required under the Contract, in accordance with all of the provisions thereof, and upon receipt of a properly completed invoice. Satisfactory completion includes, but may not be limited to final approval by the Project Managers or duly authorized representatives. The C-SMMPO reserves the right to withhold any or all payments or portions thereof for the Consultant's failure to perform in accordance with the provisions of the Contract or any modifications thereto. Partial payments may be made after milestones are completed for sixty percent (60%),

ninety percent (90%), and one hundred percent (100%) completion.

A. Sixty Percent (60%) Milestone

At sixty-(60) calendar days from the Notice to Proceed, items one through four under scope of service: (1) all data collection for inventory assessment, (2) proposed stop locations, (3) ADA accessibility, and (4) flag stop assessment shall be completed and a draft document of findings shall be submitted to C-SMMPO for review and comment. C-SMMPO has fourteen-(14) calendar days from official submittal from Consultant to C-SMMPO for review and comment period.

If accepted by the C-SMMPO, the Consultant may submit an invoice for sixty percent (60%) of the total contract amount to C-SMMPO for review and approval.

B. Ninety Percent (90%) Milestone

By one hundred twenty (120) calendar days, the Consultant shall have fully completed items one through five under scope of service and shall submit a final draft of the bus stop assessment plan for C-SMMPO review. C-SMMPO shall have twenty-one (21) calendar days from official submittal from Consultant to C-SMMPO for review and comment period. Any corrections/additions/deletions requested from the C-SMMPO shall be made by the Consultant from the ninety (90%) milestone the C-SMMPO review period. The Consultant shall respond with corrections/additions/deletions within fourteen (14) calendar days.

There may be up to a total of three (3) rounds at the ninety percent (90%) milestone for C-SMMPO and Consultant review for the final report.

1) First Submittal of the 90% Final Report

C-SMMPO shall have twenty-one (21) calendar days from official submittal from Consultant to C-SMMPO for review and comment period. Any corrections/additions/deletions requested from the C-SMMPO shall be made by the Consultant from the ninety percent (90%) milestone the C-SMMPO review period. The Consultant shall respond within fourteen (14) calendar days with corrections/additions/deletions.

2) Second Submittal (If Requested) of the Ninety Percent (90%) Final Report

C-SMMPO shall have fourteen (14) calendar days from official submittal from Consultant to C-SMMPO for review and comment period. Any corrections/additions/deletions requested from the C-SMMPO shall be made by the Consultant from the ninety (90%)

milestone the C-SMMPO review period. The Consultant shall respond within fourteen (14) calendar days with corrections/additions/deletions.

3) Third Submittal (If Requested) of the Ninety Percent (90%) Final Report

C-SMMPO shall have fourteen (14) calendar days from official submittal from Consultant to C-SMMPO for review and comment period. Any corrections/additions/deletions requested from the C-SMMPO shall be made by the Consultant from the ninety percent (90%) milestone the C-SMMPO review period. The Consultant shall respond within fourteen (14) calendar days with corrections/additions/deletions.

If the ninety (90%) milestone is achieved and accepted by the C-SMMPO, the Consultant may submit an invoice for thirty percent (30%) of the total remainder of the contract amount to C-SMMPO for review and approval.

C. One Hundred Percent (100%) Milestone

By one hundred eighty (180) calendar days (six [6] months), the final report of the bus stop assessment plan shall be submitted to the C-SMMPO for final payment and deliverables as outlined above in 2C: Scope of Services, Final Report.

The Consultant shall submit a final invoice for services.

All invoices submitted shall be sent to:

Ms. Mary Layman
Grants Coordinator
Calvert County Government
175 Main Street
Prince Frederick, Maryland 20678

Each invoice shall include the following information:

- Purchase Order Number;
- Contract Number;
- Description of work performed;
- Dates work performed;
- Contract price;
- Payment terms; and
- Remit to address.

Payment shall be made for satisfactory completion within thirty-(30) business days,

more or less, of receipt of invoice.

“Satisfactory completion” includes final approval by the Project Managers.

Services **shall not begin** until receipt of the fully executed contract and purchase order or other notification by C-SMMPO or the Project Managers to proceed.

6. RECORDS

Any reports, studies, records, or other documents prepared in the performance of this Contract shall be the exclusive property of C-SMMPO and all such materials shall be remitted to C-SMMPO upon completion, termination, or cancellation of this Contract.

7. WORKING PAPER RETENTION AND ACCESS TO WORKING PAPERS

All working papers and reports shall be retained and available for C-SMMPO to review or copy, at the Consultant's expense, for a minimum of three (3) years.

In addition, the Consultant shall respond to the reasonable inquiries of successor Consultants, and allow successor Consultants to review working papers relating to matters of continuing significance.

8. PROPOSAL SUBMITTALS – RESPONSE TO RFP

Technical and price proposals shall be prepared simply and economically providing a straightforward, concise description of the Consultant’s ability to satisfy the requirements of this RFP. Technical proposals shall be limited in length to twenty (20) with printing on both sides permitted. Promotional brochures containing general company information are not requested and shall not be included. Required forms and cover letter shall not be considered part of the twenty (20)-page limit. The Consultant shall not be penalized if the technical submittal is over the twenty (20)-page limit; however, C-SMMPO is seeking substance over quantity.

A. TECHNICAL PROPOSAL

1) Purpose

The purpose of the Technical Proposal shall be to demonstrate the qualifications, competence, and capacity of the Consultant seeking to undertake the services for C-SMMPO in conformity with the requirements of this RFP. As such, the substance of proposals shall carry more weight than their form or manner of presentation. The Technical Proposal shall demonstrate the qualifications of the Consultant and staff to be assigned to this Contract. No assumptions shall be made on the part of the Consultant as to the prior knowledge of a Consultant’s abilities.

It shall also specify an approach that shall meet the RFP

requirements.

In accordance with page 1, no price information shall be included with the Technical Proposal submittal.

The Technical Proposal shall address all the points outlined in the RFP, excluding any cost information, which shall only be included with the Price Proposal submittal. The Technical Proposal shall be prepared simply and economically, providing a straightforward, concise description of the Consultant's capabilities to satisfy the requirements of the RFP. While additional data may be presented, the following subjects shall be included. They represent the criteria against which the proposal shall be evaluated.

Proposals shall concentrate on evidence of the Consultant's capacity and ability to plan, gather, input, and analyze data, complete written reports, and finish projects in a timely manner and be fiscally responsible.

2) Each proposal shall contain the following information and shall be divided by index tabs clearly marking each section:

(a) Transmittal Letter/Abstract
(Not include in page total)

A brief transmittal letter/abstract, signed by an officer authorized to bind the Consultant to their proposal, which shall provide a summary overview of the Consultant's total proposal. This shall not exceed one (1) page.

(b) Name and Signature Requirements of Bids and Contracts Form
(Not included in page total.)

All items shall be completed for the proposal to be considered.

(c) Table of Contents
(Not included in page total.)

(d) Plan of Work

An outline of the proposed methodology justifying and describing how and when (timeline) the Consultant shall carry out the necessary requirements outlined in this RFP

including provisions for work with each County. Consultant shall include experience in gathering, inputting, and reporting the type of data required. The timeline submitted shall be based on 60, 90, and 100 percent submittals.

(e) Deliverables

Detailed account of Consultant's plan for preparing the assessment and presenting findings as delineated in this RFP. Include format which deliverables shall be presented.

(f) Management Summary.

Statement of Consultant's experience in assessing and reporting on the services required.

(g) Projects

Contact information, including name of organization, contact, phone, address, and email of at least three (3) organizations/ agencies for whom the type of assessment required in this RFP were completed. Indicate the scope of work, date, and contract partners.

(h) Personnel Expertise and Experience

Description of organization's personnel expertise, experience, and available manpower to meet the requirements for providing the services requested.

- (1) Specify the number of full-time employees.
- (2) Identify the personnel who shall handle services for C-SMMPO in accordance with the requirements herein. Shall include names, job titles, and brief description of the work experience of the technical personnel who will perform the work. More than one name may be submitted for each job title.
- (3) Submit resumes for all personnel who will be or may be assigned to the Contract.
- (4) Provide biographies or resumes of key firm management and personnel who shall be directly involved with C-SMMPO' staff.
- (5) If the Consultant wants to use other personnel for the classifications required under this Contract and after the Contract is executed, the Consultant shall submit their resumes for approval. **Only pre-qualified**

personnel shall be eligible to work on this Contract.

(i) Subcontractors

If applicable, provide subcontractor's resumes and expertise as if they were the Consultant's own personnel.

(j) Collaboration.

Evidence of Consultant's experience in collaborating with similar agencies on a county, jurisdiction, or state level.

3) Each proposal shall contain the following items and placed in the Consultant's appendix and shall not be considered part of the page total.

(a) Independence

The Consultant shall provide an affirmative statement that it is independent of C-SMMPO as defined by generally accepted auditing standards/the U.S. General Accounting Office's Government Auditing Standards.

The Consultant shall also provide an affirmative statement that it is independent of all of the component units of C-SMMPO and their departments as defined by those same standards.

The Consultant shall also list and describe their professional relationships involving C-SMMPO, their Departments, or any of their agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the Contract.

In addition, the Consultant shall give the C-SMMPO written notice of any professional relationships entered into during the period of this Contract.

(b) Most recent financial statement.

(c) If the Consultant is a joint venture or consortium, the qualifications of each company comprising the joint venture or consortium shall be separately identified and the company that is to serve as the principal Consultant shall be noted.

- (d) Fully executed Anti-Bribery Affirmation and Affidavit of Qualification to Bid, and Non-Collusion Certificate forms included in this RFP, any addenda or questions and answers for clarification issued, executed by the Consultant, or in case the Consultant is a corporation, by a duly authorized representative of the corporation, on the forms provided.
- (e) Additional Information. This section, which is optional, shall include any additional information the Consultant deems relevant to this procurement as well as any information that meets the satisfaction of the RFP objectives.
- (f) If a corporation, certification that the Consultant is in good standing with the Maryland State Department of Assessments and Taxation and that corporate charter has not been revoked or forfeited.
- (g) Identification of Anticipated Potential Problems
The proposal should identify and describe any potential problems, the Consultant's approach to resolving problems, and any special assistance that will be requested from C-SMMPO.

Consultants shall give specific attention to the identification of those portions of their proposals they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the C-SMMPO under Md. Ann. Code, General Provisions Article, Title 4.

B. PRICE PROPOSAL

- 1) The Consultant shall fill out the Price Proposal form contained herein.
- 2) The Consultant shall also provide a comprehensive budget and detailed description of all line items to substantiate the lump sum bid.
- 3) No additional allowances shall be provided for expenses incurred by the Consultant in performing the duties under this Contract. All pricing shall include labor, overhead, materials, contracted special services, travel, mileage, and vehicle fuel.

- 4) Cost for preparation of proposals shall be borne by those submitting proposals.

C. PROPOSAL WITHDRAWAL

Any proposal may be withdrawn up until the date and time set forth herein for the deadline for receipt of proposals. Any proposal not withdrawn prior to this deadline shall constitute an irrevocable offer for a period of 120 calendar days to provide the C-SMMPO the services as set forth herein.

D. PROPOSAL CONDITIONS

- 1) Price proposals that accompany technical submittals shall be determined to be unacceptable to the C-SMMPO and shall be returned to the Consultant.
- 2) Proposals received prior to the deadline shall be treated as confidential. Proposals received after the deadline shall be considered nonresponsive and shall be returned unopened.
- 3) Proposals may not be altered or amended by the Consultant after they are opened.

9. EVALUATION PROCEDURES

A. EVALUATION COMMITTEE

Proposals submitted shall be evaluated by an Evaluation Committee composed members of the C-SMMPO. No member of the evaluation committee shall be from an agency or organization submitting a proposal. Membership on this committee is subject to change.

During the evaluation process, the Evaluation Committee and C-SMMPO reserve the right, where it may serve C-SMMPO' best interest, to request additional information or clarifications from Consultants. At the discretion of C-SMMPO or the Evaluation Committee, Consultants submitting proposals may be requested to make oral presentations as part of the evaluation process.

B. EVALUATION CRITERIA

Proposals shall be evaluated using four sets of criteria. Consultants meeting the mandatory criteria shall have their proposals evaluated for both technical qualifications and price. The following represent the

principal selection criteria which shall be considered during the evaluation process.

1) Mandatory Elements

- (a) The Consultant is in good standing with the State of Maryland, or has the ability to establish itself as such before any award.
- (b) The Consultant has no conflict of interest with regard to any other work performed by the Consultant for either County.
- (c) The Consultant adhered to the instructions in this RFP on preparing and submitting their proposal.
- (d) The Consultant has a record of high quality work.

2) Technical Qualifications

- (a) Expertise and Experience:
 - (1) The Consultant's past experience and performance on comparable contracts.
 - (2) The quality of the Consultant's professional personnel to be assigned to the Contract and the quality of the Consultant's management support personnel to be available. Resumes are acceptable.
- (b) Approach:
 - (1) Adequacy of proposed staffing plan for the Contract.

3) Price

- (a) The price submitted on the Price Proposal form is an integral part of the RFP and shall be considered during the selection process.

4. Interviews (if conducted)

C. INTERVIEWS

During the evaluation process, the Evaluation Committee may, at its discretion, request and conduct interviews if deemed necessary. Such presentations shall provide those companies with an opportunity to answer any questions the Evaluation Committee may have on the Consultant's proposal. This request does not commit C-SMMPO to award a Contract.

D. RIGHT TO REJECT PROPOSALS

Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the Contract between C-SMMPO and the Consultant selected. C-SMMPO reserves the right to reject any or all proposals, to waive technicalities, and to take whatever action is in the best interest of C-SMMPO. C-SMMPO reserves the right to not hold discussion after award of the Contract.

If a Consultant has not paid all taxes owed to Calvert County Government, St. Mary's County Government, or a municipal corporation in either County, or the State of Maryland, or is not in compliance with filing requirements of the IRS, C-SMMPO may reject the Consultant's proposal.

C-SMMPO reserves the right without prejudice to reject any or all proposals.

E. FINAL SELECTION

The Board of County Commissioners of Calvert County, Maryland and the C_SMMPO shall award the contract to the Consultant best satisfying the needs of C-SMMPO, unless all proposals are rejected.

10. RESERVATIONS

C-SMMPO reserves the right to request clarification of information submitted or to request additional information about any Consultant as it may reasonably require and may require interviews.

11. WAIVERS

The failure of the parties to enforce, at any time, the provisions of this Contract or to exercise any option which may be provided herein, shall in no way be construed to be a waiver of such provision nor in any way to affect the validity of this Contract or any part thereof or the right of the parties to enforce thereafter each and every provision.

12. AVAILABILITY OF DATA

Each party hereto shall make available to the other party, without cost, all nonproprietary technical data under its control which is reasonably necessary to the performance of the services required under the Contract.

13. DATA RELEASE

The Consultant shall not release client information or any reports or other material pertaining to it without the prior express written consent of C-SMMPO except to comply

with appropriate state and federal requirements; and in such instances shall consult with C-SMMPO prior to so doing.

NON-COLLUSION CERTIFICATE

I HEREBY CERTIFY I am the President
(Title)

and the duly authorized representative of the company of KFH Group, Inc.

Whose address is 4920 Elm Street, suite 350, Bethesda, MD 20814 AND

THAT NEITHER I nor, to the best of my knowledge, information and belief, the above company nor any of its other representatives I here represent have:

- (a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;
- (b) Not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offer or herein or any competitor, or competitive bidding in connection with the Contract for which the within bid or offer is submitted; and that no member of the C-SMMPO administrative or supervisory personnel or other members of the of C-SMMPO any interest in the bidding company except as follows: (complete if applicable)

I solemnly affirm under the penalties of perjury that the contents of the foregoing paper are true to the best of my knowledge, information, and belief.

8/7/18

Date


Authorized Signature

Sue Knapp
Printed or Typed Name

ANTI-BRIBERY AFFIRMATION AND AFFIDAVIT OF QUALIFICATION TO BID

I HEREBY AFFIRM THAT

1. I am the President and the authorized representative of the company
Title
of KFH Group, Inc.
Name of Corporation

whose address is 4920 Elm Street, Suite 350, Bethesda, MD 20814

and that I possess the legal authority to make this affidavit on behalf of myself and the company for which I am acting.

2. Except as described in paragraph 3 below, neither I nor, to the best of my knowledge, the above company, nor any of its officers, Administrators, or partners, nor any of its employees directly involved in obtaining contracts with the State or any county, bi-county or multi-county agency, or subdivision of the State has been convicted of, or has pleaded nolo contendere to a charge of, or has during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported).

3. State "none" or, as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date; court, official, or administrative body; the individuals involved and their position with the company, and the sentence or disposition, if any.

None.

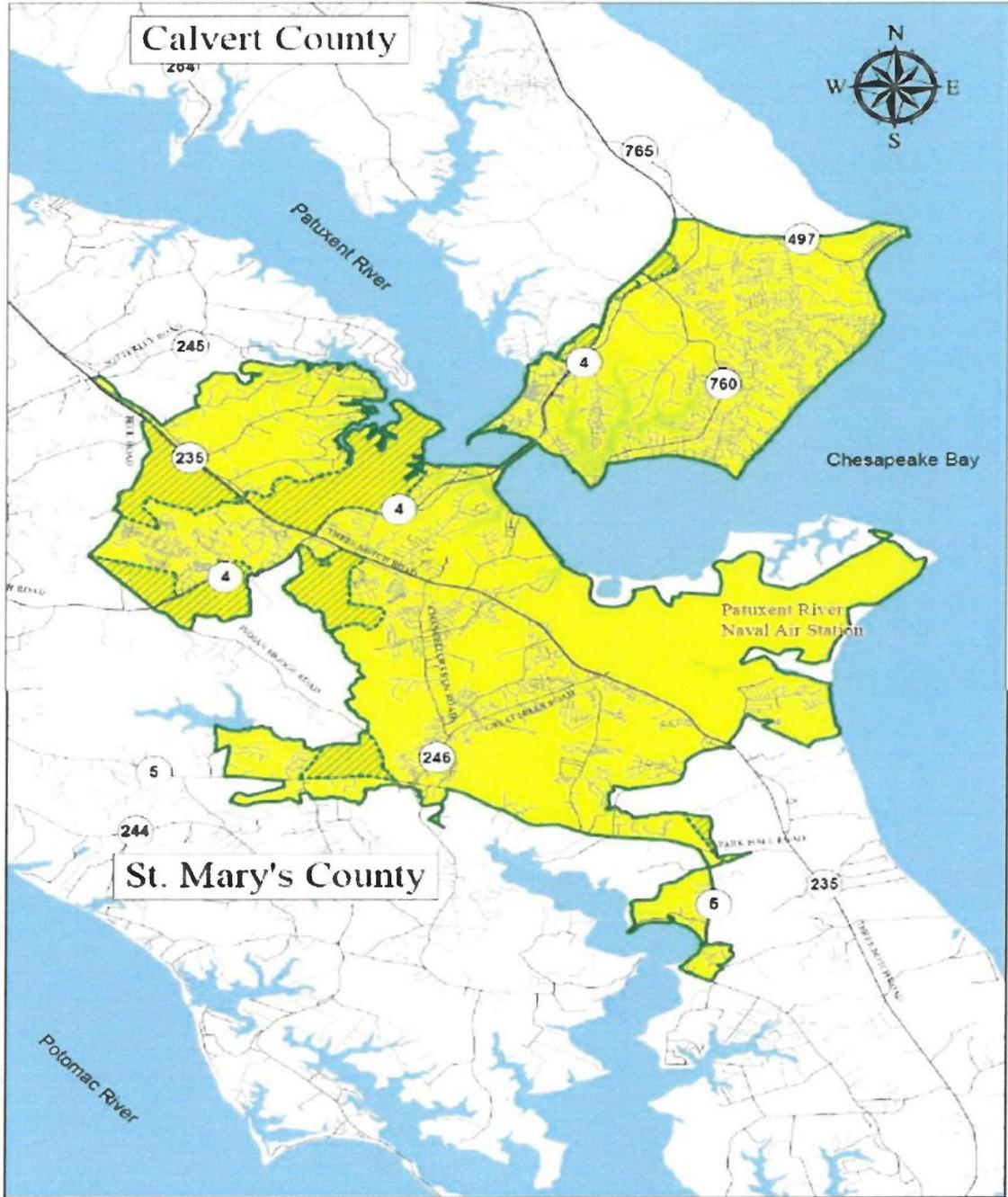
4. I acknowledge that this affidavit is to be furnished to the C-SMMPO pursuant to Sections 16-201, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the C-SMMPO may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with Sections 16-201, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland, which provide that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Sou Kanya
SIGNATURE

8/7/18
DATE

ATTACHMENT A



Legend

-  Boundary Line
-  Urbanized Area Boundary Incorporated into Adjusted Urbanized Area
-  Adjusted Urbanized Area
-  Metropolitan Planning Area

Calvert - St. Mary's Metropolitan Planning Organization Adjusted Urbanized Area and Metropolitan Planning Area

April 2015

ATTACHMENT B

STS ROUTE SCHEDULE & INFORMATION FOR THE TRANSIT STOPS IN ST. MARY'S COUNTY



Public Transit System Schedules & Information

Updated November 2017

St. Mary's Transit System (STS) Operates Monday through Sunday

STS Office: 301-475-4200, ext. 1120  <http://www.stmarysmd.com/dpw/STSfares.asp>

Service operated by the St. Mary's County Department of Public Works & Transportation

Funding provided by The Commissioners of St. Mary's County and the Maryland Transit Administration

STS Schedule Index

ADA & SSTAP Information & Bus Holiday Schedule	3
Bus Fares & Policy Information	2
Bus Rider Agreement	4
Bus Route Map	14, 15
Mobility Coordination Information	5
Other Transportation Providers	5
Route Descriptions	27

Routes	South bound	North bound
1 California Route	6	7
2 Charlotte Hall Route	8	9
3 Great Mills Route	10	11
4 County-Span Route	12	13
12 Leonardtown Route	22	23
14 County-Span Route <i>(Saturday Only)</i> ..	24	25
		Full Route
5 Calvert Connection		16
6 Northern Route		17
		Modified Weekend
7 Southern Route	18	19
11 Great Mills/California Route	20	21

Bus Fares & Policy Information

Passengers must have exact fare, a STS bus ticket/transfer ticket or monthly STS pass when boarding the bus.

One Way . . . Transfer . . . Monthly*

General Public Fares	\$1.00	50¢	\$40.00
Seniors - 60 years+ /Medicare	50¢	25¢	\$20.00
Persons with disabilities	50¢	25¢	\$20.00
Students (all ages) with ID	50¢	25¢	
Children Fare- 12 years & under	50¢	25¢	
All day passes	\$3.00		

***Monthly pass holder must show ID when boarding the bus**

Please Remember

Eating, drinking, smoking and playing of radios without headphones is prohibited on the bus. Use of profanity and/or abusive language also is not permitted. For the safety and comfort of others, please observe these rules.

No fumar, No comeiendo, no beber, no hablando fuerte o no música fuerte.



B-4

ATTACHMENT B

St. Mary's Transit System — STS

A division of St. Mary's County Department of Public Works & Transportation
P.O. Box 409 | 44829 St. Andrews Church Road | California, MD 20619

Holiday Schedule

Bus service will not operate on the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and Easter Sunday.

Non-Scheduled / Scheduled Stops

Busses may stop to discharge or pick up passengers at locations along the routes in safe areas, per request. For better service, we recommend passengers should use the designated stops on the bus schedule.

ADA Paratransit & SSTAP programs

Persons with disabilities living within 3/4 mile from the STS Public Transportation bus routes may apply for the ADA Paratransit services. Senior citizens and persons with disabilities may apply for the Statewide Specialized Transportation Assistance Program if they live more than 3/4 mile from the STS Public Transportation routes. Paratransit applications are available at the STS office and through the STS drivers.



Applications can also be faxed, mailed, and e-mailed.

For inquires, please contact the STS Office at 301-475-4200, ext. *1120.

Travel Training/STS Information Presentations or more Information

For more information about our transit system, please review our STS Information on our website at www.stmarysmc.com/dpw/transit, call 301-475-4200, Ext. *1120, or visit us at the STS Office, 44829 St. Andrews Church Road, California, Maryland or email: Mary Ann Blankenship, STS Supervisor at MaryAnn.Blankenship@stmarysmc.com.

Non-Discrimination Policy

We are committed to ensuring that no person is excluded from participation in or denied the benefits of the transit services we offer. If you believe that you have been subject to unequal treatment because of race, color or national origin, you have a right to file a formal complaint.

Contact Mary Ann Blankenship at 301-475-4200, Ext. *1123 or MaryAnn.Blankenship@stmarysmc.com.

STS Bus Rider Agreement

STS Mission:

To provide safe, dependable and cost effective transportation to our customers and mobility for all residents.

The rider agrees to the following:

- ***Accessibility:** All STS fixed routes are accessible.
- ***Minimum Noise.** Please keep the conversation down to a minimum. The driver needs to concentrate on the safe operation of the bus.
- ***Laws on the bus** prohibit smoking, use of profanity, eating, drinking, and playing radios /CD/tape players without earphones.
- ***Emergency Evacuation.** It is not permissible to block or impede aisle way, doorways or emergency exits at any time.
- ***Seatbelts.** Passengers are not required to wear seatbelts, but drivers may request that you wear one for your own safety.
- ***Secure your wheelchair.** Please make sure your wheelchair is properly secured. The front seats in the bus are reserved for persons with disabilities or the elderly.
- ***Keep the aisle clear.** Nothing should be blocking the aisle, pocketbooks, bags or bodies. All packages should be properly secured.
- ***Service animals** are the only animals allowed to ride the bus.
- ***Share your seat.** Due to number of available seats in the bus, and the area(s) in which the bus route(s) cover, bus seats are used to the maximum.
- ***Children under 12 years of age** must be accompanied by an adult. Children must be under control at all times.
- ***Litter.** Please do not leave litter on the bus or at any STS bus top, flag stop or transfer point.

***Arrive early.** Arrive at designated stops or locations suitable for flag stops at least 10 minutes prior to the time identified on the schedule.

***Behavior** that is disruptive or inappropriate or the harassment of others and/or including phone calls will result in the suspension or permanent loss of riding privileges.

***Lost and found.** STS is not responsible for lost items. Found items will be turned into the Transportation Office where they can be claimed the next business day.

***Alcohol** cannot be consumed nor will intoxication be tolerated on the buses.

***Illegal substances** are not allowed on the buses, official authorities will be notified.

***Attire.** Persons with bare feet or shirtless backs will not be permitted to board the bus.

***Packages.** Riders on public transportation are only allowed to transport as many packages as he/she can physically carry in one trip. Drivers are not required to assist in loading and unloading packages for a rider.

***Flammable/Combustible objects** are not allowed to be transported on the buses with the exception of respirators, concentrators or portable oxygen tanks for ADA passengers.

***Health Standards-** Riders must maintain a cleanliness and health standard that does not jeopardize the health of bus drivers or other passengers. They may not be permitted to ride per the Supervisor's Discrepancy.

Bicycle Riders are Welcome - Bike racks on the front of many of our STS buses are available for use.

Transportation Mobility Coordination

The Mobility Coordination Office can provide information on

- Available transportation options
- Guidance on completing Paratransit applications for STS transportation
- How to use the STS transit bus system

Contact Jacqueline Fournier at 301-475-4200, Ext '1122, or Jacque.Fournier@stmarysmd.com. For direct assistance, contact the following agencies to determine eligibility

Organization	Customer Service	Contact Information
St. Mary's County Department of Aging/Human Services 41780 Baldridge Street Leonardtown, MD 20650	seniors (60+)	Senior Rides Program Debbie Barker 301-475-4200, ext 1066 Debbie.Barker@stmarysmd.com
St. Mary's County Health Department 21580 Peabody Street Leonardtown, MD 20650	eligible Medical Assistance persons	Transportation Office Cindy Spalding 301-475-4296 Cynthia.Spalding@Maryland.gov
St. Mary's Government Transit System STS 44829 St. Andrews Church Rd PO Box 409 California, MD 20619	general public, seniors, persons with disabilities	STS Mary Ann Blankenship 301-475-4200, ext '1123 maryann.blankenship@stmarysmd.com
Department of Social Services (MDHR) 23110 Leonard Hall Dr PO Box 509 Leonardtown, MD 20650	low-income residents	Human Resources Kevin Corrigan 240-895 7000 KCorrigan@Maryland.gov
The Center for Life Enrichment 25089 Three Notch Rd PO Box 610 Hollywood, MD 20636	persons with disabilities	Transportation Office Karen Gardiner 301-373-8100 gardnerkh@cle.org
Tri-County Council for Southern Maryland PO Box 715 Hughesville, MD 20637	general population in tri county area	Regional Transit Coordinator Nicky Pires 301-274-1922 npires@tcc.smd.org

All transportation requests are subject to the requirements of the various agencies providing transportation. The Mobility Coordinator will be able to answer questions regarding qualification for these programs and assist with contact information

Other Transportation Providers

Other transportation service providers include but are not limited to:

☒ **Smart Ride, Inc.**, Transportation/Service Business: 410-535-6932
www.smartrideinc.com
airports, train stations, special events, and medical facilities

☒ **Martin's Shuttle Service Business**, local and regional transport
301-373-4407 | GOMASSINC@aol.com
airport, charter service, medical transportation

☒ **Maryland Transportation Administration**
1-866-RIDE-MTA | www.mtmaryland.com
Commuter Bus Service

☒ **Patriot Medical Transport Systems**
301-290-5202
www.patriotmedicaltransport.com
Ambulance Service

☒ **Charles County Transportation VanGO**
301-609-7917 ext.3 | www.go-vango.com public and ADA transportation

☒ **Calvert County Transportation**
410-535-4268 | www.co.cal.md.us/resident/transportation/bus
public and ADA transportation

1	CALIFORNIA ROUTE SOUTHBOUND															R o u t e 1
	From LEONARDTOWN to LEXINGTON PARK via CALIFORNIA Monday through Friday 6 am to 6 pm															
	Governmental Ctr. (Transfer Stop)	MD 245 opp. McIntosh Rd.	MD 235 S. opp. H'wood Med. Ctr.	Bean Medical Center	Pathways (Airport View Rd.)	Wildewood Center (Medical Ctr./Belk)	Walden Sierra	First Colony BJ's/Staples	First Colony Target	Laurel Glen Shop. Ctr.	Wal-Mart	Amber Dr. & Meath Rd. (Hickory Hills)	Fox Chase Dr. at Lexington Dr.	Westbury Blvd. at Great Mills Rd.	Lexington Park Library Tulagi Place (Transfer Stop)	
--	--	--	--	--	--	--	--	--	--	--	5:42	5:47	5:50	--	5:58	
6:00	6:03	6:09	*	--	6:14	*	*	6:23	6:25	6:28	6:32	6:37	6:40	--	6:48	
7:00	7:03	7:09	*	--	7:14	*	*	7:23	7:25	7:28	7:32	7:37	7:40	--	7:48	
8:00	8:03	8:09	8:11	8:13	8:16	*	*	8:25	8:27	8:30	8:34	8:39	8:42	8:48	8:52	
9:00	9:03	9:09	9:11	9:13	9:16	*	*	9:25	9:27	9:30	9:34	9:39	9:42	9:48	9:52	
10:00	10:03	10:09	10:11	10:13	10:16	*	*	10:25	10:27	10:30	10:34	10:39	10:42	10:48	10:52	
11:00	11:03	11:09	11:11	11:13	11:16	*	*	11:25	11:27	11:30	11:34	11:39	11:42	11:48	11:52	
12:00	12:03	12:09	12:11	12:13	12:16	*	*	12:25	12:27	12:30	12:34	12:39	12:42	12:48	12:52	
1:00	1:03	1:09	1:11	1:13	1:16	*	*	1:25	1:27	1:30	1:34	1:39	1:42	1:48	1:52	
2:00	2:03	2:09	2:11	2:13	2:16	*	*	2:25	2:27	2:30	2:34	2:39	2:42	2:48	2:52	
3:00	3:03	3:09	3:11	3:13	3:16	*	*	3:25	3:27	3:30	3:34	3:39	3:42	3:48	3:52	
4:00	4:03	4:09	4:11	4:13	4:16	*	*	4:25	4:27	4:30	4:34	4:39	4:42	4:48	4:52	
5:00	5:03	5:09	5:11	--	5:14	*	*	5:23	5:25	5:28	5:32	5:37	*	5:46	5:50	
6:00	6:03	6:09	6:11	--	6:14	*	*	6:23	6:25	6:28	6:32	6:37	*	--	6:48	

Passengers are encouraged to arrive at the designated bus stop locations at least 5 minutes prior to the scheduled arrival times.
LEGEND: * = stop request: - = no stop

ATTACHMENT B

1 CALIFORNIA ROUTE NORTHBOUND From LEXINGTON PARK to LEONARDTOWN via CALIFORNIA Monday through Friday 6 am to 6 pm		R o u t e 1											
6:00	6:03	6:07	6:10	6:16	6:22	6:26	6:29	6:39	6:46	6:53	6:56	7:00	7:03
7:00	7:03	7:07	7:10	7:16	7:22	7:26	7:29	7:39	7:46	7:53	7:56	8:00	8:03
8:00	8:03	8:07	8:10	8:16	8:22	8:26	8:29	8:39	8:46	8:53	8:56	9:00	9:03
9:00	9:03	9:07	9:10	9:16	9:22	9:26	9:29	9:39	9:46	9:53	9:56	10:00	10:03
10:00	10:03	10:07	10:10	10:16	10:22	10:26	10:29	10:39	10:46	10:53	10:56	11:00	11:03
11:00	11:03	11:07	11:10	11:16	11:22	11:26	11:29	11:39	11:46	11:53	11:56	12:00	12:03
12:00	12:03	12:07	12:10	12:16	12:22	12:26	12:29	12:39	12:46	12:53	12:56	1:00	1:03
1:00	1:03	1:07	1:10	1:16	1:22	1:26	1:29	1:39	1:46	1:53	1:56	2:00	2:03
2:00	2:03	2:07	2:10	2:16	2:22	2:26	2:29	2:39	2:46	2:53	2:56	3:00	3:03
3:00	3:03	3:07	3:10	3:16	3:22	3:26	3:29	3:39	3:46	3:53	3:56	4:00	4:03
4:00	4:03	4:07	4:10	4:16	4:22	4:26	4:29	4:39	4:46	4:53	4:56	5:00	5:03
5:00	5:03	5:07	5:10	*	5:22	5:26	5:29	5:39	5:46	5:53	5:56	6:00	6:03
6:00	6:03	6:07	6:10	*	6:22	6:26	6:29	6:39	--	--	--	--	--

Passengers are encouraged to arrive at the designated bus stop locations at least 5 minutes prior to the scheduled arrival times.
 LEGEND: * = stop request; - = no stop

ATTACHMENT B

2 CHARLOTTE HALL ROUTE SOUTHBOUND From CHARLOTTE HALL to LEONARDTOWN via LOVEVILLE Monday through Friday 6 am to 6 pm		R o u t e 2											
--	--	--	--	--	--	--	--	--	--	--	--	--	5:58
--	--	--	--	--	--	--	--	--	--	--	--	--	6:53
7:00	*	7:12	7:17	7:22	7:25	7:28	7:30	7:34	7:36	7:42	7:45	7:48	7:53
8:00	*	8:12	8:17	8:22	8:25	8:28	8:30	8:34	8:36	8:42	8:45	8:48	8:53
9:00	9:08	9:12	9:17	9:22	9:25	9:28	9:30	9:34	9:36	9:42	9:45	9:48	9:53
10:00	10:08	10:12	10:17	10:22	10:25	10:28	10:30	10:34	10:36	10:42	10:45	10:48	10:53
11:00	11:08	11:12	11:17	11:22	11:25	11:28	11:30	11:34	11:36	11:42	11:45	11:48	11:53
12:00	12:08	12:12	12:17	12:22	12:25	12:28	12:30	12:34	12:36	12:42	12:45	12:48	12:53
1:00	1:08	1:12	1:17	1:22	1:25	1:28	1:30	1:34	1:36	1:42	1:45	1:48	1:53
2:00	2:08	2:12	2:17	2:22	2:25	2:28	2:30	2:34	2:36	2:42	2:45	2:48	2:53
3:00	3:08	3:12	3:17	3:22	3:25	3:28	3:30	3:34	3:36	3:42	3:45	3:48	3:53
4:00	4:08	4:12	4:17	4:22	4:25	4:28	4:30	4:34	4:36	4:42	4:45	4:48	4:53
5:00	5:08	5:12	5:17	5:22	5:25	5:28	5:30	5:34	5:36	5:42	5:45	5:48	5:53

Passengers are encouraged to arrive at the designated bus stop locations at least 5 minutes prior to the scheduled arrival times.

LEGEND: * = stop request; - = no stop

2															
CHARLOTTE HALL ROUTE NORTHBOUND From LEONARDTOWN to CHARLOTTE HALL via LOVEVILLE Monday through Friday 6 am to 6 pm															
	Governmental Ctr. (Transfer Stop)	St. Mary's Nursing Ctr. (Peabody St.)	Cedar Lane Apts.	College of Southern Maryland	St. Mary's Hospital	McKay's -- Shops at Bretton Bay	Family Dollar/Food Lion -- Leo'town Ctr.	MD 5 at Shanti Medical Center	MD 5 opp. Third Base Store	MD 247 opp. Busy Corner Rd.	MD 247 & MD 235	MD 235 N. & New Market Turner Rd.	MD 235 N. & Cmrc. Pk. Rd. (Tidewater)	MD 5 N. at Farmers Market	Charlotte Hall Square (Transfer Stop)
6:00	*	6:06	6:08	6:12	6:19	6:21	6:26	6:29	6:31	6:34	6:38	6:44	6:47	6:50	R o u t e 2
7:00	*	7:06	7:09	7:12	7:19	7:21	7:26	7:29	7:31	7:34	7:38	7:44	7:47	7:50	
8:00	*	8:06	8:09	8:12	8:19	8:21	8:26	8:29	8:31	8:34	8:38	8:44	8:47	8:50	
9:00	*	9:06	9:09	9:12	9:19	9:21	9:26	9:29	9:31	9:34	9:38	9:44	9:47	9:50	
10:00	*	10:06	10:09	10:12	10:19	10:21	10:26	10:29	10:31	10:34	10:38	10:44	10:47	10:50	
11:00	*	11:06	11:09	11:12	11:19	11:21	11:26	11:29	11:31	11:34	11:38	11:44	11:47	11:50	
12:00	*	12:06	12:09	12:12	12:19	12:21	12:26	12:29	12:31	12:34	12:38	12:44	12:47	12:50	
1:00	*	1:06	1:09	1:12	1:19	1:21	1:26	1:29	1:31	1:34	1:38	1:44	1:47	1:50	
2:00	*	2:06	2:09	2:12	2:19	2:21	2:26	2:29	2:31	2:34	2:38	2:44	2:47	2:50	
3:00	*	3:06	3:09	3:12	3:19	3:21	3:26	3:29	3:31	3:34	3:38	3:44	3:47	3:50	
4:00	*	4:06	4:09	4:12	4:19	4:21	4:26	4:29	4:31	4:34	4:38	4:44	4:47	4:50	
5:00	*	5:06	5:09	5:12	5:19	5:21	5:26	5:29	5:31	5:34	5:38	5:44	5:47	5:50	

Passengers are encouraged to arrive at the designated bus stop locations at least 5 minutes prior to the scheduled arrival times.
 LEGEND: * = stop request; - = no stop

<div style="display: flex; justify-content: space-between; align-items: center;"> 3 <div style="text-align: center;"> GREAT MILLS ROUTE SOUTHBOUND From LEONARDTOWN to LEXINGTON PARK via GREAT MILLS Monday through Friday 6 am to 6 pm </div> </div>															
	Governmental Ctr. (Transfer Stop)	MedStar St. Mary's Hospital	Leonardtown Vil./ New Towne Vil.	Park Ave. & Wash. St. (Leo'town Sq.)	MD 5 at Leonardtown H.S.	Callaway Marketplace	Great Mills Rd. at MD 5 (Sheetz)	Soup Kitchen at Langley Rd.	Great Mills Rd. at Great Mills H.S.	Lexwood Dr. at Joe Baker Ct.	Liberty St. at Pacific Dr.	Lex Park Active Adult Community	Spring Valley Dr. at Valley Ct.	Tulagi Place (Transfer Stop)	Hemmanville Road area
-	-	-	-	-	-	-	-	-	5:25	5:29	5:32	5:35	5:42	5:46	
-	-	-	-	-	-	-	-	-	6:25	6:29	6:32	6:35	6:42	6:46	
7:00	-	-	-	7:07	7:14	7:19	-	7:21	7:25	7:29	7:32	7:35	7:42	7:46	
8:00	-	-	-	8:07	8:15	8:19	-	8:21	8:25	8:29	8:32	8:35	8:42	8:46	
9:00	9:04	9:10	9:13	9:18	9:25	9:29	9:31	9:33	9:36	9:41	9:44	9:47	9:53	-	
10:00	10:04	10:10	10:13	10:18	10:25	10:29	10:31	10:33	10:36	10:41	10:44	10:47	10:53	-	
11:00	11:04	11:10	11:13	11:18	11:25	11:29	11:31	11:33	11:36	11:41	11:44	11:47	11:53	-	
12:00	12:04	12:10	12:13	12:18	12:25	12:29	12:31	12:33	12:36	12:41	12:44	12:47	12:53	-	
1:00	1:04	1:10	1:13	1:18	1:25	1:29	-	1:33	1:36	1:41	1:44	1:47	1:53	-	
2:00	2:04	2:10	2:13	2:18	2:25	2:29	-	2:31	2:34	2:39	2:42	2:45	2:51	-	
3:00	3:04	3:10	3:13	3:18	3:25	3:29	-	3:31	3:34	3:39	3:42	3:45	3:51	-	
4:00	4:04	4:10	4:13	4:18	4:25	4:29	-	4:31	4:34	4:39	4:42	4:45	4:51	-	
5:00	5:04	5:10	5:13	5:18	5:25	5:29	-	5:31	5:34	5:39	5:42	5:45	5:51	-	
6:00	6:04	6:10	6:13	6:18	6:25	6:29	-	6:31	6:34	6:39	6:42	6:45	6:51	-	

Note A: Sunoco: 46 mins. past hour - Greenbriar: 49 mins. past hour - River Bay: 54 mins. Past hour - Tulagi: on the ho

Passengers are encouraged to arrive at the designated bus stop locations at least 5 minutes prior to the scheduled arrival times.

LEGEND: * = stop request, - = no stop

ATTACHMENT B

3		GREAT MILLS ROUTE NORTHBOUND												Route 3											
From LEXINGTON PARK to LEONARDTOWN via GREAT MILLS		Monday through Friday 6 am to 7 pm																							
6:00	Tulagi Place (Transfer Stop)	6:07	6:10	6:13	6:18	6:22	--	--	6:24	6:27	6:35	6:39	6:41	*	6:52	Governmental Cr. (Transfer Stop)									
7:00	Spring Valley Dr. at Valley Ct.	7:08	7:11	7:14	7:18	7:22	--	--	7:24	7:27	7:35	7:39	7:41	*	7:52	St. Mary's Nursing Cr. (Peabody St.)									
8:00	Lex. Park Active Adult Community	8:08	8:11	8:14	8:18	8:22	8:24	8:24	8:26	8:29	8:37	8:41	8:43	*	8:52	College of Southern Maryland									
9:00	Lex. Park Active Adult Community	9:08	9:11	9:14	9:18	9:22	9:24	9:24	9:26	9:29	9:37	9:41	9:43	*	9:52	Cedar Lane Apts.									
10:00	Spring Valley Dr. at Valley Ct.	10:08	10:11	10:14	10:18	10:22	10:24	10:24	10:26	10:29	10:37	10:41	10:43	*	10:52	Leonardtown H.S.									
11:00	Spring Valley Dr. at Valley Ct.	11:08	11:11	11:14	11:18	11:22	11:24	11:24	11:26	11:29	11:37	11:41	11:43	*	11:52	MD 5 opp. Callaway Market Place									
12:00	Spring Valley Dr. at Valley Ct.	12:08	12:11	12:14	12:18	12:22	12:24	12:24	12:26	12:29	12:37	12:41	12:43	*	12:52	MD 5 opp. Callaway Market Place									
1:00	Spring Valley Dr. at Valley Ct.	1:08	1:11	1:14	1:18	1:22	1:24	1:24	1:26	1:29	1:37	1:41	1:43	*	1:52	MD 5 opp. Callaway Market Place									
2:00	Spring Valley Dr. at Valley Ct.	2:08	2:11	2:14	2:18	2:22	--	--	2:24	2:27	2:35	2:39	2:41	*	2:52	MD 5 opp. Callaway Market Place									
3:00	Spring Valley Dr. at Valley Ct.	3:08	3:11	3:14	3:18	3:22	--	--	3:24	3:27	3:35	3:39	3:41	*	3:52	MD 5 opp. Callaway Market Place									
4:00	Spring Valley Dr. at Valley Ct.	4:08	4:11	4:14	4:18	4:22	--	--	4:24	4:27	4:35	4:39	4:41	*	4:52	MD 5 opp. Callaway Market Place									
5:00	Spring Valley Dr. at Valley Ct.	5:08	5:11	5:14	5:18	5:22	--	--	5:24	5:27	5:35	5:39	5:41	*	5:52	MD 5 opp. Callaway Market Place									
6:00	Spring Valley Dr. at Valley Ct.	6:08	6:11	6:14	6:18	--	--	--	--	--	--	--	--	--	--	MD 5 opp. Callaway Market Place									
7:00	Spring Valley Dr. at Valley Ct.	--	--	--	7:10	7:14	--	--	7:16	7:19	7:27	--	--	--	--	MD 5 opp. Callaway Market Place									

Passengers are encouraged to arrive at the designated bus stop locations at least 5 minutes prior to the scheduled arrival times.

LEGEND: * = stop request; -- = no stop

<div style="display: flex; justify-content: space-between; align-items: center;"> 4 <div style="text-align: center;"> COUNTY-SPAN ROUTE SOUTHBOUND From CHARLOTTE HALL to LEXINGTON PARK Monday through Friday 8 am to 7 pm </div> </div>														
Charlotte Hall Square (Transfer Stop)	Charlotte Hall Veterans Home	MD 5 S. at New Market Plaza	MD 235 S. & MD 5 (Wawa)	MD 235 S. & MD 247	MD 235 S. & S. Sandgates Rd.	MD 235 S. opp. Hywood Med. Ctr.	Pathways (Airport View Rd.)	St. Mary's County Regional Airport / So. Md. Higher Education Center	MD 235 S. & Old Rolling Rd.	San Souci Plaza (Dollar Tree)	J. Patrick Jarboe Medical Center / Victory Woods	MD 235 S. & Valley Dr.	Tulagi Place (Transfer Stop)	
8:00	8:09	8:13	8:18	8:23	8:26	8:31	8:34	*	8:41	8:45	8:47	8:52	8:55	R O U T E 4
10:00	10:09	10:13	10:18	10:23	10:26	10:31	10:34	*	10:41	10:45	10:47	10:52	10:55	
12:00	12:09	12:13	12:18	12:23	12:26	12:31	12:34	*	12:41	12:45	12:47	12:52	12:55	
2:00	2:09	2:13	2:18	2:23	2:26	2:31	2:34	*	2:41	2:45	2:47	2:52	2:55	
4:00	4:09	4:13	4:18	4:23	4:26	4:31	4:34	*	4:41	4:45	4:47	4:52	4:55	
6:00	6:09	6:13	6:18	6:23	6:26	6:31	6:34	*	6:41	6:45	6:47	6:52	6:55	

Passengers are encouraged to arrive at the designated bus stop locations at least 5 minutes prior to the scheduled arrival times.

LEGEND: * = stop request; - = no stop

<div style="display: flex; justify-content: space-between; align-items: center;"> 4 <div style="text-align: center;"> COUNTY-SPAN ROUTE NORTHBOUND From LEXINGTON PARK to CHARLOTTE HALL Monday through Friday 6 am to 5 pm </div> </div>													
Tullagi Place (Transfer Stop)	MD 235 N. at Toyota Dealership	San Souci Plaza (Dollar Tree)	MD 235 N. & Shady Mile Dr.	St. Mary's County Regional Airport / So. Md. Higher Education Center	Pathways (Airport View Rd.)	MD 235 N. at Hiwood Med. Ctr.	MD 235 N. at S. Sandgates Rd.	MD 235 N. & MD 247	MD 235 N. & New Market Turner Rd.	MD 235 N. & Cmrc. Pk. Rd. (Tidewater)	MD 5 N. at Farmers Market	Charlotte Hall Square (Transfer Stop)	R O U T E 4
6:00	6:06	6:10	6:16	*	-	6:23	6:28	6:32	6:35	6:41	6:44	6:47	
8:00	8:06	8:10	8:16	*	*	8:23	8:28	8:32	8:35	8:41	8:44	8:47	
10:00	10:06	10:10	10:16	*	*	10:23	10:28	10:32	10:35	10:41	10:44	10:47	
12:00	12:06	12:10	12:16	*	*	12:23	12:28	12:32	12:35	12:41	12:44	12:47	
2:00	2:06	2:10	2:16	*	*	2:23	2:28	2:32	2:35	2:41	2:44	2:47	
4:00	4:06	4:10	4:16	*	*	4:23	4:28	4:32	4:35	4:41	4:44	4:47	

Passengers are encouraged to arrive at the designated bus stop locations at least 5 minutes prior to the scheduled arrival times.

LEGEND: * = stop request; - = no stop

ATTACHMENT B

5 CALVERT CONNECTION Between LEXINGTON PARK and SOLOMONS Monday through Friday 7 am to 6 pm		R O U T E 5											
7:00	Tulagi Place (Transfer Stop)	7:06	7:10	7:16	7:18	7:25	7:30	7:36	7:41	7:45	7:47	7:52	7:55
9:00	MD 235 N. at Toyota Dealership	9:06	9:10	9:16	9:18	9:25	9:30	9:36	9:41	9:45	9:47	9:52	9:55
11:00	San Souci Plaza (Dollar Tree)	11:06	11:10	11:16	11:18	11:25	11:30	11:36	11:41	11:45	11:47	11:52	11:55
1:00	MD 235 N. & Shady Mile Rd.	1:06	1:10	1:16	1:18	1:25	1:30	1:36	1:41	1:45	1:47	1:52	1:55
3:00	MD 4 & Oak Rd.	3:06	3:10	3:16	3:18	3:25	3:30	3:36	3:41	3:45	3:47	3:52	3:55
5:00	DP. Patuxent Plaza (Transfer Stop)	5:06	5:10	5:16	5:18	5:25	5:30	5:36	5:41	5:45	5:47	5:52	5:55

Passengers are encouraged to arrive at the designated bus stop locations at least 5 minutes prior to the scheduled arrival times.
 LEGEND: * = stop request; - = no stop

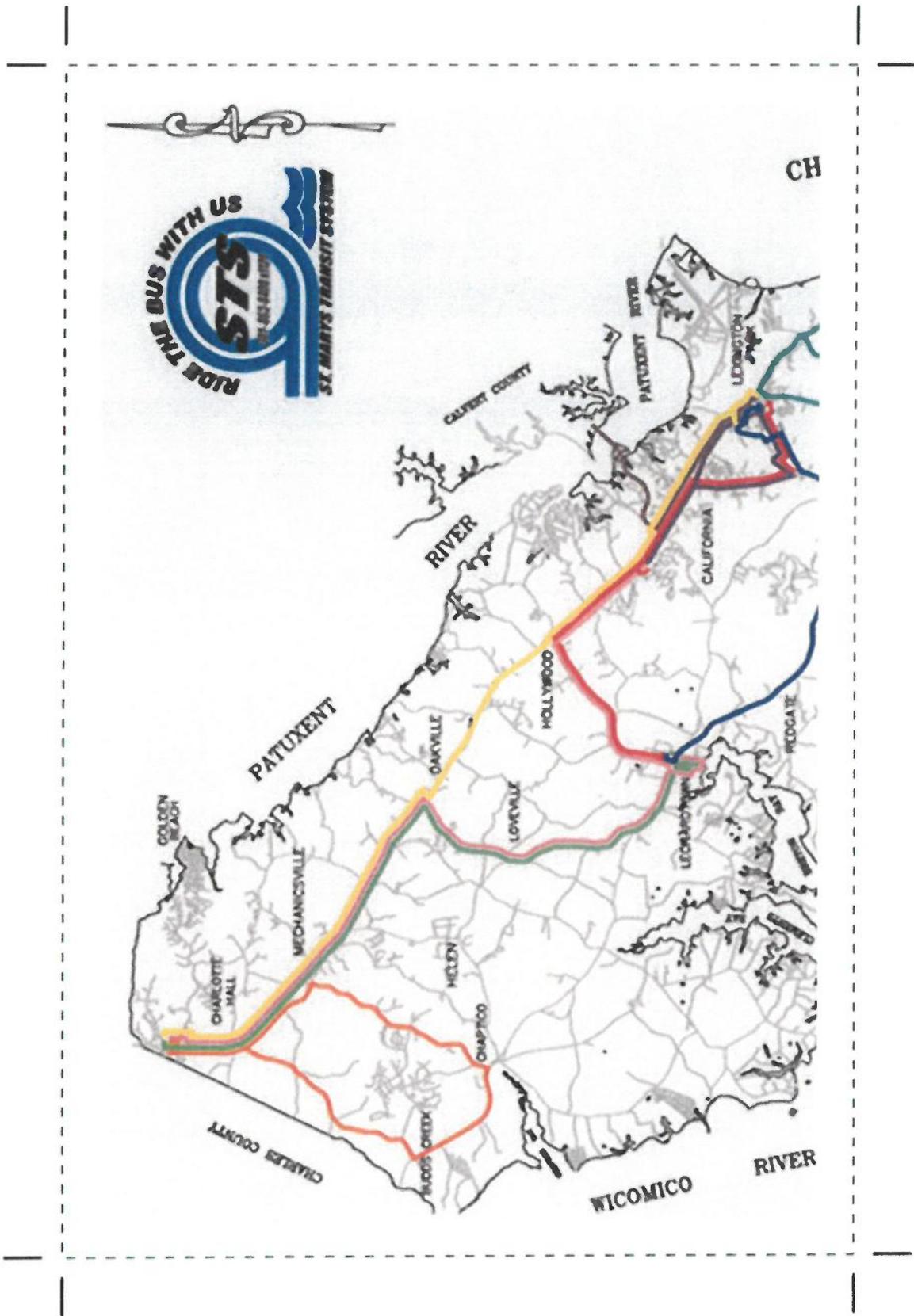
ATTACHMENT B

6 NORTHERN ROUTE		Between CHARLOTTE HALL and BUDDS CREEK via MECHANICSVILLE Monday through Saturday 7 am to 6 pm											
6	R	o	u	t	e	6	6	6	6	6	6	6	6
Charlotte Hall Square (Transfer Stop)	7:00	*	7:09	7:13	7:17	7:23	7:29	7:33	7:35	7:40	7:46	*	7:49
Charlotte Hall Library		*	9:07	9:13	9:17	9:23	9:29	9:33	9:35	9:40	9:46	*	9:49
Business Center Dr. (Social Security)		*	11:07	11:13	11:17	11:23	11:29	11:33	11:35	11:40	11:46	*	11:49
Northern Senior Center		*	1:07	1:13	1:17	1:23	1:29	1:33	1:35	1:40	1:46	*	1:49
Business Center Dr. (Social Security)		*	3:07	3:13	3:17	3:23	3:29	3:33	3:35	3:40	3:46	*	3:49
Charlotte Hall Square (Transfer Stop)		*	5:07	5:13	5:17	5:23	5:29	5:33	5:35	5:40	5:46	*	5:49

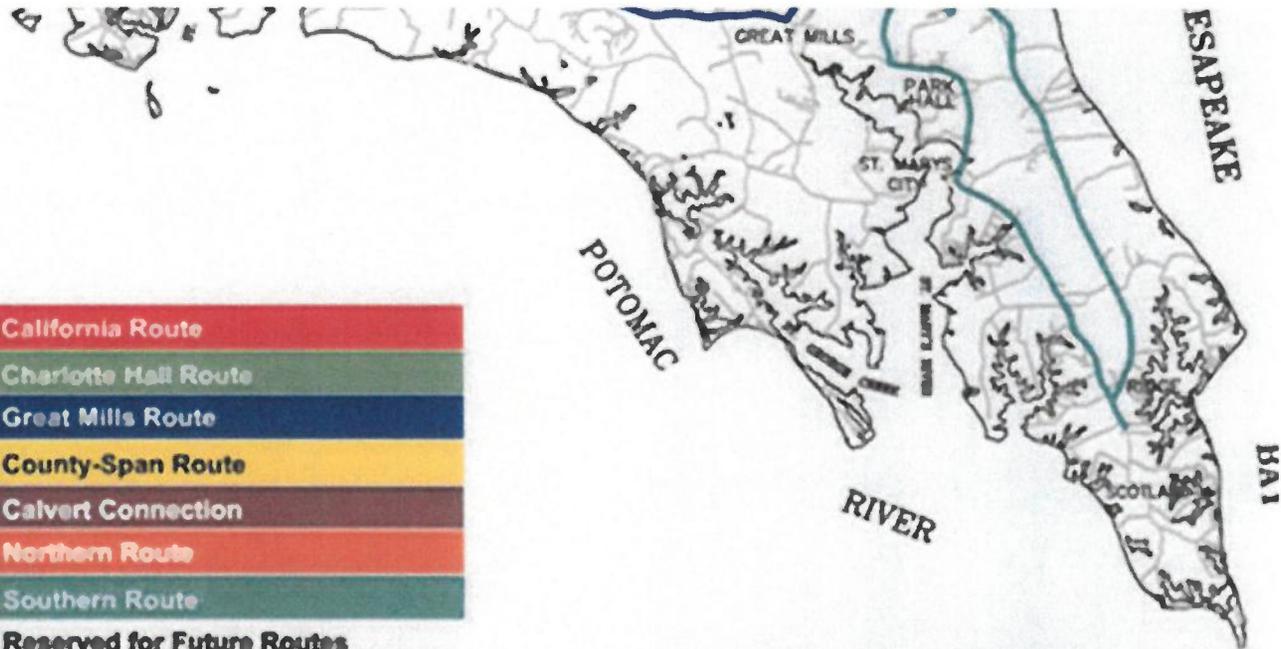
Passengers are encouraged to arrive at the designated bus stop locations at least 5 minutes prior to the scheduled arrival times.

LEGEND: * = stop request; - = no stop

ATTACHMENT B



1	California Route
2	Charlotte Hall Route
3	Great Mills Route
4	County-Span Route
5	Calvert Connection
6	Northern Route
7	Southern Route
8-10	Reserved for Future Routes
11	Great Mills / California Route
12	Leonardtown Route
14	County-Span Route (Saturday Only)



STS BUS ROUTE MAP

ST. MARY'S COUNTY, MARYLAND



ATTACHMENT B

7 SOUTHERN ROUTE Between LEXINGTON PARK and RIDGE and ST. MARY'S CITY Monday through Friday 6 am to 7 pm		R o u t e 7													
Tulagi Place (Transfer Stop)	Tulagi Place (Transfer Stop)	Baywoods & Castaway (River Bay)	Pine Hill Run & A-lanta (NAS Gate 3)	Green Leaf & Silver Slate (Greenbrier)	MD 235 & Leachburg Rd.	MD 235 & Tapp Rd.	MD 5 at Southridge Lounge/Ridge Apts.	Ridge Market	MD 5 opp. St. Peter Claver Rd.	MD 5 at St. Mary's Col (Mill Field Dr.)	MD 5 & MD 489 (Green Door)	MD 5 & Willows Rd.	Willows Rd. at Abbey Crest	Willows Rd. & Great Mills Rd.	Tulagi Place (Transfer Stop)
6:00	*	*	*	6:18	6:23	6:27	6:29	6:32	6:39	6:44	6:46	6:49	5:54	5:56	5:58
7:00	*	*	*	7:18	7:23	7:27	7:29	7:32	7:39	7:44	7:46	7:49	7:51	7:51	7:53
8:00	*	*	*	8:18	8:23	8:27	8:29	8:32	8:39	8:44	8:46	8:49	8:51	8:51	8:53
9:00	*	*	9:11	9:18	9:23	9:27	9:29	9:32	9:39	9:44	9:46	9:49	9:51	9:51	9:53
10:00	*	*	10:11	10:18	10:23	10:27	10:29	10:32	10:39	10:44	10:46	10:49	10:51	10:51	10:53
11:00	*	*	11:11	11:18	11:23	11:27	11:29	11:32	11:39	11:44	11:46	11:49	11:51	11:51	11:53
12:00	*	*	12:11	12:18	12:23	12:27	12:29	12:32	12:39	12:44	12:46	12:49	12:51	12:51	12:53
1:00	*	*	1:11	1:18	1:23	1:27	1:29	1:32	1:39	1:44	1:46	1:49	1:51	1:51	1:53
2:00	*	*	2:11	2:18	2:23	2:27	2:29	2:32	2:39	2:44	2:46	2:49	2:51	2:51	2:53
3:00	*	*	3:11	3:18	3:23	3:27	3:29	3:32	3:39	3:44	3:46	3:49	3:51	3:51	3:53
4:00	*	*	4:11	4:18	4:23	4:27	4:29	4:32	4:39	4:44	4:46	4:49	4:51	4:51	4:53
5:00	*	*	5:11	5:18	5:23	5:27	5:29	5:32	5:39	5:44	5:46	5:49	5:51	5:51	5:53
6:00	*	*	6:11	6:18	6:23	6:27	6:29	6:32	6:39	6:44	6:46	6:49	6:51	6:51	6:53
7:00	*	*	7:11	--	--	--	--	--	--	--	--	--	--	--	7:17

Passengers are encouraged to arrive at the designated bus stop locations at least 5 minutes prior to the scheduled actual times.
 LEGEND: * = stop request; - = no stop

ATTACHMENT B

7 SOUTHERN ROUTE Between LEXINGTON PARK and RIDGE and ST. MARY'S CITY Saturday 7 am to 7 pm														
7:00	9:00	11:00	1:00	3:00	5:00	7:00	7:06	9:06	11:06	1:06	3:06	5:06	7:06	
Tulagi Place (Transfer Stop)	Baywoods & Castaway (River Bay)	Pine Hill Run & Atlanta (NAS Gate 3)	Green Leaf & Silver Slate (Greenbrier)	MD 235 & Leachburg Rd.	MD 235 & Tapp Rd.	MD 5 at Southridge Lounge/Ridge Apts.	Ridge Market	MD 5 opp. St. Peter Claver Rd.	MD 5 at St. Mary's Col. (Mill Field Dr.)	MD 5 & MD 489 (Green Door)	MD 5 & Willows Rd.	Willows Rd. at Abbey Crest	Willows Rd. & Shangra - La Dr.	Tulagi Place (Transfer Stop)
7:00	7:06	7:11	7:19	7:23	7:27	7:28	7:31	7:37	7:41	7:43	7:46	7:48	7:50	7:50
9:00	9:06	9:11	9:19	9:23	9:27	9:28	9:31	9:37	9:41	9:43	9:46	9:48	9:50	9:50
11:00	11:06	11:11	11:19	11:23	11:27	11:28	11:31	11:37	11:41	11:43	11:46	11:48	11:50	11:50
1:00	1:06	1:11	1:19	1:23	1:27	1:28	1:31	1:37	1:41	1:43	1:46	1:48	1:50	1:50
3:00	3:06	3:11	3:19	3:23	3:27	3:28	3:31	3:37	3:41	3:43	3:46	3:48	3:50	3:50
5:00	5:06	5:11	5:19	5:23	5:27	5:28	5:31	5:37	5:41	5:43	5:46	5:48	5:50	5:50
7:00	7:06	7:11	--	--	--	--	--	--	--	--	--	--	--	7:17

Passengers are encouraged to arrive at the designated bus stop locations at least 5 minutes prior to the scheduled arrival times.
 LEGEND * = stop request - = no stop

ATTACHMENT B

11		GREAT MILLS / CALIFORNIA ROUTE Between CALIFORNIA and GREAT MILLS Mon. through Fri. 6 pm to 11 pm; Saturday 6 am to 11 pm																																																																																																																															
Wildwood Center (Wildwood Blvd entrance)		First Colony Target (Transfer Stop)		Laurel Glen Shop Ctr.		Wal Mart		Chan Run & Amber (near Hickory Hills)		Fox Chase Dr. at Lexington Dr.		Liberty St. & Pegg Rd.		Lexwood Dr.		Great Mills Rd. at St. Mary's Square		Tulagi Place (Transfer Stop)		MD 235 N. & Mcdar- thur Bl. (San Souci)		MD 235 N. & Shady Wile Dr.		Wildwood Center (Wildwood Blvd entrance)																																																																																																									
*6:00		7:06		8:06		9:06		10:06		11:06		12:06		1:06		2:06		3:06		4:06		5:06		6:06																																																																																																									
7:00		8:00		9:00		10:00		11:00		12:00		1:00		2:00		3:00		4:00		5:00		6:00																																																																																																											
6:11	6:14	6:19	6:22	6:27	6:32	6:37	6:42	6:45	6:53	7:11	7:14	7:19	7:22	7:27	7:32	7:37	7:42	7:45	7:53	8:11	8:14	8:19	8:22	8:27	8:32	8:37	8:42	8:45	8:53	9:11	9:14	9:19	9:22	9:27	9:32	9:37	9:42	9:45	9:53	10:11	10:14	10:19	10:22	10:27	10:32	10:37	10:42	10:45	10:53	11:11	11:14	11:19	11:22	11:27	11:32	11:37	11:42	11:45	11:53	12:11	12:14	12:19	12:22	12:27	12:32	12:37	12:42	12:45	12:53	1:11	1:14	1:19	1:22	1:27	1:32	1:37	1:42	1:45	1:53	2:11	2:14	2:19	2:22	2:27	2:32	2:37	2:42	2:45	2:53	3:11	3:14	3:19	3:22	3:27	3:32	3:37	3:42	3:45	3:53	4:11	4:14	4:19	4:22	4:27	4:32	4:37	4:42	4:45	4:53	5:11	5:14	5:19	5:22	5:27	5:32	5:37	5:42	5:45	5:53	6:11	6:14	6:19	6:22	6:27	6:32	6:37	6:42	6:45	6:53
SATURDAY only												MONDAY through SATURDAY																																																																																																																					
7:06	7:11	7:14	7:19	7:22	7:27	7:32	7:37	7:42	7:45	7:53	8:06	8:11	8:14	8:19	8:22	8:27	8:32	8:37	8:42	8:45	8:53	9:06	9:09	9:11	9:14	9:19	9:22	9:27	9:32	9:37	9:42	9:45	9:53	10:06	10:09	10:11	10:14	10:19	10:22	10:27	10:32	10:37	10:42	10:45	—																																																																																				

* This route starts at Tulagi Place at 5:45 am on Saturday and Sunday
Passengers are encouraged to arrive at the designated bus stop locations at least 5 minutes prior to the scheduled arrival times.

LEGEND: * = stop request; - = no stop

ATTACHMENT B

11		GREAT MILLS / CALIFORNIA ROUTE Between CALIFORNIA and GREAT MILLS Sunday 6 am to 9 pm											R O U T E 11	
Wildwood Center (Wildwood Blvd. entrance)	6:00	6:06	6:09	6:11	6:14	6:19	6:23	6:25	6:30	6:35	6:40	6:45	6:48	6:56
First Colony Target	7:00	7:06	7:09	7:11	7:14	7:19	--	7:22	7:27	7:32	7:37	7:42	7:45	7:53
Laurel Glen Shop, Ctr.	8:00	8:06	8:09	8:11	8:14	8:19	8:23	8:25	8:30	8:35	8:40	8:45	8:48	8:56
Wal-Mart	9:00	9:06	9:09	9:11	9:14	9:19	--	9:22	9:27	9:32	9:37	9:42	9:45	9:53
Chan, Run & Amber (near Hickory Hills)	10:00	10:06	10:09	10:11	10:14	10:19	10:23	10:25	10:30	10:35	10:40	10:45	10:48	10:56
Fox Chase Dr. at Lexington Dr.	11:00	11:06	11:09	11:11	11:14	11:19	--	11:22	11:27	11:32	11:37	11:42	11:45	11:53
Lexington Park Active Adult Comm.	12:00	12:06	12:09	12:11	12:14	12:19	12:23	12:25	12:30	12:35	12:40	12:45	12:48	12:56
Liberty St & Pegg Rd.	1:00	1:06	1:09	1:11	1:14	1:19	--	1:22	1:27	1:32	1:37	1:42	1:45	1:53
Lexwood Dr.	2:00	2:06	2:09	2:11	2:14	2:19	2:23	2:25	2:30	2:35	2:40	2:45	2:48	2:56
Great Mills Rd. at St. Mary's Square	3:00	3:06	3:09	3:11	3:14	3:19	--	3:22	3:27	3:32	3:37	3:42	3:45	3:53
Tulagi Place	4:00	4:06	4:09	4:11	4:14	4:19	4:23	4:25	4:30	4:35	4:40	4:45	4:48	4:56
MD 235 N. & Millstone Landing Road	5:00	5:06	5:09	5:11	5:14	5:19	--	5:22	5:27	5:32	5:37	5:42	5:45	5:53
MD 235 N. & Shady Mile Dr.	6:00	6:06	6:09	6:11	6:14	6:19	6:23	6:25	6:30	6:35	6:40	6:45	6:48	6:56
	7:00	7:06	7:09	7:11	7:14	7:19	--	7:22	7:27	7:32	7:37	7:42	7:45	7:53
	8:00	8:06	8:09	8:11	8:14	8:19	8:23	8:25	8:30	8:35	8:40	8:45	8:48	--

* This route starts at Tulagi Place at 5:45 am on Saturday and Sunday.
 Passengers are encouraged to arrive at the designated bus stop locations at least 5 minutes prior to the scheduled arrival times.
 LEGEND: * = stop request; -- = no stop

ATTACHMENT B

12		LEONARDTOWN ROUTE NORTHBOUND From CALIFORNIA to CHARLOTTE HALL via LEONARDTOWN Monday through Friday 6 pm to 9 pm; Saturday 6 am to 9 pm														
		R O U T E 12														
		S A T U R D A Y o n l y														
		Wildwood	MD 245 & MD 235	MD 245 opp Leonard Hall Dr	St. Mary's Hospital	Cedar Lane Apts	Park Ave. & Wash. St.	MD 5 at Ledo Pizza	Mckay's -- Shops at Breton Bay	MD 5 opp. Third Base Store	MD 247 opp. Busy Corner Rd.	MD 247 & MD 235	MD 235 N & New Market Turner Rd.	MD 5 N & Cmtc. Pk. Rd. (Tidewater)	MD 5 N. at Charlotte Hall Center	Char. Hall Square (Transfer Stop)
6:00	6:07	6:12	*	*	*	—	6:20	6:25	6:31	6:33	6:37	6:41	6:47	6:50	6:53	
7:00	7:07	7:12	*	—	7:17	7:20	7:25	7:31	7:33	7:37	7:41	7:47	7:50	7:53		
8:00	8:07	8:12	*	*	—	8:20	8:25	8:31	8:33	8:37	8:41	8:47	8:50	8:53		
9:00	9:07	9:12	*	—	9:17	9:20	9:25	9:31	9:33	9:37	9:41	9:47	9:50	9:53		
10:00	10:07	10:12	*	*	—	10:20	10:25	10:31	10:33	10:37	10:41	10:47	10:50	10:53		
11:00	11:07	11:12	*	—	11:17	11:20	11:25	11:31	11:33	11:37	11:41	11:47	11:50	11:53		
12:00	12:07	12:12	*	*	—	12:20	12:25	12:31	12:33	12:37	12:41	12:47	12:50	12:53		
1:00	1:07	1:12	*	—	1:17	1:20	1:25	1:31	1:33	1:37	1:41	1:47	1:50	1:53		
2:00	2:07	2:12	*	*	—	2:20	2:25	2:31	2:33	2:37	2:41	2:47	2:50	2:53		
3:00	3:07	3:12	*	—	3:17	3:20	3:25	3:31	3:33	3:37	3:41	3:47	3:50	3:53		
4:00	4:07	4:12	*	*	—	4:20	4:25	4:31	4:33	4:37	4:41	4:47	4:50	4:53		
5:00	5:07	5:12	*	—	5:17	5:20	5:25	5:31	5:33	5:37	5:41	5:47	5:50	5:53		
		M O N D A Y t h r o u g h S A T U R D A Y														
6:00	6:07	6:12	*	*	—	6:20	6:25	6:31	6:33	6:37	6:41	6:47	6:50	6:53		
7:00	7:07	7:12	*	—	7:17	7:20	7:25	7:31	7:33	7:37	7:41	7:47	7:50	7:53		
8:00	8:07	8:12	*	—	8:15	8:20	8:26	8:33	8:37	—	—	—	—	—		

Passengers are encouraged to arrive at the designated bus stop locations at least 5 minutes prior to the scheduled arrival times.
 LEGEND: * = stop request; — = no stop

ATTACHMENT B

12		LEONARDTOWN ROUTE SOUTHBOUND												
From CHARLOTTE HALL to CALIFORNIA via LEONARDTOWN												Route 12		
Monday through Friday 6 pm to 9 pm; Saturday 6 am to 9 pm												Wildewood Center (Wildewood Blvd entrance)		
Saturday only												MD 245 & MD 235		
MONDAY through SATURDAY												Leonardtown Library		
Passengers are encouraged to arrive at the designated bus stop locations at least 5 minutes prior to the scheduled arrival times.												MD 245 & Leonardtown Nursing Center		
LEGEND: * = stop request; -- = no stop												St. Mary's Hospital & Cedar Lane Apts.		
LEGEND: * = stop request; -- = no stop												Park Ave. & Wash. St.		
LEGEND: * = stop request; -- = no stop												MD 5 & Wash. St. (Burchart)		
LEGEND: * = stop request; -- = no stop												at Breton Bay		
LEGEND: * = stop request; -- = no stop												MD 5 in front of Shops Store		
LEGEND: * = stop request; -- = no stop												MD 5 at Third Base Corner Rd.		
LEGEND: * = stop request; -- = no stop												MD 247 & Busy		
LEGEND: * = stop request; -- = no stop												MD 247 & MD 235 (Mawa)		
LEGEND: * = stop request; -- = no stop												MD 235 S. & MD 5 Market Plaza		
LEGEND: * = stop request; -- = no stop												MD 5 at New Veterans Home		
LEGEND: * = stop request; -- = no stop												Charlotte Hall		
LEGEND: * = stop request; -- = no stop												Char. Hall Square (Transfer Stop)		
7:00	7:08	7:11	7:17	7:22	7:25	7:28	7:32	7:36	6:38	--	*	6:42	6:47	6:53
8:00	8:08	8:11	8:17	8:22	8:25	8:28	8:32	8:36	8:38	--	*	7:42	7:47	7:53
9:00	9:08	9:11	9:17	9:22	9:25	9:28	9:32	9:36	--	*	*	8:42	8:47	8:53
10:00	10:08	10:11	10:17	10:22	10:25	10:28	10:32	10:36	10:38	--	*	9:42	9:47	9:53
11:00	11:08	11:11	11:17	11:22	11:25	11:28	11:32	11:36	--	*	*	10:42	10:47	10:53
12:00	12:08	12:11	12:17	12:22	12:25	12:28	12:32	12:36	12:38	--	*	11:42	11:47	11:53
1:00	1:08	1:11	1:17	1:22	1:25	1:28	1:32	1:36	--	*	*	12:42	12:47	12:53
2:00	2:08	2:11	2:17	2:22	2:25	2:28	2:32	2:36	2:38	--	*	1:42	1:47	1:53
3:00	3:08	3:11	3:17	3:22	3:25	3:28	3:32	3:36	--	*	*	2:42	2:47	2:53
4:00	4:08	4:11	4:17	4:22	4:25	4:28	4:32	4:36	4:38	--	*	3:42	3:47	3:53
5:00	5:08	5:11	5:17	5:22	5:25	5:28	5:32	5:36	--	*	*	4:42	4:47	4:53
6:00	6:08	6:11	6:17	6:22	6:25	6:28	6:32	6:36	6:38	--	*	5:42	5:47	5:53
7:00	7:08	7:11	7:17	7:22	7:25	7:28	7:32	7:36	--	*	*	6:42	6:47	6:53
8:00	8:08	8:11	8:17	8:22	8:25	8:28	8:32	8:36	8:38	--	*	7:42	7:47	7:53
											*	8:42	8:47	8:53

14 COUNTY-SPAN ROUTE NORTHBOUND From LEXINGTON PARK to CHARLOTTE HALL Saturday 6 am to 5 pm												
Tulagi Place (Transfer Stop)	Lex. Park Active Adult Community	Spring Valley Dr. at Valley Ct.	MD 235 N. at Toyota Dealership	MD 235 N. & Millstone Landing Rd.	MD 235 N. & Shady Mile Dr.	MD 235 N. at Hywood Med. Ctr.	MD 235 N. at S. Sandgates Rd.	MD 235 N. & MD 247	MD 235 N. & New Market Turner Rd.	MD 5 N. & Cmrc. Pk. Rd. (Tidewater)	MD 5 N. at Farmers Market	Char. Hall Square (Transfer Stop)
6:00	6:06	6:09	6:14	6:17	6:20	6:28	6:33	6:37	6:41	6:47	6:50	6:53
8:00	8:06	8:09	8:14	8:17	8:20	8:28	8:33	8:37	8:41	8:47	8:50	8:53
10:00	10:06	10:09	10:14	10:17	10:20	10:28	10:33	10:37	10:41	10:47	10:50	10:53
12:00	12:06	12:09	12:14	12:17	12:20	12:28	12:33	12:37	12:41	12:47	12:50	12:53
2:00	2:06	2:09	2:14	2:17	2:20	2:28	2:33	2:37	2:41	2:47	2:50	2:53
4:00	4:06	4:09	4:14	4:17	4:20	4:28	4:33	4:37	4:41	4:47	4:50	4:53

Passengers are encouraged to arrive at the designated bus stop locations at least 5 minutes prior to the scheduled arrival times.

LEGEND: * = stop request; - = no stop

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14**

14 COUNTY-SPAN ROUTE SOUTHBOUND From CHARLOTTE HALL to LEXINGTON PARK Saturday 8 am to 7 pm													
Char. Hall Square (Transfer Stop)	Charlotte Hall Veterans Home	MD 5 S. at New Market Plaza	MD 235 S. & MD 5 (Wawa)	MD 235 S. & MD 247	MD 235 S. & opp. S. Sandgates Rd.	MD 235 S. opp. Hwood Med. Ctr.	MD 235 S. & Old Rolling Rd.	San Souci Plaza (Dollar Tree)	Lex. Park Active Adult Community	Spring Valley Dr. at Valley Ct.	MD 235 S. & Valley Dr.	Tulagi Place (Transfer Stop)	R o u t e 14
8:00	8:08	8:11	8:17	8:22	8:25	8:30	8:37	8:40	8:43	8:46	8:50	8:53	
10:00	10:08	10:11	10:17	10:22	10:25	10:30	10:37	10:40	10:43	10:46	10:50	10:53	
12:00	12:08	12:11	12:17	12:22	12:25	12:30	12:37	12:40	12:43	12:46	12:50	12:53	
2:00	2:08	2:11	2:17	2:22	2:25	2:30	2:37	2:40	2:43	2:46	2:50	2:53	
4:00	4:08	4:11	4:17	4:22	4:25	4:30	4:37	4:40	4:43	4:46	4:50	4:53	
6:00	6:08	6:11	6:17	6:22	6:25	6:30	6:37	6:40	6:43	6:46	6:50	6:53	
Passengers are encouraged to arrive at the designated bus stop locations at least 5 minutes prior to the scheduled arrival times. LEGEND: * = stop request; - = no stop													

STS Route Information

St. Mary's Transit System (STS) provides public transportation services within St. Mary's County, serving many primary destinations including St. Mary's College of Maryland, College of Southern Maryland, 1st Colony, Laurel Glen and the Wildewood Shopping center, employment locations and medical facilities, as well as other numerous shopping centers.

Most routes operate Monday through Saturday from 6 am to 10 pm on hourly or every other hour schedules. One public transportation route is offered in the Great Mills/California area on Sundays.

All schedules are offered on the St. Mary's County Governmental -Public Works and Transportation -St. Mary's Transit System at <http://www.stmarysmd.com/dpw/STSfares.asp>.

Bus schedules and paratransit information can also be mailed upon request. The bus schedule contains an information timetable with designated locations, service days and hours and a colored coded route map. For detailed information or questions, please contact the STS office at 301-475-4200 Ext. *1123 or email the STS Supervisor at Maryann.Blankenship@stmarysmd.com.

The STS routes cover Charlotte Hall, Mechanicsville, Leonardtown, Oakville, California, Lexington Park, Great Mills, Ridge and St. Mary's City along with connections to VanGO (Charles County transportation) and Calvert County transportation. The STS continuous routes provide seamless transportation throughout the county. Flag stops are permitted along the routes depending on the location. Bike racks are available on some STS buses, and any available wheelchair space. Riders are responsible for securing their bikes.

St. Mary's Transit System has stops at the St. Mary's Co. Health Department, St. Mary's Co. Social Services, St. Mary's Hospital, College of Southern Maryland, St. Mary's College of Maryland, and Phillip Bean Medical Center as well as downtown Leonardtown.

SPONSORED BY

Commissioners of St. Mary's County



Maryland Transit Administration



Department of Social Services



STS Mission Statement

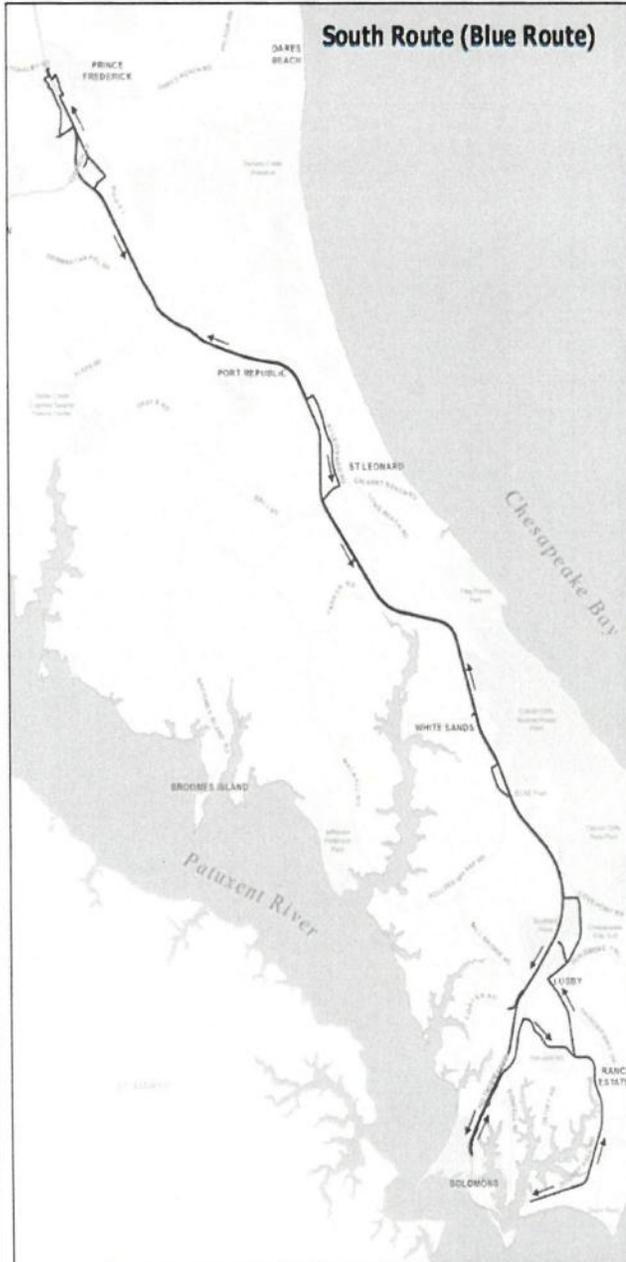
To provide safe, dependable, and cost effective transportation to our customers and mobility for all residents.



ATTACHMENT C

**CALVERT COUNTY PUBLIC TRANSPORTATION ROUTES THAT SERVE WITHIN THE MPO,
THE SOUTH ROUTE, THE MID-COUNTY ROUTE, AND THE LUSBY SHUTTLE.**

Passenger Notes:



South Route (Blue Route)

Route Bus Fares

	Single Ride	Day Pass
General	\$1.50	\$3.00
Ages 6 & Under	FREE but must be accompanied by an adult.	
Ages 7-17 & 60+	\$0.50	\$1.25
Disabled/Medicare	\$0.50	\$1.25

Disabled/Medicare patrons must display a valid disabled or medicare card for the reduced rate.

For information regarding ADA/Para Transit programs or for additional information about our system please call **(410) 535-4510**.

TDD FOR THE DEAF 1 (800) 735-2258

For additional information, such as current schedule info please visit our website.

www.co.cal.md.us/transportation



Transportation Office
 251 Schooner Ln
 Prince Frederick, MD 20678
 M-F 8:30 - 4:30, SAT 8:00 - 2:00
 Phone 1: (410) 535-1600 x2360
 Phone 2: (410) 535-4268
 Fax: (410) 535-4679
 E-mail: transportation@co.cal.md.us

CALVERT COUNTY
PUBLIC TRANSPORTATION

➤➤ **Bus Schedule**



South Route
 (Blue Route)

Effective July 2 2018

South Route (Blue Route)

Monday - Friday Schedule

Saturday Schedule

Serving Prince Frederick, St. Leonard, Olivet,
Lusby, Dowell and Solomons

Serving Prince Frederick, St. Leonard, Olivet,
Lusby, Dowell and Solomons

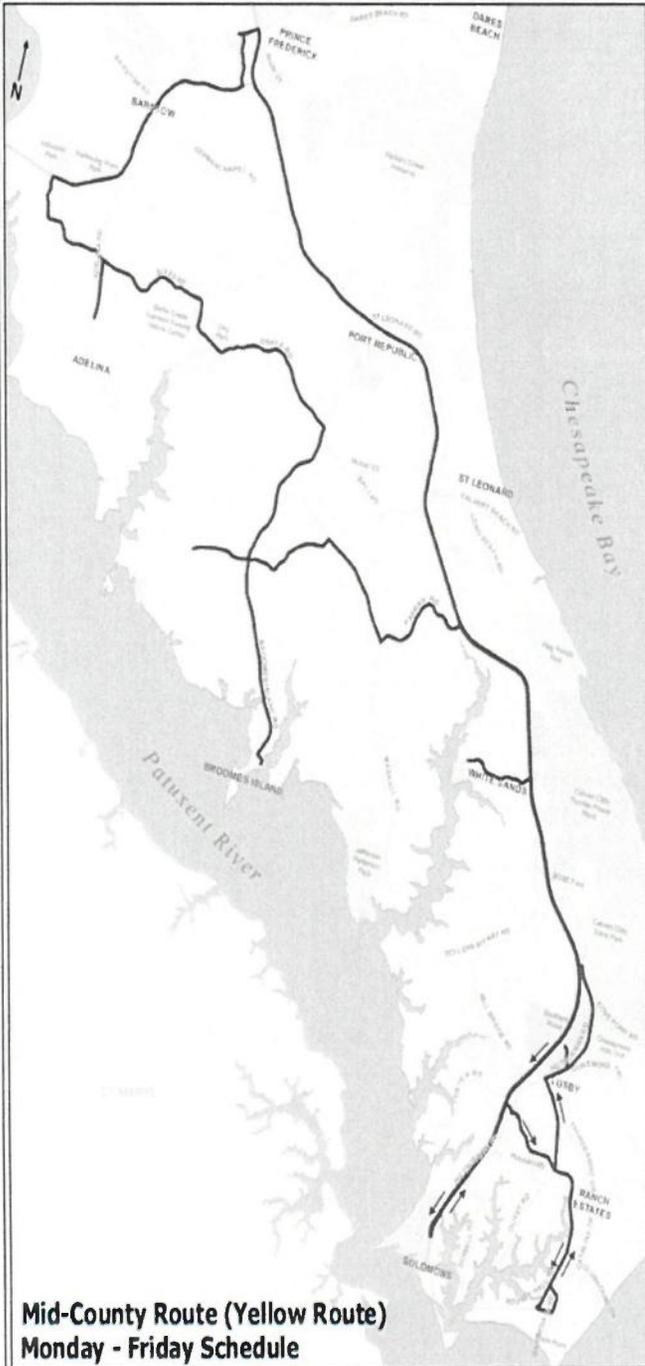
NOTE: READ SCHEDULE FROM TOP TO BOTTOM

Courthouse	N/A	9:20	12:20	2:45	4:45			8:15	11:15	1:45
Heritage Blvd @ Bus Stop	7:15	9:21	12:21	2:46	4:46			8:16	11:16	1:46
Fox Run Center @ Giant and Kmart	N/A	9:25	12:25	2:50	4:50		S	8:19	11:19	1:49
Hospital @ ER Entrance	N/A	9:28	12:28	2:53	4:53		A	8:22	11:22	1:52
Market Square Shopping Center @ Library	N/A	9:31	12:31	2:56	4:56		T	8:26	11:26	1:56
Chapline Shopping Center @ Weis	N/A	9:32	12:32	2:57	4:57		U	8:27	11:27	1:57
Calvert Pines Senior Center	7:20	9:34	12:34	2:59	4:59		R	8:28	11:28	1:58
Walmart	N/A	9:37	12:37	3:02	5:02		D	8:30	11:30	2:00
St. Leonard Road & Calvert Beach Road	N/A	9:46	12:46	3:11	5:11		A	8:42	11:42	2:02
S/B Route 4 & White Sands Drive	7:38	9:56	12:56	3:21	5:21		Y	8:48	11:48	2:08
White Sands Drive & Stable Lane	N/A	9:57	12:57	3:22	5:22			8:50	11:50	2:10
Sollers Wharf Road	N/A	10:03	1:03	3:28	5:28			8:54	11:54	2:14
Mill Bridge Road	N/A	10:08	1:08	3:33	5:33			8:58	11:58	2:18
Coster Road & Bafford Road	7:44	10:12	1:12	3:37	5:37			9:02	12:02	2:22
Patuxent Plaza Shopping Center @ Bus Stop	7:52	10:22	1:22	3:47	5:47			9:10	12:10	2:30
Holiday Inn (Solomons)	7:53	10:23	1:23	3:48	5:48			9:11	12:11	2:31
Weis (Solomons)	N/A	10:24	1:24	3:49	5:49			9:12	12:12	2:32
Dowell Road & Oyster Bay Place	7:57	10:28	1:28	3:53	5:53			9:15	12:15	2:35
Olivet Road & St. Johns Drive	8:06	10:34	1:34	3:59	5:59		S	9:24	12:24	2:44
Drum Point/Chestnut Drive/Barreda Blvd	N/A	10:41	1:41	4:06	6:06		C	9:30	12:30	2:50
Rousby Hall Road @ Clubhouse Drive	N/A	10:42	1:42	4:07	6:07		H	9:32	12:32	2:52
Southern Pines Senior Apartments	8:11	10:49	1:49	4:14	6:14		E	9:38	12:38	2:58
Southern Pines Community Center	8:12	10:50	1:50	4:15	6:15		D	9:39	12:39	2:59
N/B Route 4 @ White Sands Drive	8:21	10:59	1:59	4:24	6:24		U	9:48	12:48	3:08
St. Leonard Road & Calvert Beach Road	8:26	11:04	2:04	4:29	6:29		L	9:53	12:53	3:13
Courthouse	D.O.O.	N/A	N/A	4:45	N/A		E	N/A	N/A	N/A
Heritage Blvd @ Bus Stop	D.O.O.	N/A	N/A	N/A	N/A			N/A	N/A	N/A
Fox Run Center @ Giant and Kmart	D.O.O.	N/A	N/A	N/A	N/A			N/A	N/A	N/A
Hospital @ ER Entrance	D.O.O.	N/A	N/A	N/A	N/A			N/A	N/A	N/A
Chapline Shopping Center @ Weis	D.O.O.	N/A	N/A	N/A	N/A			N/A	N/A	N/A
Calvert Pines Senior Center	D.O.O.	11:20	2:20	N/A	6:45			10:04	1:04	3:24

We are committed to ensuring that no person is excluded from participating in or denied the benefits of the transit services we offer. This policy is consistent with the requirements of Title VI of the 1964 Civil Rights Act. If you believe you have been subjected to unequal treatment because of race, color, or national origin, then you have the right to file a formal complaint. For more information regarding Title VI please contact Calvert County Public Transportation office at (410) 535-4268.

Bus operates Monday through Friday **EXCLUDING** certain holidays. Carry-on items such as groceries laundry or packages are permitted, but limited to what you can carry as you board the bus and can be contained within your seat.

Passenger Notes:



**Mid-County Route (Yellow Route)
Monday - Friday Schedule**

Route Bus Fares

	Single Ride	Day Pass
General	\$1.50	\$3.00
Ages 6 & Under	FREE but must be accom-	
Ages 7-17 & 60+	\$0.50	\$1.25
Disabled/Medicare	\$0.50	\$1.25

Disabled/Medicare patrons must display a valid disabled or medicare card for the reduced rate.

For information regarding ADA/Para Transit programs or for additional information about our system please call **(410) 535-4510**.

TDD FOR THE DEAF 1 (800) 735-2258

For additional information, such as current schedule info please visit our website.

www.co.cal.md.us/transportation



Transportation Office
251 Schooner Ln
Prince Frederick, MD 20678
M-F 8:30 - 4:30, SAT 8:00 - 2:00

Phone 1: (410) 535-1600 x2360
Phone 2: (410) 535-4268
Fax: (410) 535-4679
E-mail: transportation@co.cal.md.us

**CALVERT COUNTY
PUBLIC TRANSPORTATION**

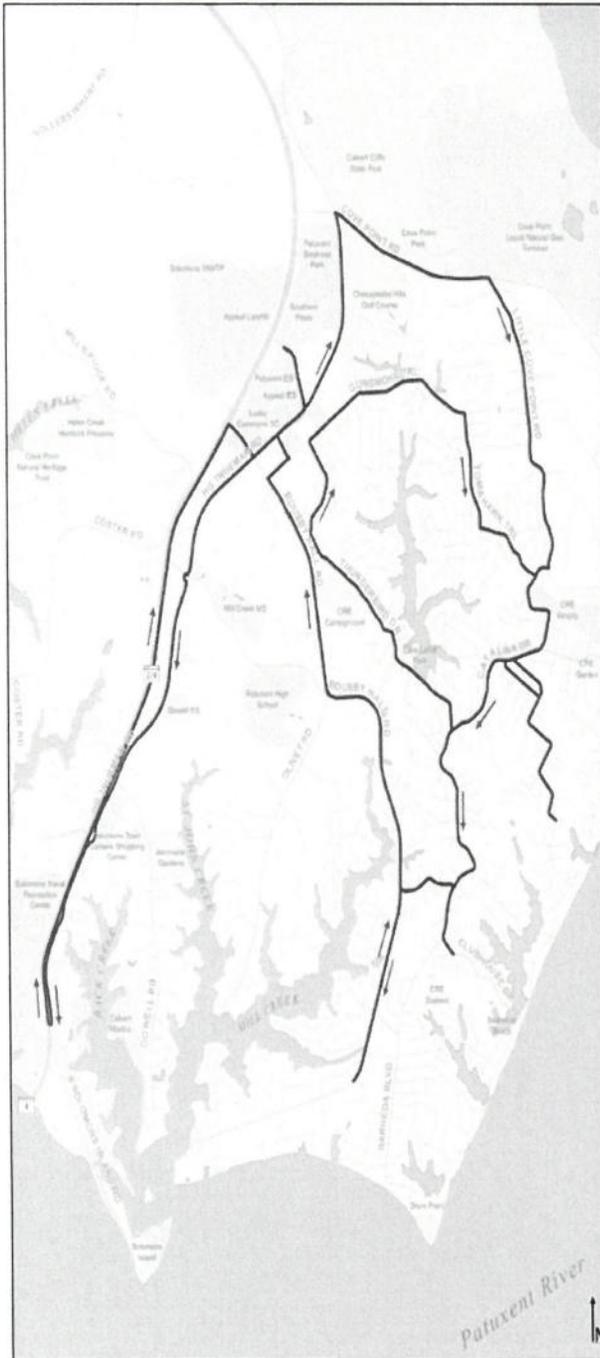
Bus Schedule



Mid-County Route

(Yellow Route)

Effective February 5, 2018



Shuttle Bus Fares

	Single Ride	Day Pass
General	\$0.75	\$1.50
Ages 6 & Under	FREE but must be accompanied by an adult.	
Ages 7-17 & 60+	\$0.25	\$0.75
Disabled/Medicare	\$0.25	\$0.75

Disabled/Medicare patrons must display a valid disabled or medicare card for the reduced rate.

For information regarding ADA/Para Transit programs or for additional information about our system please call **(410) 535-4510**.

TDD FOR THE DEAF 1 (800) 735-2258

For additional information, such as current schedule info please visit our website.

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**CALVERT COUNTY
 PUBLIC TRANSPORTATION**



➤➤ **Bus Schedule**



**Lusby Shuttle
 (Gold Shuttle)**

Effective October 7, 2016

Monday - Friday Schedule

Lusby Shuttle (Gold Shuttle)

NOTE: READ SCHEDULE FROM TOP TO BOTTOM

Serving Chesapeake Ranch Estates,
Lusby area, and Solomons

* Southern Community Center	N/A	8:55	10:15	12:55	2:35	4:10
Cove Point Water Park & Pool—**SEASONAL	N/A	8:57	10:17	12:57	2:37	4:12
Little Cove Point Rd	7:21	9:00	10:20	1:00	2:40	4:15
Ranch Club (Back Gate)	7:23	9:02	10:22	1:04	2:44	4:19
Catalina Dr & North Catalina Dr	7:26	9:05	10:25	1:06	2:46	4:21
Catalina Dr & Golden West Way	7:27	9:06	10:26	1:08	2:48	4:23
Golden West Way & Cascade Trail	7:30	9:08	10:28	1:10	2:50	4:25
Catalina Dr & San Mateo Trail	7:33	9:12	10:32	1:14	2:54	4:29
Catalina Dr & Chisolm Trail	7:34	9:13	10:33	1:15	2:55	4:30
Lake Lariat	7:35	9:14	10:34	1:16	2:56	4:31
Camp Grounds	7:36	9:15	10:35	1:17	2:57	4:32
Gunsmoke Trail & Rawhide Rd	7:40	9:19	10:39	1:21	3:01	4:36
Gunsmoke Trail & Tomahawk Trail	7:42	9:21	10:41	1:24	3:04	4:39
Clubhouse Dr & Catalina Dr	7:48	9:28	10:48	1:31	3:11	4:46
Clubhouse Dr & Rodeo Rd	7:50	9:29	10:49	1:32	3:12	4:47
Ranch Club (Front Gate) & Rousby Hall Rd	7:52	9:32	10:52	1:35	3:15	4:50
Drum Point/Chestnut/Barreda	7:53	N/A	N/A	N/A	N/A	N/A
Weis Market (Lusby)	7:56	9:35	10:55	1:39	3:19	N/A
* Southern Pines Senior Apartments	8:01	9:38	10:58	1:42	3:22	N/A
* Southern Pines Community Center	8:06	9:41	11:01	1:45	3:25	N/A
Giant Food (Lusby)	8:07	9:42	11:02	1:49	3:29	D.O.O.
Solomons Info Center/Solomons Island	***	***	***	***	***	D.O.O.
Patuxent Plaza Shopping Center @ Bus Stop	8:12	9:50	11:10	2:00	3:39	D.O.O.
Weis Market (Solomons)	8:13	9:51	11:11	2:01	3:40	D.O.O.
Dowell Rd	***	***	***	***	***	D.O.O.
Giant Food (Lusby)	N/A	10:00	N/A	***	***	D.O.O.
* Southern Pines Apts/Community Center	8:20	10:05	11:15	2:12	4:00	D.O.O.

Passenger Notes:

We are committed to ensuring that no person is excluded from participating in or denied the benefits of the transit services we offer. This policy is consistent with the requirements of Title VI of the 1964 Civil Rights Act. If you believe you have been subjected to unequal treatment because of race, color, or national origin, then you have the right to file a formal complaint. For more information regarding Title VI please contact Calvert County Public Transportation office at (410) 535-4268.

Bus operates Monday through Friday **EXCLUDING** certain holidays. Carry-on items such as groceries laundry or packages are permitted, but limited to what you can carry as you board.

* Connection with South Route (Blue Route)

D.O.O. — Drop Off Only

*** By Request Only

** **SEASONAL**—Cove Point Water Park & Pool Seasonal serviced Memorial Day to Labor Day

For additional information, please visit our website or contact us.



Timothy Hayden, Director
Roberta L. Baker, Procurement Officer

**CALVERT COUNTY
DEPARTMENT OF FINANCE & BUDGET
PROCUREMENT OFFICE**

150 Main Street, Suite 107
Prince Frederick, Maryland 20678
410-535-1600 • 301-855-1243

Board of Commissioners
Mike Hart
Tom Hejl
Pat Nutter
Evan K. Slaughenhaupt Jr.
Steven R. Weems

August 10, 2018

**ITB 2019-031
BUS STOP ASSESSMENT AND PLAN**

QUESTIONS AND ANSWERS/CLARIFICATION NO. 1

Following are questions and answers/clarification for the above-referenced Invitation to Bid. Acknowledge receipt of this document by executing the signature block provided on each page. **This completed and signed document should be included with your proposal.** Failure to do so may subject bidder to disqualification.

1. Is there an existing inventory of bus stop locations, including longitude and latitude? **No.**
2. Is GIS sidewalk data available for the study area? **St. Mary County has GIS data which will be provided to the awarded Contractor upon request. Calvert County Government does not have any known GIS data.**
3. Do STS and CCGPT have existing bus stop guidelines? **No. St. Mary's County and Calvert County must comply with ADA requirements when designating a bus stop. St. Mary's County has had some difficulties getting an answer from Maryland State Highway Administration regarding designating bus stops along Maryland highways.**
4. Does C-SMMPO wish to inventory and assess flag stops in the study area? If so approximately how many locations? **No. The idea of this study is to eliminate flag stops within the MPO area and have designated stops only.**
5. Is stop level ridership available for signed and flag stops? **Current data is not available.**

CONTRACTOR'S LEGAL BUSINESS NAME: KFH Group, Inc.

AUTHORIZED SIGNATURE:  DATE: 8/14/2018

Mailing Address: 175 Main Street, Prince Frederick, Maryland 20678
Maryland Relay for Impaired Hearing or Speech: 1-800-735-2258

Questions and Answers/Clarification No. 1
ITB 2019-031
August 9, 2018

6. Is C-SMMPO interested in public engagement as part of this process? **STS has a Transportation Advisory Committee ("the Committee") that can participate in the study. The Committee includes nonprofits and individuals from the general public. Prior to the implementation of the designated stops, STS shall be required to involve the public because it will be a change in the service provided in this area. STS shall require one (1) of the drafts presented to the Committee before completion by the Consultant. Calvert County Government may want a public engagement.**
7. Can you give us further clarification on the page count. Does 20 pages both sides mean 40 pages total? **Twenty (20) two-sided pages.**
8. If subconsultants are used, are there any forms that the subconsultant needs to fill out? **No. You must submit any information on subconsultants.**
9. Can resumes be included in an appendix and not counted towards the final page count. **If necessary. Consultant will not be penalized if the submittal is over the 20 page limit; however, we are seeking substance over quantity.**

CONTRACTOR'S LEGAL BUSINESS NAME: KFH Group, Inc.

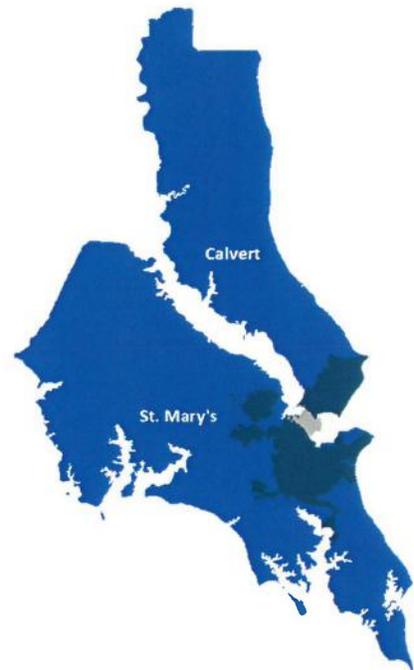
AUTHORIZED SIGNATURE: *Eric F. Krupp* DATE: 8/14/2018

Proposal for the
**Calvert – St. Mary's Metropolitan
Planning Organization
Bus Stop Assessment and Plan**

In Response to RFP 2019-031

Technical Proposal

August 14, 2018



Prepared for

Calvert - St. Mary's
**METROPOLITAN
PLANNING ORGANIZATION**



Prepared by
KFH Group, Inc.
Bethesda, Maryland

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Subcontractors – NA

Collaboration – NA

8. Appendix A: Required Certifications, Forms and Consultant Statements



August 14, 2018

Ms. Charlotte DeStephano
Calvert County Government
Procurement Office
150 Main Street, Suite 107
Prince Frederick, MD 20678

Dear Ms. DeStephano:

KFH Group, Inc. is pleased to submit our proposal in response to the Calvert – St. Mary's MPO Bus Stop Assessment and Plan (RFP 2019-031). KFH Group is an experienced firm of transportation planning professionals dedicated to providing assistance to local, regional, state and federal organizations. We have extensive experience conducting similar planning efforts in communities across the country. The assistance requested by Calvert and St. Mary's Counties fits perfectly with what we do at KFH.

With this letter, we accept all of the terms and conditions contained in the RFP. We have included a signed Name and Signature Requirements for Bid and Contracts Affidavit (as required in the RFP and included in each copy of our proposal). Our proposal consists of one original and five paper copies of each the technical proposal and the cost proposal.

Incorporated in the State of Maryland, the KFH Group is certified as a Disadvantaged Business Enterprise DBE by the Maryland Department of Transportation (our home state), as well as with the Departments of Transportation in more than 20 other states.

The attached proposal is valid for a minimum of 120 days beginning July 2, 2018. As KFH Group President, I am authorized to negotiate contracts for the KFH Group and can be reached at 301-951-8660 (phone), 301-951-0026 (fax), or sknapp@kfhgroup.com. We thank you for the opportunity to submit our proposal.

Sincerely,

A handwritten signature in blue ink that reads 'Sue Knapp'.

Sue Knapp
President

BETHESDA, MD

4920 Elm Street, Ste 350
Bethesda, MD 201814
301.951.8660

AUSTIN, TX

2111 Dickson Drive, Ste 32
Austin, TX 78704
512.372.8807

SEATTLE, WA

1932 1st Avenue, Ste 200
Seattle, WA 98101
206.274.5996

Plan of Work

TASK 1: PROJECT MANAGEMENT

Subtask 1.1 – Initial Project Meeting

In this initial task, KFH Group staff will work with the Calvert - St. Mary's MPO to arrange for an initial project meeting with stakeholders to kick off the project. This first meeting will permit the following:

- Determination of ongoing management
- Review of schedule and scope of work and provide clarification (if necessary)
- Discussion of potential issues or concerns
- Identification of key contacts
- Establishment of project objectives and next steps
- Review of draft data dictionary including data elements to be surveyed

Subtask 1.2 – Obtain GIS and Bus Stop Data

As part of our initial on-site visit, KFH Group will coordinate with Calvert and St. Mary's Counties to collect pertinent bus stop and pathway data. KFH Group has previously completed Transit Development Plans for Calvert and St. Mary's Counties where bus stop/flag stop locations were mapped and sample ridership data was collected. KFH Group will leverage this existing data as a baseline for the study; through coordination with Calvert and St. Mary's Counties these datasets will be easily updated.

TASK 2: SURVEY PREPARATION

Subtask 2.1 – Develop Annotated Data Dictionary

The first step in conducting a bus stop survey and evaluation is to determine what types of information will be collected at each stop. The annotated data dictionary will provide a detailed listing of the information that will be inventoried along with a text description. Even though KFH Group has surveyed thousands of bus stops, we always like to review the typical types of data elements we collect with local transit systems. Through this process, we can make adjustments based on the needs and preferences of the systems. Generally, information collected at each stop falls into one of the following five categories:

1. **Bus Stop Location Description** – Bus stop number, routes served, on- street, cross street, position and placement, (i.e. near-side, far-side, mid-block, heading, stop type, and land use such as commercial, single-family residential, and mix.)
2. **Passenger Amenities** – Size and accessibility of shelters, size and type of trash receptacles, benches, bicycle racks, vendor boxes, route and area maps, and bus schedules.
3. **Signage** – Bus stop signage and poles.
4. **Safety** – Sight lines, lighting (to the extent possible), proximity to a controlled intersection, posted speed limit, number of travel lanes, and crossing amenities, (i.e. marked crosswalk, pedestrian signal, and pedestrian refuge island).
5. **Accessibility** – Presence/absence of ADA compliant facilities, landing pad, landing pad obstructions, sidewalk width, sidewalk obstructions/protrusions, sidewalk connectivity, curb clearance, and curb ramp connectivity.

As part of the initial kick-off meeting, the KFH Group Team will discuss and review the information to be surveyed and make any changes based on input from the MPO and Calvert and St. Mary's County staff.

Subtask 2.2 – Identify Potential New Signed Bus Stop Locations

Calvert and St. Mary's County both have flag stops within the MPO study area. However, the vast majority of bus stops within the Calvert County area are flag stops where riders wave their hands at an approaching bus to notify the bus driver that they wish to board. The bus driver will then pull off at a safe location to allow the rider to board the bus. While there are mainly flag stops in Calvert County, there are also a number of designated stops in route schedules; however, these designated/scheduled stops are not signed.

KFH Group will work with Calvert and St. Mary's County to identify potential locations for new signed bus stops based on locations/areas where there is high boarding and alighting activity, proximity to different types of land uses (i.e. medical facilities, schools), and input from County staff.

These locations will be surveyed as part of Task 3.

Subtask 2.3 – Document Current Bus Stop Regulations from ADAAG

KFH Group will review and document the ADA Accessibility Guidelines (ADAAG) in regards to bus stops on elements such as accessible landing pads, passenger amenities, signage, curb

ramps, and sidewalks. We will also reference the Public Right-of-Way Accessibility Guidelines (PROWAG) where it overlaps with the ADAAG.

Project Deliverable:

Annotated Data Dictionary for Bus Stop Field Survey
Tech Memo #1: Overview of Existing ADAAG and PROWAG Guidelines

TASK 3: INVENTORY AND ASSESS BUS STOPS

Subtask 3.1 – Conduct Field Survey

Using the data dictionary, an electronic survey tool will be created to allow the survey to be completed on a GPS enabled mobile device. Each signed bus stop and each new potential location identified in Subtask 2.2 will be inventoried based on the annotated data dictionary. KFH Group will survey each stop for ADA compliance, pedestrian access, passenger amenities, safety, and connectivity to the nearest intersection. For mid-block bus stop locations, the survey will document if there is infrastructure to facilitate pedestrian crossings.

Each surveyor will be equipped with a GPS enabled Trimble device, a measuring wheel, tape measure, inclinometer, and digital camera. The Trimble device will collect latitude and longitude data and allow staff to electronically enter information; while the measuring instruments and inclinometer will aid in collecting specific measurements of the bus stop.

Subtask 3.2 – Photograph Bus Stops

A digital camera will be used to take a minimum of three images of each bus stop from different vantage points. The first image will be taken at the near-side of the stop, the second image will be directly across the on-street of the stop, and the third image will be taken from the far-side of the stop. In addition to the data collected at each stop, the pictures taken will provide the Calvert - St. Mary's MPO with a photo catalog of each stop. These images will also help with KFH Group's quality checks of the data collected. Quality assurance and quality control of information collected is vital to the success of the bus stop survey and assessment. On a daily basis, KFH Group will process each bus stop's information, cross checking data with the photos for anomalies, inconsistencies, inaccuracies and typographical errors.

Subtask 3.3 – Assess Safety and Accessibility of Bus Stops

Using the survey data collected in Subtask 3.1, the KFH Group Team will determine the safety and accessibility of each bus stop. A scoring will be assigned to each stop in order to rank the

stops on a scale ranging from fully accessible to completely inaccessible. Incorporated in the scoring will be an overall walk score of the bus stop location. This walk score will be based on the website Walk Score that measures the walkability of a location's walking routes and nearby amenities. Factored into the walking score is a measure of pedestrian friendliness by analyzing population density and road metrics.

By scoring and ranking the accessibility of each stop we will be able to determine locations with the most inaccessible stops allowing local agencies to decide on appropriate actions to take, whether it be relocating the stop or prioritizing resources to improve the stop.

Project Deliverable:

Tech Memo #2: Bus Stop Existing Conditions Summary Overview

TASK 4: DEVELOP GUIDELINES FOR BUS STOP PASSENGER AMENITIES

Under this task, KFH Group will work with Calvert and St. Mary's County to develop a bus stop hierarchy that will help in prioritizing passenger amenities at each stop and set the threshold for future stop creation. Prioritization criteria will include factors such as stop activity, adjacent land use, local policies, and service type. This will be formatted into guidelines for the placement of passenger amenities and improvements.

Project Deliverable:

Tech Memo #3: Bus Stop Guidelines for Passenger Amenities and Improvements

TASK 5: DEVELOP BUS STOP IMPROVEMENT RECOMMENDATIONS

Subtask 5.1 – Identify Bus Stop Improvements

In this subtask, KFH Group will develop a list of bus stop improvements for each bus stop location (including flag and signed stops) that will address safety, accessibility, amenities and ADA compliance. In addition to the recommended improvements, KFH Group will provide an estimate of the cost of the improvement(s). It should be noted that the cost estimates are for planning estimates and not actual engineering or construction costs. To ensure the estimates are reflective of the local labor and material costs, KFH will work with the Calvert - St. Mary's MPO staff in estimating unit costs for specific types of improvements.

Subtask 5.2 – Identify Potential Improvement Barriers

As part of the development of bus stop improvements, potential barriers (if any) will be cited. Barriers may include the lack of public right-of-way (PROW), being adjacent to State roadways, placement of utilities, topography, and safety.

Subtask 5.3 – Identify Flag Stops as Candidates for Signed Stops

The recommended improvements will include a detailed list and map profile of proposed flag stop locations that are recommended as candidates for future signed bus stops. This evaluation process will be informed through the existing conditions review; including data collected on available ridership information, proximity to popular trip generators, and availability of public right-of-way. Additional factors will include the scope and complexity of required bus stop and pathway improvements, and their associated costs.

Project Deliverable:

Tech Memo #4: Bus Stop Improvement and Location Recommendation Summary

TASK 6: BUS STOP PROFILES

Subtask 6: Develop Individual Bus Stop Profiles

For each bus stop, a stop profile will be created that will provide an easy to read snapshot of all safety, accessibility, and amenity features. The stop profile will include photos, activity (if available), accessibility scoring (based on the assessment in Task 3), recommended improvements, and cost estimates. Additional information can be added to the stop profiles based on input and needs of the Calvert - St. Mary's MPO. Figure 1 provides an example of a previously completed bus stop profile for the Santa Fe, New Mexico MPO.

Project Deliverable:

Bus Stop Profiles

Figure 1: Example of Bus Stop Profile from Santa Fe, New Mexico

94163		BUS STOP CONNECTIVITY: GOOD	
S GUADALUPE ST @ AGUA FRIA RD		AREA WALKSCORE: 84	
		<i>(0 = Car Dependent - 100 = Walker's Paradise)</i>	
HEADING (degrees): 200	PLACEMENT: FS	ACTIVITY: 4	
# OF TRAVEL LANES: 3	POSTED SPEED LIMIT: 35	<i>(based on sample data)</i>	





Adjacent Land Use

<input checked="" type="checkbox"/> RETAIL	<input type="checkbox"/> COLLEGE	<input type="checkbox"/> CULTURAL	<input checked="" type="checkbox"/> RELIGION	<input type="checkbox"/> PARK/OPEN SPACE
<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> GOVERNMENT	<input checked="" type="checkbox"/> OFFICE	<input type="checkbox"/> MEDICAL	<input type="checkbox"/> RECREATION CENTER
<input type="checkbox"/> MULTI-FAMILY	<input type="checkbox"/> INDUSTRIAL	<input type="checkbox"/> SCHOOL	<input type="checkbox"/> HUMAN SERVICE	<input type="checkbox"/> VACANT LOT

Bus Stop Sign and Pole

Bus Stop Signs:	1	Bus Stop Poles:	1	Route Match ID:	NONE
Bus Stop Sign Installation:	BUS STOP POLE	Bus Stop Pole Installation:	EARTH	Operators:	SANTA FE TRAILS
Bus Stop Sign Damage:	GRAFFITI	Bus Stop Pole Damage:	NONE		

Customer Information

Information Case:	BULLET	Route Schedule:	YES	Phone:	NONE
Information Case Accessible:	UNPAVED	Route Map:	YES	Route:	ROUTE 2
Information Case Damage:	BROKEN	System Map:	YES	Information:	
Digital Display:	NONE	QR Code:	NONE		

Amenities

Shelter Count:	0	Bench:	1	Bike Rack:	NONE
Shelter Type:	NA	Bench Installation:	FREESTAND	Trash Cans:	YES
Shelter Accessible:	NA	Bench Advertisement:	NONE	Vendor:	0
Shelter Foundation:	NA	Bench Damage:	GRAFFITI	Publication Box:	
Shelter Advertisement:	NA				
Shelter Damage:	NA				

Accessibility

ADA Landing Pad:	YES-OBS	Painted Curb:	NO	Curb Ramp OSNS:	YES
Pad Cross Slope (%):	0.3	Sidewalk Width (inches):	72	Curb Ramp OSFS:	YES
Pad Surface Problem:	NONE	Sidewalk Obstruction:	NONE	Curb Ramp CSAS:	YES
Pad Connect to Sidewalk:	YES	Sidewalk Surface Problem:	NONE	Curb Ramp CSOP:	YES
Pad Obstruction:	NONE				
Pad Connect to Curb:	YES				

Safety

Crosswalk OSNS:	NO	Crosswalk CSAS:	YES	Traffic Control:	NONE
Crosswalk OSFS:	NO	Crosswalk CSOP:	NO	Ped. Control OS:	NO
				Ped. Control CS:	NO

BUS STOP IMPROVEMENT RECOMMENDATION Possible MEF Factor/ROW Issue COST: \$ 1285

<u>Pole and Sign</u>	<u>Information Panel/Case</u>	<u>Accessibility</u>
REPAIR SIGN DAMAGE	RELOCATE INFORMATION PANEL/CASE	NONE
<u>Amenities</u>	REPAIR INFORMATION PANEL/CASE	
REPAIR BENCH		

TASK 7: FINAL REPORT

A final report will be prepared that documents the analysis and results conducted in the previous tasks. Tech Memos #1 through #4 as well as the bus stop profiles will be incorporated into the final report. The final report will be circulated among all study participants and an adequate review period will be allowed. Once all desired modifications have been completed, five hard copies and an electronic (PDF) copy of the report will be provided to the Calvert - St. Mary's MPO. In addition to the final report, all mapping data, GIS shapefiles, and other desired analysis files will be provided to the Calvert - St. Mary's MPO. These files will be provided in their original form and may include, but not be limited to, ACCDB, MPK, MXD, SHP, and XLS.

Project Deliverable:

Mapping Data, GIS Data, and Other Relevant Native Files
Draft Final Report and Final Report

Deliverables

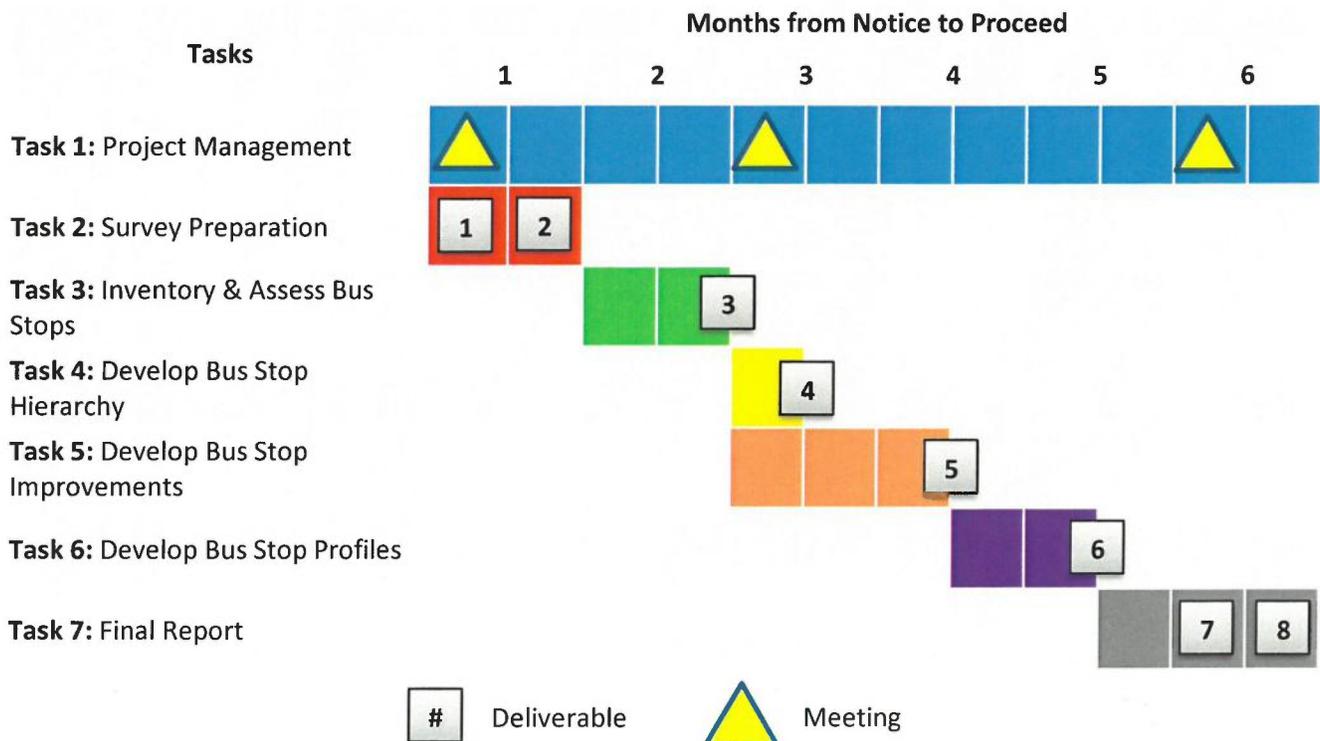
PROJECT SCHEDULE

KFH Group anticipates that this project will be completed over a six-month timeframe, including the draft report that will be completed by the end of the six months. Figure 2 depicts the proposed schedule for the project including proposed meetings and deliverables.

Project Deliverables:

- Deliverable #1: Annotated Data Dictionary for Bus Stop Field Survey
- Deliverable #2: Overview of Existing ADAAG and PROWAG Guidelines
- Deliverable #3: Bus Stop Existing Conditions Summary Overview
- Deliverable #4: Bus Stop Guidelines for Passenger Amenities and Improvements
- Deliverable #5: Bus Stop Improvement and Location Recommendation Summary
- Deliverable #6: Bus Stop Profiles
- Deliverable #7: Mapping Data, GIS Data, and Other Relevant Native Files
- Deliverable #8: Final Report

Figure 2: Project Schedule



Management Summary

KFH GROUP FIRM OVERVIEW

The KFH Group is a nationally recognized firm that focuses on the planning, design, analysis, and evaluation of transportation services and pedestrian infrastructure in urban, suburban and rural environments. Our projects have involved transportation planning, management consulting, policy analysis, service evaluation and design, and operational support for transportation programs of all sizes, including inventorying and assessing transit stops for ADA compliance and optimization.

The firm, founded in 1995, is incorporated in the State of Maryland and is certified as a Disadvantaged Business Enterprise (DBE) with the Maryland Department of Transportation as well as many other state departments of transportation and transit systems. KFH Group is headquartered in Bethesda, Maryland and has offices in Seattle, Washington, and Austin, Texas.

KFH Group President, Sue F. Knapp, is a majority owner of the firm and is both a key decision-maker and an active participant in project studies and proposals of work. Fred Fravel and Ken Hosen are the two other Principals. They are joined by eight transportation planners and four transit analysts. Many members of KFH have worked together as a consulting team on over 800 projects since the firm was founded. The proposed Project Manager, Will Sutton, is a senior staff member who has worked for KFH Group for eight years and served as Project Manager or Task Leader on all bus stop assessments and optimization efforts during his tenure.

KFH Group has a long history of providing assistance to local governments and transportation agencies in their efforts to comply with requirements of Title II, Title III, and Title VI of the ADA; this includes more than a decade of conducting bus stop compliance evaluations.

KFH GROUP RELATED EXPERIENCE AND QUALIFICATIONS

KFH Corporate Approach

Our corporate approach is guided by well-defined objectives, providing a structure for each project we conduct. These objectives include:

- High degree of direct involvement by the firm's principals.
- Sincere commitment to the client and the client agency's objectives for the project.

- Desire to listen to the client agency and work with agency staff to meet the specific needs of the organization.
- Recognition of the project's political and financial environment; we provide vision where it is needed, and realistic solutions to the specific issues and problems.
- Focus on implementable solutions; we work with the client to develop recommendations that can be implemented to meet local needs.
- A coordinated project management style; each project includes input and involvement from more than one of the Principals, providing continuity and support.

KFH Expertise

Our expertise is multi-faceted and multi-modal, focusing broadly on public transportation though specialized in specific disciplines including research, policy analysis, planning, management consulting, service evaluation and design, and operational support. KFH Group has conducted transit research at the federal, state, and local levels. KFH Group regularly provides technical assistance to transit agencies in developing new programs and policies including peer reviews and recommendations based on political and financial realities. KFH Group has built its expertise through a wide range of studies and plans, including the following relevant areas:

- ***Transit Stop Design and Assessment*** – KFH Group leads the industry in optimizing bus stops for accessibility and operational efficiency. KFH Group has assessed over 25,000 transit stops in Arkansas, Idaho, Maryland, New Mexico, Texas, Virginia, and Washington D.C. KFH Group is currently working with Montgomery County, Maryland to improve accessibility and compliance for 5,400 bus stops and with WMATA in Washington, D.C. to optimize bus stops on six of its bus lines.
- ***Transportation Development Plans and Transit Service Planning*** - For more than fifty urban areas, small cities, and rural areas, KFH Group has completed Transit Development Plans or detailed transit service plans. These plans typically include transit needs analysis, assessment of transit markets, analysis of current services, performance assessment, ridership demand forecasting, development of alternatives, fare analysis, costing of alternatives, preparation of budget forecasts, capital and facility needs assessment and planning, organizational and institutional planning, and implementation plans.
- ***Public Transportation Costing Studies, Fare Policy, and Pricing Analysis*** - Based on various cost and financial planning studies as well as through Transit Development Plans, KFH Group is well-versed in cost allocation formulas, fare and pricing sensitivity studies, and funding policy analysis.

Projects

TRANSIT STOP PLANNING, DESIGN AND OPTIMIZATION

KFH Group is an industry leader in transit stop planning, accessibility, and operational efficiency. We have assessed over 25,000 transit stops in Arkansas, Idaho, Maryland, New Mexico, Texas, Virginia, and Washington D.C. KFH Group has a long history of working with local jurisdictions to improve the accessibility and compliance of bus stops. This section outlines current and recent efforts.

Montgomery County, Maryland – Bus Stop Improvement Program

Since 2003, KFH Group has assisted Montgomery County, Maryland in implementing and monitoring its bus stop accessibility improvement program. These improvements were the result of a detailed inventory and assessment of the 5,400 bus stops that KFH Group conducted for the county. The inventory and assessment included the development of a photo catalog and geo-spatial database for monitoring improvements and creating work orders. As part of the initial inventory and assessment, KFH Group developed and prioritized recommendations to bring all of the stops into compliance.

Will Sutton, proposed Project Manager, currently oversees the effort. He and KFH Group staff continue to assist Montgomery County staff in securing bus stop improvement funding and performing field monitoring of improvement activities.



Before



After

Following each improvement or stop relocation, KFH Group staff conduct a new assessment to update the bus stop database and photo catalog. Currently, approximately 90% of the 5,400 bus stops have been improved to be compliant and safe for riders.

Montgomery County, Maryland – Bus Stop Improvement Program Contact:

Stacy Coletta, Manager, Passenger Facilities Unit, Montgomery County
240-777-5836 | stacy.coletta@montgomerycountymd.gov

Washington, D.C. - WMATA Metrobus Service Evaluation Bus Stop Assessment and Optimization

Currently, KFH Group is on a team to assist the Washington Metropolitan Area Transit Authority (WMATA) in conducting a detailed service evaluation on six Metrobus lines. Under subcontract to AECOM, KFH Group's role in this effort is to provide detailed bus stop assessments and prioritization criteria for improvements and service optimization.

Key tasks completed by KFH staff members include documenting bus stop amenities and accessibility conditions and outlining a prioritized list of recommended improvements by highlighting the most critical missing elements. Additionally, a review of existing spacing between stops, including analysis of boarding and alighting data combined with major trip generators, led to the development of a bus stop optimization (consolidation or elimination) schedule. The schedule developed was based on WMATA's bus stop spacing guidelines, which were developed with assistance from KFH Group.

WMATA Metrobus Service Evaluation Bus Stop Assessment and Optimization Contact:

Tim Brule, LEED AP, Transportation Planner IV, AECOM
703-340-3028 | timothy.brulle@aecom.com

Santa Fe MPO - Bus Stop and Connectivity Assessment

In 2016, KFH Group assisted the Santa Fe Metropolitan Planning Organization (MPO) in performing a physical inventory, ADA accessibility review, sidewalk connectivity assessment, and improvement prioritization for all bus stop facilities within the Santa Fe Metropolitan Area. The assessment covered stops served by three local operators including the North Central Regional Transit District, New Mexico's DOT Park and Ride Buses, and Santa Fe Trails. The guiding objective of the project was to identify activities that could be undertaken to improve bus stops and pathways to ensure greater access for all. Proposed Project Manager Will Sutton was instrumental in the key elements of the assessment including the physical inventory, ADA accessibility review, sidewalk connectivity assessment, and the improvement prioritization schedule including estimated improvement costs.

Santa Fe MPO Bus Stop and Connectivity Assessment Contact:

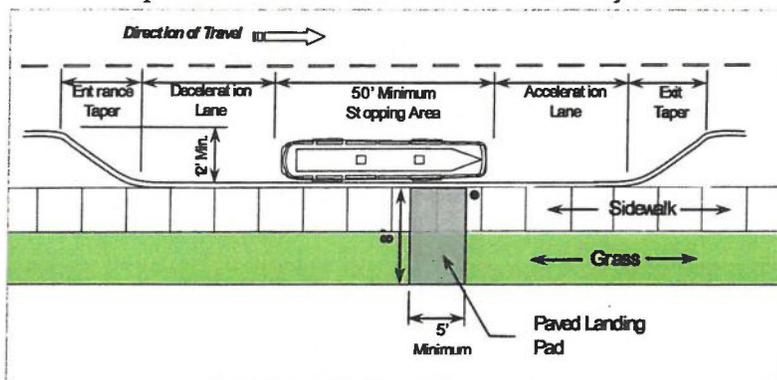
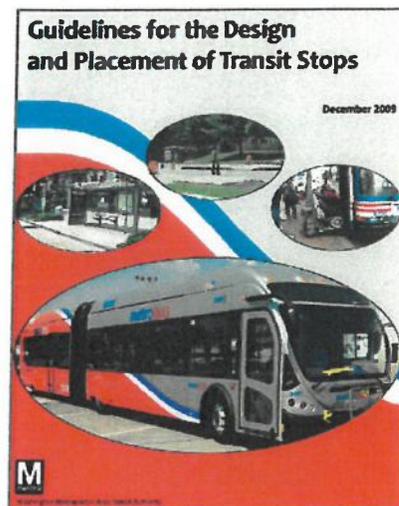
Erick Aune, AICP, MPO Transportation Planner, Santa Fe MPO
505-995-6664 | ejaune@ci.santa-fe.nm.us

Washington, D.C. - WMATA Guidelines for the Design and Placement of Transit Stops

In 2009, KFH Group assisted WMATA with the development of their *Guidelines for the Design and Placement of Transit Stops*, a guidebook that has been cited nationally as a benchmark for transit stop design.

Key Elements Included:

- Design of different types of bus stops
- Placement of bus stops
- Hierarchy of bus stop elements and passenger amenities
- Analysis of existing bus stop spacing
- Estimation of running time and cost savings from bus stop elimination and consolidation by bus line



Example of Bus Bay Stop Design

KFH Group, including Will Sutton, also conducted a regional bus stop inventory and assessment of 12,000 Metrobus stops throughout the metropolitan Washington, D.C. area for ADA compliance and pedestrian infrastructure elements.

WMATA Guidelines for the Design and Placement of Transit Stops Contact:
 Ramona Burns, Transit Asset Management Strategy and Planning Manager, WMATA
 202-637-7000 | rburns@wmata.com

TRANSIT SERVICE PLANNING AND TRANSIT DEVELOPMENT PLANS

KFH Group has a long history of providing transit service planning for more than fifty urban areas, small cities, and rural areas, including many of the locally operated transit systems across the State of Maryland. These plans typically include transit needs analysis, assessment of transit markets, analysis of current services, performance assessment, ridership demand forecasting, service planning, development of alternatives, costing of alternatives, preparation of budget forecasts, capital and facility needs assessment and planning, organizational and institutional planning, and implementation plans.

Calvert and St. Mary's Transportation Development Plans

KFH Group has a close working relationship with each of the public transit systems located within the study area. Proposed key staff members Sue Knapp and Will Sutton served as the Project Manager and Assistant Project Manager, respectively, for the Calvert County Transit Development Plan – completed in 2016. Will Sutton also provided analysis for the St. Mary's County Transit Development Plan – completed in 2013. This unique relationship would streamline the bus stop inventory and development of improvements given the study team's familiarity with the region and existing transit services.

Figure 3: Calvert County Estimated Transit Ridership Map from 2016 TDP

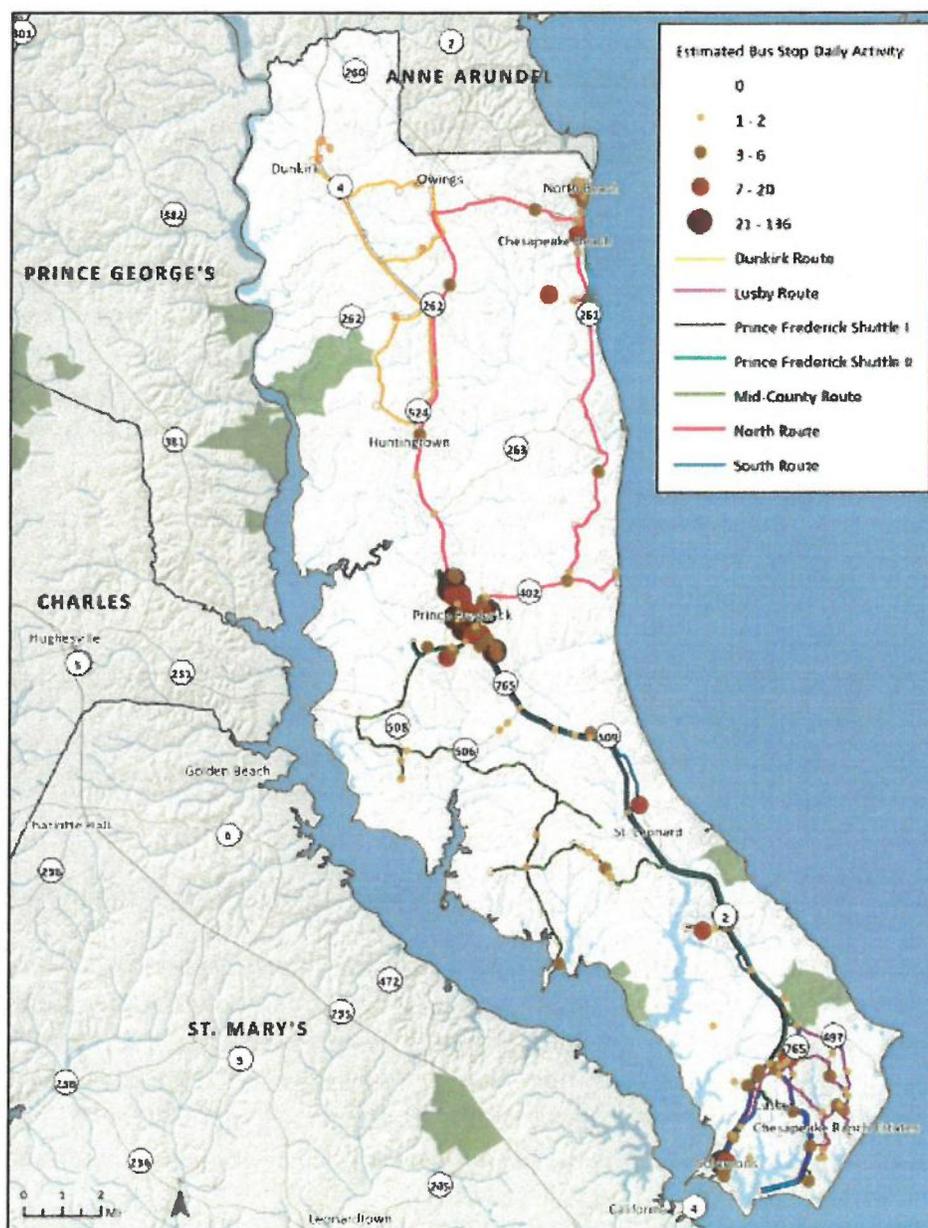
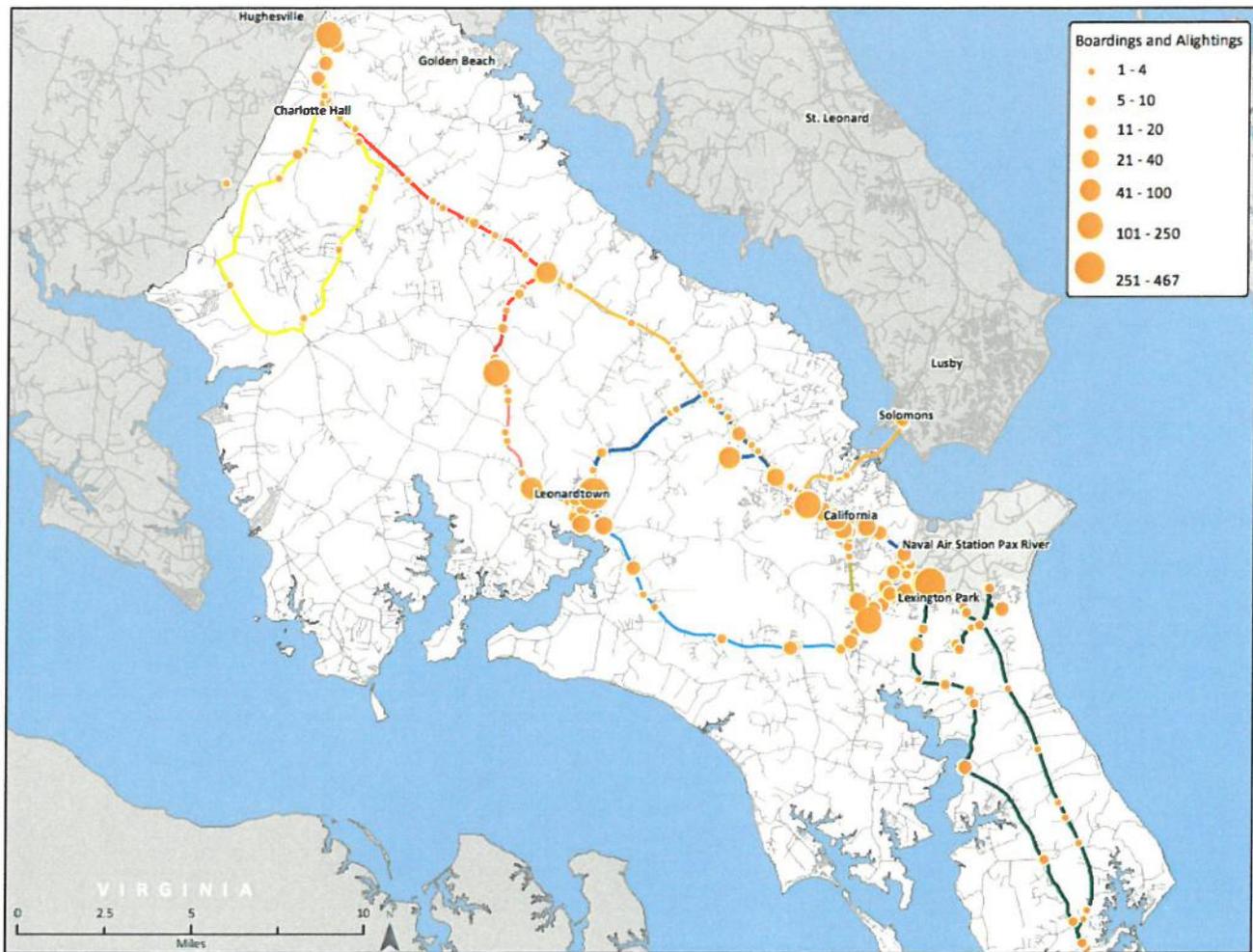


Figure 4: St. Mary's County Estimated Transit Ridership Map from 2013 TDP



Calvert County Public Transportation TDP Contact:

Sandy Wobbleton, Transportation Division Chief, Calvert County Public Transportation
410-535-4268 | wobblesv@co.cal.md.us

St. Mary's Transit System (STS) Contact:

Mary Ann Blankenship, CCTM, CSSO, Transportation Supervisor, St. Mary's Transit System
301-866-6797 | maryann.blankenship@stmarysmd.com

Personnel Expertise and Experience

PROPOSED PROJECT TEAM

This section presents the KFH Group Team’s proposed key team members (see Table 1). All staff is available immediately and have the capacity to complete work on their perspective tasks in the timeframe specified in the RFP.

Table 1: Proposed Project Team

Name	Title	Position on Project
Sue Knapp	President	Project Advisor
William Sutton, AICP	Senior Transportation Planner	Project Manager
Latisha Johnson	Transportation Planner	Technical Assistance
Joey Celtnieks	Transportation Analyst	Technical Assistance

PROPOSED KEY PERSONNEL

Mr. Will Sutton, proposed Project Manager, will be responsible for daily project management and will provide guidance and advice through all tasks. Mr. Sutton has extensive experience in successfully managing large survey efforts and assisting transit agencies with assessing the ADA compliance and location of transit stops and pedestrian infrastructure.

Ms. Sue Knapp is the proposed Project Advisor. She is the President of KFH Group and brings over 40 years of transit research and practical experience to the study. She will provide project management and oversight throughout the planning process.

The additional proposed staff members will provide technical assistance. Latisha Johnson and Joey Celtnieks will provide assistance on all tasks, including document preparation, conducting the inventory and assessment of bus stops, and developing bus stop improvements.

PROPOSED TEAM MEMBER RESUMES

Resumes for each proposed team member of the KFH Group are included on the following pages.

Sue Knapp

President



Years of Relevant Experience: 40

Education

- M.S. Civil Engineering, University of Buffalo, 1975
- B.A. School of Architecture and Planning, University of Buffalo, 1974

Highlights

- Project Manager on four previous task order contracts with the MTA Office of Local Transit Support
- Project Manager on Small Urban and Rural Transit Task Order Contracts with NJTransit, Virginia DRPT, NCDOT
- Project Manager for Compliance/Triennial Reviews of local transit systems in Maryland, North Carolina, New Jersey and Virginia
- Project Manager for a three year project to performed compliance reviews of Non-Emergency Medical Transportation (NEMT) provided by the 100 North Carolina County Departments of Social Services (DSSs).
- Conducted drug and alcohol compliance reviews of transit systems in Maryland over the past ten years.
- Project Manager for TDPs in Calvert, Annapolis, Shore Transit, St. Mary's Caroline/Kent/Talbot Counties
- Project Manager for KFH transit planning effort – Wilmington Moving Transit Forward
- Project Manager for Title VI Planning Projects for MTA, WMATA, TriMet and NJTransit
- Project Manager for KFH transit planning efforts for Bus Rapid Transit In Montgomery County, MD
- Project Manager for KFH transit planning on I-95/295 Hot Lanes, I-66 inside the beltway and I-66 outside the beltway in Virginia

Employment History

- *President*, KFH Group, 1995-Present
- *Principal*, Ecosometrics, Inc., 1976-1995
- *Associate*, Peat, Marwick, Mitchell & Company, 1975-1976

Ms. Knapp is the President of KFH Group and a Senior Transportation Planner with forty years of research and practical experience in transit planning, funding, operations, evaluation, and research.

Relevant Experience

Bus Stop and Facility Safety Assessments

Ms. Knapp acted as Project Manager for the KFH Group subcontract with SAIC to conduct TCRP Project A-28: *Guidebook for Mitigating Fixed-Route Bus-and-Pedestrian Collisions* to develop a Guidebook to assist transit agencies and community members in understanding the problem of bus-and-pedestrian collisions and in determining preventative or remedial strategies for reducing the frequency/severity of these types of collisions. Ms. Knapp has served as KFH Group Project Principal for the MWCOG Accessible Pathways project, Montgomery County Bus Stop Inventory and Assessment, WMATA Bus Stop Inventory, development of Bus Stop Guidelines, and development of customer improvements for Metro Extra services along Leesburg Pike.

Transit Planning

Ms. Knapp has forty years of experience providing assistance to public transit operators and policy makers on all levels of government and throughout the country. Ms. Knapp has directed over sixty studies nationwide to prepare Transportation Development Plans, including the compilation and assessment of transit needs and performance, and has provided technical assistance to many local communities on how to improve their transit systems. She is currently managing the KFH effort for the RK&K project to develop Bus Rapid Transit (BRT) services along the Veirs Mill Road corridor from the Rockville Metro station to the Wheaton Metro Station in Montgomery County, Maryland. Under this project, she developed and tested various BRT alternatives including the interface of BRT services with existing regional/local bus and rail services. Ms. Knapp also managed the KFH Group portion of the Wilmington Transit Moving Forward (WTMF) project which developed conceptual designs for transit infrastructure improvements along selected corridors in the City of Wilmington.

Ms. Knapp's recent experience includes the development and assessment of transit alternatives to be implemented in conjunction with the I-95/I-395 HOT lanes in Virginia. Ms. Knapp managed the KFH effort for the Base Realignment and Closure (BRAC) transit study for Aberdeen, Maryland and conducted a route restructuring study for the Wicomico-Salisbury MPO.

William Sutton, AICP

Senior Transportation Planner



Years of Relevant Experience: 8

Education

- M.U.R.P., Urban and Regional Planning, Virginia Tech, 2011
- B.S. Geography – Urban and Regional Planning, Texas State University, 2009

Professional Activities

- American Institute of Certified Planners (AICP)
- American Planning Association, Transportation Planning Chapter, 2007-Present
- Young Professionals in Transportation, 2012-Present

Highlights

- Managed and supported the large-scale transit facility assessments for:
 - Blacksburg Transit, VA
 - Rock Region Metro, AR
 - Santa Fe Trails, NM
 - T-Line, TX
 - Washington Metropolitan Area Transit Authority, Washington, D.C.
- Managed and contributed to short-range transit plans across the nation; including:
 - Calvert County Public Transit, MD
 - Cecil Transit, MD
 - Clemson Area Transit, SC
 - Danville Transit, VA
 - Rock Region Metro, AR
 - North Central Regional Transit District, NM
 - Queen Anne's CountyRide, MD
 - River Cities Public Transit, SD
 - Shore Transit, MD
 - Virginia Regional Transit, VA
 - Washington County Transit, MD
- Provided GIS analysis and mapping support for over 50 transit related studies across the nation

Employment History

- *Transportation Planner*, KFH Group, 2011-Present
- *Graduate Research Assistant*, Virginia Tech, 2010-2011
- *Planning Intern*, Blacksburg Transit, 2010

William Sutton is a Senior Transportation Planner with eight years of experience in transit planning, bus stop and pedestrian facility analysis, ADA compliance, service design, and GIS. He is proficient at conducting background research, collecting and analyzing data, creating GIS maps and developing planning reports.

Relevant Experience

Bus Stop and Pedestrian Facility Analysis

Mr. Sutton provides a great deal of experience in data collection and analysis of pedestrian and transit facilities. He has led and assisted with ridership assessments, bus stop inventories, and pedestrian accessibility assessments. He recently served as Project Manager for Santa Fe, New Mexico's Pedestrian Right-of-Way (PROW) Self-Evaluation and ADA Transition Plan Update where he led a team that inventoried every sidewalk, intersection, and curb ramp in the City. Through this effort and many others, Mr. Sutton has successfully executed his work-plans, provided supervision for field surveyors, maintained data accuracy, and performed the associated data analysis.

Transit Planning

Mr. Sutton has managed and contributed to a number of short-range transit plans including Calvert County Public Transit. He has been involved in every step of the planning process for transit development plans, comprehensive operational analyses, and transit feasibility studies throughout the country. His expertise lies in transit needs analysis and service development for under- and un-served areas. Mr. Sutton is currently Project Manager for Cecil Transit's and Washington County Transit's Transit Development Plans and Assistant Project Manager for Queen Anne's County Ride.

Geographical Information Systems

Mr. Sutton provides technical expertise for a wide-range of planning projects. To date he has provided mapping support, through ArcGIS, for over fifty projects including 25 transit development plans. He is adept at analyzing ground level data and providing detail reports and visual illustrations. Mr. Sutton is also experienced using, and providing technical support for GPS receivers.

Latisha Johnson

Transportation Planner



Years of Relevant Experience: 4

Education

- Masters Candidate of City and Regional Planning with a specialization in Transportation Planning, Morgan State University, 2018
- B.S. Economics, B.A International Studies, University of North Carolina at Charlotte, 2009

Professional Activities

- American Planning Association, 2013-Present
- Conference of Minority Transportation Officials, 2014-Present
- Montgomery County Bus Rapid Transit Advisory Committee for the U.S. 29 Corridor, 2014-Present
- Women in Transportation, 2014-Present
- Young Professionals in Transportation, 2013-Present

Highlights

- Experience in GIS mapping & data analysis
- Expertise in analyzing transit performance factors
- Knowledgeable about strategic planning initiatives for large, multi-modal transit agencies

Employment History

- *Transportation Analyst*, KFH Group, 2015-Present
- *MSU/MDOT Intern*, Maryland Transit Administration, 2014-2015
- *GIS Graduate Assistant*, Morgan State University, 2014-2015
- *Community Engagement Intern*, Citizen, Planning, & Housing Association, 2013

Ms. Johnson is a Transit Planner with technical skills in GIS and data analysis. She has participated in numerous community outreach efforts advocating for public transit. Her background includes working as an Intern for the Maryland Transit Administration (MTA). She specializes in GIS mapping and community outreach.

Relevant Experience

Transit Planning

Ms. Johnson has assisted with the development of multiple transit development plans, comprehensive analyses, and transit feasibility studies throughout the country. Her contributions include GIS mapping, community outreach, ridership counts, and needs analysis. Ms. Johnson is currently working on the Washington County Transit, TDP in Maryland.

GIS Analysis

Ms. Johnson has both professional and academic GIS experience. She taught introductory GIS to high school students (as a volunteer) as part of the 4-H Program in Baltimore, Maryland. Ms. Johnson also assisted with developing GIS manuals for undergraduate and graduate GIS courses at Morgan State University. Ms. Johnson has used GIS analysis to contribute to impact studies and neighborhood plans.

Community Outreach

Ms. Johnson serves on the Bus Rapid Transit Community Advisory Committee for the Montgomery County Rapid Transit Study. She has worked with the Citizens, Planning, and Housing Association to implement strategies for building relationships with citizens, community groups and stakeholders within Baltimore's planned Red Line Corridor.

Joey Celtnieks

Transportation Analyst



Years of Relevant Experience: 1

Education

- Bachelor of Science in Geographic Information Systems (GIS), University of Maryland, 2018
- B.A. Spanish Linguistics and Culture, University of Maryland, 2018

Employment History

- *Transit Analyst*, KFH Group, 2018-
- *GIS Planning Intern*, Howard County Public School System, June 2017- May 2018
- *GIS Intern*, START - University of Maryland, College Park, June 2016-August 2018
- *Event Manager*, University of Maryland Memorial Chapel, College Park, August 2015-May 2018

Mr. Celtnieks is a Transit Analyst with experience in GIS Planning. As a GIS Intern at the Howard County Public School System he designed data collection techniques for a department project on school room numbering, created an ArcGIS tool using python that calculated the effects of redistricting on school drive-times, helped facilitate public forums and open houses with concerned county residents, and updated room floor plan applications on ArcGIS online.

Mr. Celtnieks also has experience in GIS as an Open-Source GIS Intern at START in College Park, Maryland. Here he worked with GIS professionals to enhance and edit pre-existing datasets, mapped a statistical model of migration dynamics in Burundi, utilized the python coding language for data cleaning, and used satellite imagery to map transportation networks in Central Asia.

Additional Skills Service Planning

Mr. Celtnieks has skills in the following areas:

- Spanish fluency
- ESRI ArcGIS
- QGIS
- R statistical language
- Python

Relevant Coursework

Mr. Celtnieks has background in and excelled in the following courses:

- Social Geography of Metropolitan Areas
- Geographic Information Systems
- Computer Programming for GIS
- Remote Sensing
- Geospatial Statistics
- Advanced GIS and Spatial Analysis
- Advanced Python for GIS

Appendix A

Required Certifications, Forms and Consultant Statements

Consultant Statement – Independence

KFH Group, Inc. is independent of C-SMMPO as defined by generally accepted auditing standards/the U.S. General Accounting Office’s Government of Auditing Standards.

KFH Group, Inc. is independent of all of the component units of C-SMMPO and their Departments as defined by those same standards.

KFH Group, Inc. does not have any professional relationships involving C-SMMPO, their Departments, or any of their agencies or component units for the past five years.

KFH Group, Inc. shall give the C-SMMPO written notice of any professional relationships entered into during the period of this Contract.

KFH Group, Inc. Financial Statement

KFH GROUP, INCORPORATED

FINANCIAL REPORT

December 31, 2017 and 2016

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Dennis T. Alexander
Certified Public Accountant

2275 Research Boulevard, Suite 500 • Rockville, MD 20850 • 301/840.5998

Independent Auditor's Report

Board of Directors and Stockholders
KFH GROUP, INCORPORATED
Bethesda, Maryland

I have audited the accompanying financial statements of **KFH GROUP, INCORPORATED** (a Maryland corporation), which comprise the balance sheets as of December 31, 2017 and 2016, and the related statements of income (loss), changes in stockholders' equity, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audits. I conducted my audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of **KFH GROUP, INCORPORATED** as of December 31, 2017 and 2016 and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Demetrius Alexander, CPA

May 31, 2018

KFH GROUP, INCORPORATED
BALANCE SHEETS

December 31, 2017 and 2016

	<u>2017</u>	<u>2016</u>
ASSETS		
Current Assets		
Cash	\$ 319,743	\$ 13,222
Contract receivables	1,133,514	1,474,133
Prepaid expenses and other current assets	300,335	345,595
Total Current Assets	<u>1,753,592</u>	<u>1,832,950</u>
Property and Equipment		
Office equipment	104,671	112,173
Automobiles	164,205	164,205
Furniture and fixtures	27,371	27,371
	<u>296,247</u>	<u>303,749</u>
Less, Accumulated depreciation	211,600	167,105
Total Property and Equipment	<u>84,647</u>	<u>136,644</u>
Other Assets		
Security deposits	12,301	13,883
Total Other Assets	<u>12,301</u>	<u>13,883</u>
Total Assets	<u>\$ 1,850,540</u>	<u>\$ 1,983,477</u>
LIABILITIES AND STOCKHOLDERS' EQUITY		
Current Liabilities		
Note payable, demand	\$ -	\$ -
Notes and capital lease payable, current portion	25,262	39,755
Accounts payable and accrued expenses	433,695	240,959
Withheld and accrued payroll taxes	20,646	19,640
Accrued compensation	578,116	555,026
Deferred income taxes	137,627	371,308
Total Current Liabilities	<u>1,195,346</u>	<u>1,226,688</u>
Long-term Liabilities, net of current portion	<u>29,100</u>	<u>57,231</u>
Total Liabilities	<u>1,224,446</u>	<u>1,283,919</u>
Stockholders' Equity		
Common stock; par value \$.10, authorized 3,000 shares, issued and outstanding 2,000 shares	200	200
Capital in excess of par value	51,800	51,800
Retained earnings	574,094	647,558
Total Stockholders' Equity	<u>626,094</u>	<u>699,558</u>
Total Liabilities and Stockholders' Equity	<u>\$ 1,850,540</u>	<u>\$ 1,983,477</u>

See Accompanying Notes.

KFH GROUP, INCORPORATED

STATEMENTS OF INCOME (LOSS)
 Years ended December 31, 2017 and 2016

	<u>2017</u>	<u>2016</u>
Contract Revenue Earned	\$ 5,176,812	\$ 6,124,762
Direct Expenses		
Labor	1,638,725	1,670,167
Subcontractors	1,093,796	1,852,378
Travel	101,632	141,468
Other direct costs	21,974	24,764
Total Direct Expenses	2,856,127	3,688,777
Indirect Expenses		
Fringe expenses	1,295,124	1,144,881
Overhead expenses	219,079	226,639
General and Administrative expenses	1,005,089	864,113
Total Indirect Expenses	2,519,292	2,235,633
Cost of Operations	5,375,419	5,924,410
Income from Operations	(198,607)	200,352
Other Income		
(Loss) on disposition of assets	(5,001)	(276)
Total Other Income	(5,001)	(276)
Other Expenses		
Interest expense	3,671	5,715
Personal Property taxes	2,028	3,693
Bad debt expense	1,250	-
Penalties	-	202
Total Other Expenses	6,949	9,610
Income before Income Tax Expense (Benefit)	(210,557)	190,466
Income Tax Expense (Benefit)		
Federal	(120,048)	41,548
State	(17,045)	23,201
Total Income Tax Expense (Benefit)	(137,093)	64,749
Net Income (Loss)	\$ (73,464)	\$ 125,717

See Accompanying Notes.

KFH GROUP, INCORPORATED**STATEMENTS OF CHANGES IN STOCKHOLDERS' EQUITY**
Years ended December 31, 2017 and 2016

	<u>Common stock</u>	<u>Capital in excess of par value</u>	<u>Retained earnings</u>
December 31, 2015	\$ 200	\$ 51,800	\$ 521,841
Net Income	-	-	125,717
Dividends declared	-	-	-
December 31, 2016	\$ 200	\$ 51,800	\$ 647,558
Net Income (Loss)	-	-	(73,464)
Dividends declared	-	-	-
December 31, 2017	\$ 200	\$ 51,800	\$ 574,094

See Accompanying Notes.

KFH GROUP, INCORPORATED
STATEMENTS OF CASH FLOWS
Years ended December 31, 2017 and 2016

	<u>2017</u>	<u>2016</u>
Cash flows from Operating activities		
Cash received from customers	\$ 5,517,431	\$ 6,037,293
Cash paid to suppliers and employees	(5,152,965)	(5,962,228)
Income taxes received/(paid); net	(11,650)	(12,201)
Interest paid	(3,671)	(5,715)
Net Cash flows from Operating activities	<u>349,145</u>	<u>57,149</u>
Cash flows from Financing activities		
Principal reductions on long-term liabilities	(42,624)	(43,927)
Net Cash flows from Financing activities	<u>(42,624)</u>	<u>(43,927)</u>
Change in Cash	306,521	13,222
Cash		
Beginning of year	<u>13,222</u>	-
End of year	<u>\$ 319,743</u>	<u>\$ 13,222</u>
Reconciliation of Net Income (loss) to Net Cash flows from Operating activities		
Net income (loss)	\$ (73,464)	\$ 125,717
Depreciation and amortization	46,996	50,155
Loss on disposition of assets	5,001	276
Change in current assets and liabilities-		
Contract receivables	340,619	(87,469)
Prepaid expenses and other current assets	45,260	(89,940)
Deposits	1,582	(1,582)
Outstanding checks in excess of bank balance	-	(12,849)
Accounts payable and accrued expenses	192,736	5,361
Withheld and accrued payroll taxes	1,006	3,573
Accrued compensation	23,090	11,371
Deferred income taxes	(233,681)	52,536
Net Cash flows from Operating activities	<u>\$ 349,145</u>	<u>\$ 57,149</u>

See Accompanying Notes.

KFH GROUP, INCORPORATED**NOTES TO FINANCIAL STATEMENTS****1. Business purpose and summary of significant accounting policies**

KFH GROUP, INCORPORATED (KFH, or the Company) was incorporated in 1995 in the state of Maryland to provide transportation planning and consulting services to clients throughout the United States.

The following is a summary of the Company's significant accounting policies.

Cash and equivalents

For purposes of reporting the statement of cash flows, the Company includes cash on hand and all cash accounts which are not subject to withdrawal restrictions as cash in the accompanying balance sheets. At December 31, 2017 and 2016, and during the years then ended, the Company had no cash equivalents.

Contract receivables

The Company grants trade credit to its customers. Receivables are valued at Management's estimate of the amount that will ultimately be collected. Management believes all contract receivables to be fully collectible, and therefore no provision for doubtful accounts is necessary.

Property, equipment and depreciation

Property and equipment are recorded at cost. As of January 1, 2016, the Company adopted a policy of capitalizing and depreciating only those items of property and equipment costing \$5,000 or more per item. For financial statement purposes, depreciation is computed using the straight-line method over estimated useful lives of five to seven years. Maintenance and repairs are charged to operations. Gains and losses from the disposition of property and equipment are included in income. The Company utilizes IRS-approved accelerated depreciation methods and/or expensing elections for income tax return purposes where appropriate.

Income taxes

Income taxes are accounted for by the asset/liability approach in accordance with FASB *Accounting Standards Codification* 740 (formerly Statement of Financial Accounting Standards No. 109, *Accounting for Income Taxes*). The provision for income taxes represents the total of income taxes paid or payable for the current year, plus the change in deferred income taxes during the year.

Deferred income taxes

Deferred income taxes represent the *future tax return outcomes* which are *expected to occur* when the reported amounts of assets and liabilities are recovered or paid. The liability for deferred income taxes arises from differences between the financial statement reporting and tax return reporting bases of assets and liabilities (primarily contract receivables, prepaid expenses, depreciation, accounts payable, and accrued expenses) and are adjusted for changes in tax laws and tax rates when those changes are enacted.

Revenue recognition on long-term contracts

The Company recognizes revenue on long-term contracts using the proportional performance method of accounting. In accordance with this method, revenue is estimated during each financial reporting period encompassed by the contract based on the degree of completion.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires Management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Date of Management's review for subsequent events

In preparing these financial statements, Management has evaluated events and transactions for potential recognition or disclosure through the date of the auditor's report, which is the date the financial statements were available to be issued.

2. Concentrations, risks and uncertainties

Financial instruments that potentially subject the Company to concentrations of credit risk consist principally of temporary cash deposits and contract receivables.

At various times during the years ended December 31, 2017 and 2016, the Company had on deposit cash balances in excess of the federally insured limit. Such uninsured cash balances totaled \$226,618 and \$45,243 at December 31, 2017 and 2016, respectively.

The Company performs ongoing credit evaluations of its customers' financial condition and, generally requires no collateral from its customers. Management believes that concentrations of credit risk with respect to contract receivables is limited due to the number of customers comprising the Company's customer base and their dispersion across different geographic areas.

For the year ended December 31, 2017, the Company had concentrations (greater than 10%) of revenue and contract receivables, as follows:

	<u># of contracts</u>	<u>% of revenue</u>	<u>Contract receivables</u>
State government; Mid-Atlantic	24	20.42%	\$104,123
State government; Mid-Atlantic	1	31.63%	\$411,659
Commercial client; New England	7	4.65%	\$167,965

Of the receivable amounts shown above, 92.58% was collected during 2018 prior to issuance of these financial statements, with the remaining 7.42% confirmed by the customers as being owed as of December 31, 2017.

For the year ended December 31, 2016, the Company had concentrations (greater than 10%) of revenue and contract receivables, as follows:

	<u># of contracts</u>	<u>% of revenue</u>	<u>Contract receivables</u>
State government; Mid-Atlantic	20	27.96%	\$351,331
State government; Mid-Atlantic	1	19.17%	\$390,254
Commercial client; New England	4	3.79%	\$197,466

Of the receivable amounts shown above, 84.42% was collected during 2017 prior to issuance of these financial statements, with the remaining 15.58% confirmed by the customers as being owed as of December 31, 2016.

The Company's major business focus is providing assistance to local, state, and federal agencies to improve public transportation services, either as a prime contractor or in a subcontractor role. Because of fiscal constraints, many governmental agencies have deferred certain projects financed with general funds. However, the Company's transportation-related projects are typically financed with capital funds. As such, the Company's revenue and cash flows have not been negatively affected by the recent economic slowdown experienced by the country in general. In fact, because of hiring moratoriums implemented by certain state and local governments, the Company has obtained additional contract work providing support to such entities.

3. Note payable, demand

The Company has negotiated the availability of a \$200,000 revolving line-of-credit with a local financial institution. Borrowings under this arrangement bear interest at 1.0% (one percent) over the prime rate as reported in the Wall Street Journal (in increments of 1/8%, with a minimum rate of 6.00%), and are limited to 70% (seventy percent) of the Company's eligible trade receivables (defined as less than ninety-one days old). The debt is secured by all assets of the Company and is guaranteed by the Company's stockholders and certain of their spouses. The applicable interest rate as of December 31, 2017 and 2016 was 6.00%. The current agreement expires June 30, 2018, and is subject to various non-financial covenants including: Notification of claims, litigation and other adverse events, Maintenance of adequate insurance coverage, Execution of additional documents, Payment of taxes, Continuation of the current organizational structure, Environmental compliance, Use of proceeds, and Prohibition against other borrowings without the lender's written approval.

No amounts were outstanding pursuant to this arrangement during the years ended December 31, 2017 and 2016.

4. Long-term debt

At December 31, 2017 and 2016 long-term debt consisted of the following:

	<u>2017</u>	<u>2016</u>
Capital lease payable; monthly installments of \$517.22 including interest at 5.619%; secured by Konica-Minolta copier; maturity September, 2020	\$ 16,222	\$ 20,942
Note payable; monthly installments of \$1,156.58 including interest at 2.85%; secured by 2015 Volvo automobile; maturity April, 2018	3,384	15,840
Note payable; monthly installments of \$1,382.84 including interest at 3.69%; secured by 2014 Mercedes Benz automobile; maturity June, 2018	6,850	22,857
Note payable; monthly installments of \$940.70 including interest at 5.59%; secured by 2015 Ford automobile; maturity September 2020	27,906	37,347
	<u>\$ 54,362</u>	<u>\$ 96,986</u>

The asset acquired under the above-described Capital lease has a stated cost of \$27,000 which is included in the balance sheet as part of *Office equipment*. Amortization of this asset is included in depreciation expense.

	<u>2017</u>	<u>2016</u>
Maturities are as follows-		
December 31, 2017	//////	\$ 39,755
December 31, 2018	\$ 25,262	28,131
December 31, 2019	16,279	16,279
December 30, 2020	12,821	12,821
Total	<u>\$ 54,362</u>	<u>\$ 96,986</u>

5. Income taxes

Income tax expense (benefit) for the year ended December 31, 2017 consists of the following:

	<u>Federal</u>	<u>State</u>
Taxes currently payable	\$ 77,235	\$ 19,353
Deferred income taxes	(197,283)	(36,398)
	<u>\$ (120,048)</u>	<u>\$ (17,045)</u>

The liability *Deferred income taxes* consists of the following as of December 31, 2017:

	<u>Temporary differences</u>	<u>Deferred Income Taxes</u>
Future taxable income	\$ 1,207,837	\$ 332,367
Future tax deductions	(707,694)	(194,740)
	<u>\$ 500,143</u>	<u>\$ 137,627</u>

This liability decreased significantly from December 31, 2016 to 2017 due to the corporate tax rate reduction enacted as part of the Tax Cuts and Jobs Act.

5. Income taxes (Continued)

Income tax expense (benefit) for the year ended December 31, 2016 consists of the following:

	Federal	State
Taxes currently payable	\$ -	\$ 12,213
Deferred income taxes	41,548	10,988
	<u>\$ 41,548</u>	<u>\$ 23,201</u>

The liability *Deferred income taxes* consists of the following as of December 31, 2016:

	Temporary differences	Deferred Income Taxes
Future taxable income	\$ 1,643,356	\$ 648,222
Future tax deductions	(702,025)	(276,914)
	<u>\$ 941,331</u>	<u>\$ 371,308</u>

As of December 31, 2016, the Company has available a tax-basis net operating loss and other prospectively deductible expenses of approximately \$68,000, which will be carried forward to offset otherwise taxable income in subsequent years. The availability of these future deductible amounts expires December 31, 2035.

The Company has determined that it does not have any material uncertain tax positions and concluded that no additional income tax obligations or benefits are required to be recognized as of December 31, 2017 and 2016.

6. Retirement plan

The Company maintains a qualified cash or deferred retirement plan covering substantially all employees. Under the plan, eligible employees may defer a portion of their compensation (within limits established by law) which the Company then contributes to the plan. The plan also provides for a discretionary employer contribution as determined by Management. For the years ended December 31, 2017 and 2016, the Company recognized expense for employer contributions to the plan in the amount of \$260,616 and \$183,244, respectively, net of forfeitures.

7. Lease commitments

The Company leases office facilities in Bethesda, Maryland under a non-cancelable arrangement which originally expired February 28, 2005. The original contract contained an escalation clause under which the minimum monthly rental increased 4% each year. The lease has been extended for three additional five-year periods under identical terms except as to the monthly rental charge and the escalation factor which was modified to 3%. The current agreement expires February 29, 2020.

The Company also leases office facilities in Austin, Texas under a non-cancelable agreement which expires July 31, 2019. The contract contains an escalation clause under which the minimum monthly rental increases 3% each year.

The Maryland and Texas leases also require the Company to pay its proportionate share of Common Area Maintenance (CAM) and Real Estate Taxes. All such additional amounts are included in Rent expense.

Office facilities in the Seattle, Washington area and Santa Fe, New Mexico are leased under various month-to-month agreements.

7. Lease commitments (Continued)

Minimum future payments required under these leases are as follows:

	<u>Space; Maryland</u>	<u>Space; Texas</u>
Year ending-		
December 31, 2018	\$ 175,022	\$ 21,639
December 31, 2019	180,262	12,841
December 31, 2020	30,190	-
Totals	<u>\$ 385,474</u>	<u>\$ 34,480</u>

For the years ended December 31, 2017 and 2016, \$208,597 and \$214,251 respectively, was charged to rent expense for the space leases, including Seattle and Santa Fe.

8. Other commitments and contingencies

Stock purchase agreement

Effective July 31, 2012, the Company and its Stockholders entered into a Stock Purchase Agreement (the agreement or SPA) covering all shares of Common Stock of the Company. The agreement provides that such shares may not be sold, pledged, encumbered, transferred, or disposed of in any way, whether voluntarily, involuntarily, or by operation of law, except under the terms of the SPA.

In the event that a current shareholder desires to dispose of his or her interest in the Company, the remaining shareholders have the right of first refusal to acquire such shares on the same terms as the proposed transfer in proportion to their current ownership interests (exclusive of the seller's interest).

If a remaining shareholder declines to purchase the shares to which he/she has the right of first refusal, the other remaining shareholders shall have the option of acquiring such shares in proportion to their current ownership interests (exclusive of the interests of the seller and the declining shareholder).

If the remaining shareholders do not acquire all shares offered for sale, the Company has the right to acquire the shares on the same terms as the proposed transfer.

All such rights to acquire shares must be exercised within 45 days of receiving written notice of the proposed transfer.

If the Company and remaining shareholders do not agree to purchase all such shares offered, the selling shareholder may sell the shares as stated in the written notice.

Upon the death of a shareholder, the surviving shareholders are required to purchase the deceased shareholder's interest in the Company at a price determined pursuant to the SPA. Life insurance policies have been acquired to facilitate any such occurrence.

In the event that a shareholder becomes totally disabled, as defined in the SPA, the other shareholders are required to purchase the disabled shareholder's interest in the Company at a price determined pursuant to the SPA. Unless otherwise agreed to in writing by all of the shareholders, this transaction is required to be consummated even if the disabled shareholder recovers from his/her disability.

8. Other commitments and contingencies (Continued)

Stock purchase agreement (Continued)

Upon the voluntary termination of employment of a shareholder (whether by retirement, or otherwise), the remaining shareholders have the option to acquire such shareholder's interest at a price determined pursuant to the SPA. Such price is to be determined using a "going concern" approach with no discounts for minority interest or lack of control. However, if the terminating shareholder does not enter into a non-compete agreement with the Company, the price is to be determined using a "liquidation value" approach with appropriate discounts for minority interest and/or lack of control.

Upon the involuntary termination of employment of a shareholder, the remaining shareholders are required to purchase such shareholder's interest at a price determined pursuant to the SPA. Such price is to be determined using a "liquidation value" approach with appropriate discounts for minority interest and/or lack of control. These provisions would also apply if any transfer of shares is made, or ordered by a court to be made, by a shareholder as a result of a marital separation, divorce, or property settlement.

Cyber security risks

Although the Company is not aware of the occurrence of any specific events, KFH is subject to cyber security risks as a result of accessing the World Wide Web and internet to collaborate, communicate with clients and others, undertake specific contract tasks, as well as perform general and administrative functions. Such risks include misappropriation of Company assets, removal of sensitive information, data corruption, disruption of operations, and theft of intellectual property or the identities and data of employees, customers, or business partners.

Should a cyber event occur, KFH may incur additional costs related to remediation, protection, lost revenues, litigation, and/or reputational damage. The extent of such potential additional costs cannot be estimated at the present time. Currently, the Company addresses these risks by use of firewalls, encryption, virus protection software, individual passwords, and staff training.

Litigation

The Company is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; personal injury; and natural disasters. The financial impact of these risks is mitigated by various insurance policies. At present, the Company is not involved in any litigation.

Income tax returns subject to examination by taxing authorities

The Company's federal and State income tax returns for years ended before December 31, 2014 are no longer subject to examination by the Internal Revenue Service (IRS) and various States. Although no taxing authority has notified the Company of any intention to do so, IRS and States generally have the right to examine returns for three years after they are filed.

9. Effect of New Financial Accounting Standards Board (FASB) Pronouncements

The Financial Accounting Standards Board (FASB) has issued several Accounting Standards Updates (ASUs) with prospective effective dates which, upon implementation, will require the Company to change the manner in which it accounts for certain financial transactions. KFH does not currently intend to early adopt any of the following ASUs.

ASU 2015-14 Revenue from Contracts with Customers (Topic 606): Deferral of the Effective Date

This ASU defers the effective date of ASU 2014-09 *Revenue from Contracts with Customers (Topic 606)* until annual periods beginning after December 15, 2018. ASU 2014-09 requires KFH to ¹identify each of its contracts with customers, ²identify the performance obligations in each contract, ³determine the transaction price, ⁴allocate the transaction price to the performance obligations of each contract, and ⁵recognize revenue when (or as) each performance obligation is satisfied. The accounting requirements for revenue recognition have been further modified by several additional ASUs issued during 2016 and 2017. Management has not determined the effect that this ASU, or the additional modifications, will have on the Company's financial statements.

9. Effect of New Financial Accounting Standards Board (FASB) Pronouncements (Continued)

ASU 2015-17 Income Taxes (Topic 740): Balance Sheet Classification of Deferred Taxes

This ASU is effective for annual periods beginning after December 15, 2017 and will require KFH to report all deferred tax liabilities and assets as non-current on its balance sheets. Management has determined that this ASU will affect the Company's financial statements by reducing current liabilities and increasing long-term liabilities, each by the full balance of *Deferred Income Taxes*.

ASU 2016-02 Leases (Topic 842)

This ASU, effective for fiscal years beginning after December 15, 2019, will require the Company to recognize lease assets and lease liabilities on its balance sheets for those leases classified as operating leases under previous generally accepted accounting principles, and disclose key information about its leasing arrangements. Management has not determined the specific effect that this ASU will have on the Company's financial statements. However, the effect is expected to be significant with respect to the assets and liabilities reported on the Company's balance sheets.

Numerous other ASUs with prospective effective dates have also been issued by FASB, none of which are expected to directly affect the Company's financial statements as KFH does not typically enter into applicable in-scope transactions covered by such standards.

Dennis T. Alexander*Certified Public Accountant*

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Independent Auditor's Report on Supplementary Information

Board of Directors and Stockholders
KFH GROUP, INCORPORATED
Bethesda, Maryland

I have audited the financial statements of **KFH GROUP, INCORPORATED** as of and for the years ended December 31, 2017 and 2016, and have issued my report thereon dated May 31, 2018, which contained an unmodified opinion on those financial statements. My audits were performed for the purpose of forming an opinion on the financial statements as a whole. The schedules of fringe, overhead, and general and administrative expenses, and the statement of direct labor, fringe benefits and general overhead are presented for the purpose of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures in accordance with auditing standards generally accepted in the United States of America. The additional procedures included comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures. In my opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.



May 31, 2018

KFH GROUP, INCORPORATEDSCHEDULES OF FRINGE EXPENSES
Years ended December 31, 2017 and 2016

	<u>2017</u>	<u>2016</u>
Employee benefits	\$ 730,471	\$ 640,673
Payroll taxes	191,289	181,714
Vacation salaries	181,892	173,918
Holiday pay	109,499	96,171
Sick pay	81,973	52,405
Total Fringe expenses	<u>\$ 1,295,124</u>	<u>\$ 1,144,881</u>

KFH GROUP, INCORPORATED**SCHEDULES OF OVERHEAD EXPENSES**
Years ended December 31, 2017 and 2016

	<u>2017</u>	<u>2016</u>
Rent	\$ 178,797	\$ 183,644
Depreciation	40,282	42,990
Equipment rental and maintenance	-	5
Total Overhead expenses	<u>\$ 219,079</u>	<u>\$ 226,639</u>

KFH GROUP, INCORPORATED**SCHEDULES OF GENERAL AND ADMINISTRATIVE EXPENSES**
Years ended December 31, 2017 and 2016

	<u>2017</u>	<u>2016</u>
Administrative salaries	\$ 290,896	\$ 194,688
Officer bonuses	206,547	163,041
Proposal salaries	78,778	79,971
Employee bonuses	69,500	71,350
Auditing and bookkeeping	46,566	49,645
Insurance	32,638	31,273
Rent	29,800	30,607
Conferences	26,321	19,789
Parking and transit benefits	26,266	21,900
Conference salaries	23,200	18,090
Telephone and utilities	20,633	26,740
Office supplies and expenses	18,791	28,162
Printing	17,017	12,992
Contract labor	15,525	19,660
Dues and subscriptions	13,301	13,391
Network salaries	12,949	12,452
Automobile expense	11,032	9,189
Travel	10,397	19,196
Computer expense	8,283	14,650
Legal and consulting	7,905	6,274
Marketing, meals and entertainment	6,927	1,474
Depreciation and amortization	6,714	7,165
Repairs and maintenance	5,676	21
Contributions	5,500	1,250
Postage and delivery	4,998	2,509
Licenses	2,820	4,043
Proposal expenses	2,693	1,920
Marketing salaries	2,077	916
Advertising	1,001	-
Bank service charges	338	1,755
Total General and Administrative expenses	<u>\$ 1,005,089</u>	<u>\$ 864,113</u>

Dennis T. Alexander*Certified Public Accountant*

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**Independent Auditor's Report on Statement of
Direct Labor, Fringe Benefits and General Overhead**

Board of Directors and Stockholders
KFH GROUP, INCORPORATED
Bethesda, Maryland

Report on the Statement of Direct Labor, Fringe Benefits and General Overhead

I have audited the accompanying statement of direct labor, fringe benefits and general overhead ("the Statement") of **KFH GROUP, INCORPORATED** ("the Company") for the year ended December 31, 2017, and the related notes to the Statement.

Management's Responsibility for the Statement

Management is responsible for the preparation and fair presentation of the Statement in accordance with the basis of accounting practices prescribed by Part 31 of the Federal Acquisition Regulation ("FAR") and certain other federal and State regulations. Management is also responsible for the design, implementation and maintenance of internal controls relevant to the preparation and fair presentation of the Statement that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on the Statement based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the financial audit standards contained in *Government Auditing Standards* issued by the Comptroller General of the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the Statement is free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the Statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the Company's preparation of the Statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal controls. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of significant estimates made by management, as well as evaluating the overall presentation of the Statement.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the Statement referred to above presents fairly, in all material respects, the direct labor, fringe benefits and general overhead of the Company for the year ended December 31, 2017 on the basis of accounting described in Note 1.

Basis of accounting

I draw attention to Note 1, which describes the basis of accounting. As described in Note 1, the Statement is prepared by the Company on the basis of accounting prescribed by Part 31 of the Federal Acquisition Regulation ("FAR") and certain other federal and State regulations as discussed in Note 1, which is a basis of accounting other than accounting principles generally accepted in the United States of America. My opinion is not modified with respect to this matter.

Restriction on Use

My report is intended solely for the information and use of the Board of Directors and management of **KFH GROUP, INCORPORATED** and government agencies or other customers related to contracts employing the Federal Acquisition Regulation cost principles and is not intended and should not be used anyone other than these specified parties.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have issued a report dated May 31, 2018 on my consideration of the Company's internal controls over financial reporting as it relates to the Statement and on my tests of its compliance with certain provisions of laws, regulations and contracts, including provisions of the applicable sections of Part 31 of the Federal Acquisition Regulation. The purpose of that report is to describe the scope of my testing of internal controls over financial reporting and compliance and the results of the testing, and not to provide an opinion on internal controls over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Company's internal control over financial reporting and compliance.

Demetri T. Alexander, CPA

May 31, 2018

KFH GROUP, INCORPORATED

STATEMENT OF DIRECT LABOR, FRINGE BENEFITS AND GENERAL OVERHEAD
 (Post-September 2014 MD Department of Transportation contract awards)
 Year ended December 31, 2017

	<u>Totals</u>	<u>Unallowable</u>	*	<u>Allowable</u>	<u>Overhead Rates</u>
Direct Labor	<u>\$ 1,638,725</u>	<u>\$ -</u>	(2)	<u>\$ 1,638,725</u>	
Fringe Expenses					
Employee benefits	\$ 730,471	\$ (16,305)	(3)	\$ 714,166	
Payroll taxes	191,289	-		191,289	
Vacation salaries	181,892	-		181,892	
Holiday pay	109,499	-		109,499	
Sick pay	81,973	-		81,973	
Total Fringe Expenses	<u>\$ 1,295,124</u>	<u>\$ (16,305)</u>		<u>\$ 1,278,819</u>	78.04%
General Overhead Expenses					
Non-direct salaries and bonuses	\$ 683,947	\$ (45,511)	(2)	\$ 638,436	
Rent	208,597	-		208,597	
Depreciation, amortization, loss	46,996	5,001	(3)	51,997	
Auditing and bookkeeping	46,566	(34)	(10)	46,532	
Insurance	32,638	-		32,638	
Conferences	26,321	-		26,321	
Parking and transit benefits	26,266	-		26,266	
Telephone and utilities	20,633	-		20,633	
Office supplies and expenses	18,791	(2,769)	(5)	16,022	
Printing	17,017	-		17,017	
Contract labor	15,525	-		15,525	
Dues and subscriptions	13,301	-		13,301	
Automobile expense	11,032	(16,831)	(4)	(5,799)	
Travel	10,397	-		10,397	
Computer expense	8,283	-		8,283	
Legal and consulting	7,905	(2,200)	(11)	5,705	
Marketing, meals and entertainment	6,927	(1,190)	(6)	5,737	
Repairs and maintenance	5,676	-		5,676	
Contributions	5,500	(5,500)	(7)	-	
Postage and delivery	4,998	-		4,998	
Licenses	2,820	300	(8)	3,120	
Proposal expenses	2,693	-		2,693	
Advertising	1,001	-	(9)	1,001	
Bank service charges	338	-		338	
Total General Overhead Expenses	<u>\$ 1,224,168</u>	<u>\$ (68,734)</u>		<u>\$ 1,155,434</u>	70.51%
Total Overhead Rate					<u>148.55%</u>

* FAR References: See note 2 to the statement

See Accompanying Notes.

KFH GROUP, INCORPORATED**NOTES TO STATEMENT OF DIRECT LABOR, FRINGE BENEFITS AND GENERAL OVERHEAD****1. Business purpose and summary of significant accounting policies**

KFH GROUP, INCORPORATED (the Company) was incorporated in 1995 in the state of Maryland to provide transportation planning and consulting services to clients throughout the United States.

The following is a summary of the Company's significant accounting policies for the statement of direct labor, fringe benefits and general overhead.

Basis of accounting and Accounting system

The Company's indirect cost rate schedule was prepared on the basis of accounting practices described in Part 31 of the Federal Acquisition Regulation ("FAR") and certain other federal and State of Maryland regulations. Accordingly, the indirect cost rate schedule is not intended to present the results of operations of the Company in conformity with US generally accepted accounting principles.

The Company uses a standard accrual basis job cost accounting system. All expenses are reviewed by management and classified as either *Direct* (expenses which are incurred solely as a result of performing a specific contract task) or *Indirect* (expenses incurred which are not attributable to a specific contract task, but which benefit the overall accomplishment of Company goals).

Non-salary Direct expenses (e.g., Travel, Subcontractors, Books & Publications, Delivery & Postage, Office Supplies, Contract Labor, and Duplication) are charged to the specific project to which they relate, whether or not the contract agreement provides for reimbursement of such other direct costs.

Indirect expenses, including fringe benefits and general overhead expenses, are allocated based on Direct Labor cost on a Company wide basis.

Labor costs

Direct Labor is charged to all projects based on actual rates incurred.

Fringe benefits

The Company provides its employees time off in the form of paid vacation, sick leave, and comp time. Upon termination of employment, the dollar-value of accrued but unused time off for all three categories is paid to the terminated employee.

Premium overtime

The Company does not pay premium rates for overtime incurred. Hourly employees are paid for all hours worked at standard rates of compensation.

Uncompensated overtime

The Company does not pay salaried employees for time worked in excess of 40 hours per week. The time in excess of 40 hours is credited to the indirect cost pool.

Highly compensated owner/employees

The Company performed an analysis of owner/employee compensation in accordance with Chapter 7 of the *AASHTO Audit Guide*. The analysis included an examination of the activities performed by owner/employees, and the forms of compensation paid to owner/employees. The Company determined that compensation paid to two (2) of its owner/employees exceeded the amounts calculated for those individuals' positions in accordance with the *National Compensation Matrix* issued by the American Association of State Highway and Transportation Officials. The total excess compensation amounted to \$97,372, of which \$45,511 was indirect; which amount was adjusted to the indirect cost rate schedule.

Personal use of company-owned vehicles

The owner/employees of the Company have personal usage of company-owned vehicles, which is tracked through vehicle logs. Amounts attributable to this personal use (\$16,831 for 2017) were disallowed in accordance with FAR 31.205-6(m)(2).

Profit-sharing plan

The Company maintains a qualified 401(k) retirement plan, which meets the requirements of FAR 31.205-6(j), covering substantially all employees. Under the plan, eligible employees may defer a portion of their compensation (within limits established by law) which the Company then contributes to the plan. The plan also provides for a discretionary employer contribution as determined by Management. For the year ended December 31, 2017, the Company recognized expense for employer contributions to the plan in the amount of \$260,616 which is included in the fringe benefit portion of the schedule.

Depreciation and Leasing activities

Property and equipment are recorded at cost for purchased items and items acquired by capital lease. As of January 1, 2016, the Company adopted a policy of capitalizing and depreciating only those items of property and equipment costing \$5,000 or more per item. For purposes of the indirect cost rate schedule, depreciation expense is computed using the straight-line method over estimated useful lives of five to seven years.

Advertising/Recruitment expenses

The net amount reported as "Allowable" in the statement of direct labor, fringe benefits, and general overhead is limited to the amount incurred for staff recruitment. The Company typically does not incur general advertising expenses.

Date of Management's review

In preparing the statement of direct labor, fringe benefits and general overhead, Management has evaluated events and transactions for potential recognition or disclosure through the date of the auditor's report, which is the date the statement was available to be issued.

2. FAR References

- (1) 31.205-19(e)(2)(v) – Life insurance on Key Employees
- (2) 31.205-6 – Compensation to owners in excess of reasonable amount, considered distribution of profits
- (3) 31.205-16 – Loss on disposition of property and equipment, adjustment to depreciation expense
- (4) 31.205-6(m)(2) – Personal use of company-owned vehicles
- (5) 31.205-51 – Alcoholic beverages and 31.205-14 – Social activities
- (6) 31.205-14 – Social activities
- (7) 31.205-8 – Charitable contributions
- (8) 31.205-41 – Annual State corporate registration fee, adjustment to licenses
- (9) 31.205-1 – Advertising
- (10) 31.205-46 – Mileage reimbursement rate charged by independent auditor in excess of published GSA rate
- (11) 31.205-6 – Owner Fringe Benefit; considered as Compensation to owner in excess of reasonable amount

Dennis T. Alexander*Certified Public Accountant*

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Independent Auditor's Report on Internal Control and Compliance

Board of Directors and Stockholders
KFH GROUP, INCORPORATED
Bethesda, Maryland

I have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the statement of direct labor, fringe benefits and general overhead ("the Statement") of **KFH GROUP, INCORPORATED** ("the Company") for the year ended December 31, 2017, and the related notes to the Statement, and have issued my report thereon dated May 31, 2018.

Internal Control Over Financial Reporting

In planning and performing my audit of the Statement, I considered the Company's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the Statement, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control. Accordingly, I do not express an opinion on the effectiveness of the Company's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Company's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during my audit, I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Company's Statement is free from material misstatement, I performed tests of the Company's compliance with certain provisions of laws, regulations, contracts, and grant agreements, including provisions of the applicable sections of 48 CFR Part 31 of the Federal Acquisitions Regulation, noncompliance with which could have a direct and material effect on the determination of the amounts reported on the Statement. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Company's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Company's internal control and compliance. This report is intended solely for the use and information of the Company and government agencies or other customers related to contracts employing the cost principles of the Federal Acquisition Regulation, and should not be used for any other purpose.

Dennis T. Alexander, CPA

May 31, 2018

KFH Group Certificate of Good Standing

STATE OF MARYLAND
Department of Assessments and Taxation

I, MICHAEL L. HIGGS OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF THE STATE OF MARYLAND, DO HEREBY CERTIFY THAT THE DEPARTMENT, BY LAWS OF THE STATE, IS THE CUSTODIAN OF THE RECORDS OF THIS STATE RELATING TO THE FORFEITURE OR SUSPENSION OF CORPORATIONS, OR THE RIGHTS OF CORPORATIONS TO TRANSACT BUSINESS IN THIS STATE, AND THAT I AM THE PROPER OFFICER TO EXECUTE THIS CERTIFICATE.

I FURTHER CERTIFY THAT KFH GROUP, INCORPORATED (D04150553), INCORPORATED MAY 12, 1995, IS A CORPORATION DULY INCORPORATED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF MARYLAND AND THE CORPORATION HAS FILED ALL ANNUAL REPORTS REQUIRED, HAS NO OUTSTANDING LATE FILING PENALTIES ON THOSE REPORTS, AND HAS A RESIDENT AGENT. THEREFORE, THE CORPORATION IS AT THE TIME OF THIS CERTIFICATE IN GOOD STANDING WITH THIS DEPARTMENT AND DULY AUTHORIZED TO EXERCISE ALL THE POWERS RECITED IN ITS CHARTER OR CERTIFICATE OF INCORPORATION, AND TO TRANSACT BUSINESS IN MARYLAND.

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY SIGNATURE AND AFFIXED THE SEAL OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF MARYLAND AT BALTIMORE ON THIS JULY 24, 2018.



Michael L. Higgs
Director



301 West Preston Street, Baltimore, Maryland 21201
Telephone Baltimore Metro (410) 767-1340 / Outside Baltimore Metro (888) 246-5941
MRS (Maryland Relay Service) (800) 735-2258 TT/Voice

Online Certificate Authentication Code: KFTeQE7FikyxO3frYJk8pQ
To verify the Authentication Code, visit <http://dat.maryland.gov/verify>

Consultant Statement – Identification of Anticipated Potential Problems

KFH Group, Inc. does not anticipate any potential problems or need for special assistance from C-SMMPO. If any problems arise, KFH Group Officers, including President Sue Knapp, will be available and responsive to the C-SMMPO to advise and resolve them.

AGREEMENT

This Agreement made this **25th** day of **September** in the year **2018**, by and between

KFH Group, Inc.
4920 Elm Street, Suite 305
Bethesda, Maryland 20814

hereinafter called the Consultant, and the Board of County Commissioners of Calvert County on behalf of the Calvert-St. Mary's Metropolitan Planning Organization.

WHEREAS, the contract for **RFP 2019-031**
Bus Stop Assessment and Plan

in the amount of Sixty-Seven Thousand Fifty-Nine Dollars and No Cents (\$67,059.00)

subject to the following documents which form the contract and are as fully a part of the contract as if thereto attached or hereinafter repeated and are termed the contract documents:

- NOTICE TO CONSULTANTS
- PRICE PROPOSAL
- GENERAL TERMS AND CONDITIONS
- SPECIFICATIONS
- NON-COLLUSION CERTIFICATE
- ANTI-BRIBERY AFFIRMATION AND AFFIDAVIT OF QUALIFICATION TO BID
- ATTACHMENT A - MAP OF THE MPO BOUNDARY
- ATTACHMENT B - TS ROUTE SCHEDULE & INFORMATION FOR THE
TRANSIT STOPS IN ST. MARY'S COUNTY
- ATTACHMENT C - CALVERT COUNTY PUBLIC TRANSPORTATION ROUTES THAT SERVE WITHIN
THE MPO, THE SOUTH ROUTE, THE MID-COUNTY ROUTE, AND THE LUSBY SHUTTLE
- QUESTIONS AND ANSWERS/CLARIFICATION NO. 1
- REQUIRED Q&E/TECHNICAL PROPOSAL
- AGREEMENT

AND WHEREAS, the Contract has recently been awarded to the Consultant by the Board of County Commissioners of Calvert County on behalf of the Calvert-St. Mary's Metropolitan Planning Organization and for a sum equal to the aggregate cost of the materials, supplies and services done or furnished, at the prices and rates respectively named therefore in the proposal attached hereto;

AND WHEREAS, it was one of the conditions of said award that a formal contract should be executed by and between the Consultant, the Board of County Commissioners of Calvert County on behalf of the Calvert-St. Mary's Metropolitan Planning Organization, and the Calvert-St. Mary's Metropolitan Planning Organization evidencing the terms of said award;

NOW THEREFORE, THIS CONTRACT WITNESSETH, that the Consultant does hereby covenant and agree with the Board of County Commissioners of Calvert County on behalf of the Calvert- St.Mary's Metropolitan Organization and the Calvert-St. Mary's Metropolitan Planning Organization that he shall well and faithfully provide said materials, supplies and services as set forth in the Contract Documents in accordance with each and every one of the conditions, covenants, stipulations terms, and provisions contained in said contract documents at the prices and rates respectively named therefore in the proposal attached hereto, and shall well and faithfully comply with and perform each and every obligation imposed upon him by said contract documents, or the terms of said award;

And the Board of County Commissioners of Calvert County on behalf of the Calvert-St. Mary's Metropolitan Planning Organization and the Calvert-St. Mary's Metropolitan Planning Organization does hereby covenant and agree with the Consultant that it shall pay to the Consultant when due and payable under the terms of said contract documents and of said award, the above mentioned sum; and it shall well and faithfully comply with and perform each and every obligation imposed upon it by said contract documents, or the terms of said award.

IN WITNESS WHEREOF, said **KFH Group, Inc.** and the Board of County Commissioners of Calvert County on behalf of the Calvert St. Mary's Metropolitan Planning Organization and the Calvert-St. Mary's Metropolitan Planning Organization have caused these presents to be signed by their respective responsible officers.

CONSULTANT NAME: **KFH Group, Inc.**

AUTHORIZED CONTRACT REPRESENTATIVE *Sue F. Knapp* Sue F. Knapp, President
SIGNATURE TITLE

WITNESS *Rai Schlt*

BOARD OF COUNTY COMMISSIONERS OF CALVERT COUNTY *Frank H. ...* (SEAL)

WITNESS *Frank H. ...*

CALVERT-ST. MARY'S METROPOLITAN PLANNING ORGANIZATION

BY: *William Hunt*
WILLIAM HUNT, DIRECTOR, ST. MARY'S COUNTY, LUGM,
CALVERT-ST. MARY'S METROPOLITAN PLANNING ORGANIZATION

WITNESS *Vanessa ...*

CALVERT COUNTY GOVERNMENT ATTORNEY
APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

John B. Norris, III
JOHN B. NORRIS, III, COUNSEL TO C-SMMPO