ATTACHMENT J-1
KEY PERSONNEL & SUPPORT STAFF RESUME FORM

(Offeror to complete one for each person)

1. NAME:

2. ROLE IN THIS CONTRACT:

3a. YEARS EXPERIENCE – TOTAL:

3b. YEARS EXPERIENCE – WITH CURRENT FIRM:

4. FIRM NAME AND LOCATION *(City and State)*:

5. EDUCATION *(DEGREE AND SPECIALIZATION)*:

6. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*:

7. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*:

8a(1) RELEVANT PROJECT – TITLE AND LOCATION *(City and State)*:

8a(2) RELEVANT PROJECT – YEAR COMPLETED – PROFESSIONAL SERVICES:

8a(2) RELEVANT PROJECT – YEAR COMPLETED – CONSTRUCTION *(If applicable)*:

8a(3) RELEVANT PROJECT – BRIEF DESCRIPTION *(Brief scope, size, cost etc.)* AND SPECIFIC ROLE:

8a(3) RELEVANT PROJECT – BRIEF DESCRIPTION – Check here if project performed with current firm:

8b(1) RELEVANT PROJECT – TITLE AND LOCATION *(City and State)*:

8b(2) RELEVANT PROJECT – YEAR COMPLETED – PROFESSIONAL SERVICES:

8b(2) RELEVANT PROJECT – YEAR COMPLETED – CONSTRUCTION *(If applicable)*:

8b(3) RELEVANT PROJECT – BRIEF DESCRIPTION *(Brief scope, size, cost etc.)* AND SPECIFIC ROLE:

8b(3) RELEVANT PROJECT – BRIEF DESCRIPTION – Check here if project performed with current firm:

8c(1) RELEVANT PROJECT – TITLE AND LOCATION *(City and State)*:

8c(2) RELEVANT PROJECT – YEAR COMPLETED – PROFESSIONAL SERVICES:

8c(2) RELEVANT PROJECT – YEAR COMPLETED – CONSTRUCTION *(If applicable)*:

8c(3) RELEVANT PROJECT – BRIEF DESCRIPTION *(Brief scope, size, cost etc.)* AND SPECIFIC ROLE:

8c(3) RELEVANT PROJECT – BRIEF DESCRIPTION – Check here if project performed with current firm:

8d(1) RELEVANT PROJECT – TITLE AND LOCATION *(City and State)*:

8d(2) RELEVANT PROJECT – YEAR COMPLETED – PROFESSIONAL SERVICES:

8d(2) RELEVANT PROJECT – YEAR COMPLETED – CONSTRUCTION *(If applicable)*:

8d(3) RELEVANT PROJECT – BRIEF DESCRIPTION *(Brief scope, size, cost etc.)* AND SPECIFIC ROLE:

8d(3) RELEVANT PROJECT – BRIEF DESCRIPTION – Check here if project performed with current firm:

8e(1) RELEVANT PROJECT – TITLE AND LOCATION *(City and State)*:

8e(2) RELEVANT PROJECT – YEAR COMPLETED – PROFESSIONAL SERVICES:

8e(2) RELEVANT PROJECT – YEAR COMPLETED – CONSTRUCTION *(If applicable)*:

8e(3) RELEVANT PROJECT – BRIEF DESCRIPTION *(Brief scope, size, cost etc.)* AND SPECIFIC ROLE:

8e(3) RELEVANT PROJECT – BRIEF DESCRIPTION – Check here if project performed with current firm:

ATTACHMENT J-2
REQUIRED SKILL SETS (DISCIPLINES)

Key Personnel

Program Manager (PE, RA, PMP® or PMOC >15 yrs) – Program Resource Manager (Prime Contractor(s) only; No Subcontractors)

Task Order Manager (PE, RA, PMP® or PMOC >15 yrs) – Capability/Capacity Expertise (Prime Contractor(s) only; No Subcontractors)

Systems Integration Manager – Oversight, Review of Grantees' Design and Reports

Civil Engineer (PE) – Oversight and Review of Grantees' Engineering Design

Risk Assessment Manager – Analysis of Risks in Cost, Schedule, Performance and Safety

Required Assignment of a Staff Member or Alternate in the Proposal

Officer-in-Charge- Corporate Representative of Prime Contractor (Prime Contractor(s) only; No Subcontractors)

QA/QC Manager (CMQ/OE) – Certified Manager of Quality/Organizational Excellence, Audits

Business Economics Manager – Financial Projections, Spread Sheets, Inflation Modeling

Professional Planner (PP) – Oversight and Review of Grantees' Project

Government and Regulatory Manager- Federal Railroad Administration (FRA), State Safety Oversight, Occupation Safety and Health Administration (OSHA),

Contracts and Terms Manager –Legal (Contracts), Claims, Negotiation of Railroad Contracts

Procurement / Supply Manager - Project Delivery Method, Federal Acquisition Regulations

Real Estate Manager – Uniform Relocation Act Expert

Architect/Architectural Engineer (RA) – Oversight and Review of Architectural Design

Rail Vehicle / Bus / Motor Vehicle Engineer – Oversight of Grantees' Design

System Safety Expert – Application of Military Specification 882 c Process for System Safety

Construction Management Manager – Planning and Execution, Equipment, Labor Management

Transit Operations Planning Manager – Review of Fleet Plans

Mobility Expert - ADA Application to Transit

Project Scheduling Manager – Microsoft Project and Primavera Expertise

Document Control Manager – PMO Document and Presentation Preparation

Assignment from a Staff Resource Pool approved by the FTA COTR

Cost Estimation Manager – Requires Transit including Rail Route Construction and Vehicle Shops

Industrial Engineer - Oversight of the Grantee Shops, Maintenance Process

Rail Signal Engineer – Oversight and Review of Grantees' Design and Reports

CBTC / Automatic Train Control Engineer – Oversight of Grantees' Design

Communications Engineer – Oversight and Review of Grantees' Design and Reports

Rail / Bus Vehicle Maintenance Manager – Review of Plans and Shop Capabilities

Rail Right of Way Maintenance Manager – Track Maintenance Plans, Requirements

Rail Track Design Engineer (PE) – Oversight and Review of Grantees' Design

Roadway Design Engineer, BRT (PE) – Oversight and Review of Grantees' Design

Structural Engineer (PE) – Oversight and Review of Grantees' Design

Bridge Engineer (PE) – Oversight and Review of Grantees' Design

Environmental Engineer (PE) – Oversight, Review of Grantees' Design and Reports

Geotechnical Engineer (PE) – Oversight and Review of Grantees' Design and Reports

Tunnel Engineering / Construction Manager (PE) – Oversight of Design and Construction

Value Engineer – Oversight and Review of Grantees' Design and Reports

Mechanical Engineer (PE) – Oversight and Review of Grantees' Design and Reports

Electrical / Traction Power Engineer (PE) – Oversight, Review of Grantees' Design

Fare Collection Manager – Oversight of Grantees' Design of Automatic Fare Collection

Data Acquisition Manager – Oversight of Grantees' Design of Data Acquisition System

System Security Expert – Transit Security Expertise including anti-terrorism planning

Construction Safety Manager- Includes Guideway, Tunnel, High Voltage, and other Safety Management Experience

Buy America Expert- Familiarity with FTA Buy America Regulations

Clerical Support Staff

ATTACHMENT J-3
OVERSIGHT PROCEDURES

This Attachment J-3 contains the following Oversight Procedures:

- FTA Oversight Procedures (OP) Table of Contents
- OP1 - Administrative Conditions and Requirements
- OP2 – PMOC Implementation, Transition Plans, and Project Status Reporting
- OP 3 – Special Tasks
- OP 11 – Grantee Capacity and Capability Review
- OP12 – Recurring Oversight and Related Reports (Periodic, Trip, Quarterly, Final)
- OP 14 – Lessons Learned
- OP 20 – Project Management Plan review
- OP 22 – Safety and Security Management Plan Review
- OP 23 – Real Estate Review
- OP 25 – Fleet Management Plan Review
- OP 26A – Buy America Review
- OP 26B – Bus and Rail Vehicle Technical Review
- OP 32A – Project Capacity Review
- OP 32B – Environmental Document (NEPA) Review for New Starts Projects
- OP 32C – Project Scope Review
- OP 32E – Project Delivery Method Review
- OP 33 – Capital Cost Estimate Review
- OP 34 – Project Schedule Review
- OP 35 – Project Contingency and Contract Packaging Review
- OP 40 – Risk Assessment and Mitigation Review
- OP 41 – ADA Review – Level Boarding for Commuter Rail
- OP 43 – Annual Review
- OP 45 – Small Starts Review
- OP 46.1 – LPA Review and Readiness to Enter PE
- OP 46.2 – Readiness to Enter Final Design
- OP 46.3 – Readiness to Execute or Amend FFGA
- OP 46.4 – Readiness to Bid Construction Work
- OP 46.5 – Readiness for Revenue Operations

The numerical order of the Oversight Procedures (OP) is purposely not in sequence.

ATTACHMENT J-4
PAST PERFORMANCE INFORMATION FORM
(To be completed by the Offeror for each reference)

1. Contract Number:

2. Contractor (Name, Address and Zip Code):

3. Type of Contract: Negotiated Sealed Bid

   Fixed Price Cost Reimbursement Hybrid (explain)

4. Complexity of Work: Difficult ☐ Routine ☐

5. Description, location & relevancy of work:

6. Contract Dollar Value:

   Status: Active Complete

7. Date of Award:

   Contract Completion Date (including extensions):

8. Type and Extent of Subcontracting:

9. Name, Address, Telephone Number and email address of the Procuring Contracting Officer and the Contracting Officer's Technical Representative (COTR) (and other references, e.g. Administrative Contracting Officer, if applicable):

ATTACHMENT J-5
CONFLICT OF INTEREST MATRIX

Reference the following three (3) pages, "PMO Contractors Conflict of Interest Project Listing Matrix"

Instructions for completing the Conflict of Interest Matrix Table

(Offerors are to identify their organizational conflicts of interest status for each project listed on the matrix by completing column E ("Conflict"): Yes, signifying a conflict exists or No, signifying a conflict does not exist. Offerors shall express their interest in being considered for the project if a conflict does not exist by completing column F ("Interest"): Yes, signifying offeror has an interest in being considered for the assignment or No, signifying the offeror has no interest in being considered for the assignment.

PMO CONTRACTORS
CONFLICT OF INTEREST MATRIX

Agency	Acronym	City	State	Conflict	Interest
Region 1					
Connecticut Department of Transportation	ConnDOT	Newington	CT		
City of Stamford	City of Stamford	Stamford	CT		
Executive Office of Transportation and Public Works	EOTPW	Boston	MA		
Massachusetts Bay Transportation Authority	MBTA	Boston	MA		
Maine Department of Transportation	MEDOT	Portland	ME		
Rhode Island Department of Transportataion	RIDOT	Providence	RI		
Region 2					
New Jersey Transit Corporation	NJT	Newark	NJ		
MTA Long Island Rail Road	LIRR	Jamaica	NY		
MTA Metro North Railroad	MNRR	New York	NY		
MTA New York City Transit Authority	NYCT	Brooklyn	NY		
Metropolitan Transportation Authority	MTA	New York	NY		
MTA Capital Construction Company	MTA	Manhatten	NY		
New York City	NYC	New York	NY		
New York City Department of Transportation	NYCDOT	New York	NY		
The Port Authority of NY & NJ	PATH	New York	NY		
Rochester Genesee Regional Transportation Authority	RGRTA	Rochester	NY		
Region 3					
Virginia Department of Rail and Public Transportation	VDRPT	Washington	DC		
Washington Metropolitan Area Transit Authority	WMATA	Washington	DC		
Metropolitan Washington Airport Authority	MWAA	Washington	DC		
District of Columbia Department of Transportation	DCDOT	Washington	DC		
Deleware Department of Transportation	DelDOT	Dover	DE		
Deleware Transit Corporation	DTC	Dover	DE		
Maryland Transit Administration	MTA	Baltimore	MD		
Capital Area Transit	CAT	Harrisburgh	PA		
National Railroad Passenger Corporation	AMTRAK	Philadelphia	PA		
Port Authority of Allegheny County	PAAC	Pittsburgh	PA		
Southeastern Pennsylvania Transportation Authority	SEPTA	Philadelphia	PA		
Pennsylvania Department of Transportation	PennDOT	Harrisburgh	PA		
Hampton Roads Transit	HRT	Norfolk	VA		
Arlington County, VA, Department of Transportation	ArlCoDOT	Arlington	VA		
Delaware River Port Authority	DRPA	Camden	NJ		

Agency	Acronym	City	State	Conflict	Interest
Region 4					
Central Florida Regional Transportation Authority	FDOT	Orlando	FL		
Hillsborough Area Regional Transit Authority (HARTline)	HART	Tampa	FL		
Jacksonville Transportation Authority	JTA	Jacksonville	FL		
Metro-Dade Transit Agency	MDTA	Miami	FL		
South Florida Regional Transportation Authority	Tri-Rail	Pompano Beach	FL		
Georgia DOT	GDOT	Atlanta	GA		
Metropolitan Atlanta Rapid Transit Authority	MARTA	Atlanta	GA		
Transportation Authority of River City	TARC	Louisville	KY		
Charlotte Area Transit System	CATS	Charlotte	NC		
Puerto Rico Highways and Transportation Authority	PRHTA	Hato Rey	PR		
Triangle Transit Authority	TTA	Raleigh	NC		
Region 5					
Chicago Transit Authority	CTA	Chicago	IL		
City of Chicago Department of Transportation	COC	Chicago	IL		
Regional Commuter Railroad Corporation	METRA	Chicago	IL		
Northern Indiana Commuter Transportation Distirct	NICTD	Chesterton	IN		
Gary Public Transportation Corp.	GPTC	Gary	IN		
Detroit Department of Transportation	DDOT	Detroit	MI		
Interurban Transit Partnership	ITP	Grand Rapids	MI		
Metro Transit	METRO	Minneapolis	MN		
Minnesota Department of Transportation	MNDOT	Minneapolis	MN		
Central Ohio Transportation Authority	COTA	Columbus	OH		
Greater Cleveland Regional Transit Authority	GCRTA	Cleveland	OH		
Southwest Ohio Regional Transit Authority	SORTA	Cincinnati	OH		
Wisconsin Center District	-	Milwaukee	WI		
Region 6					
Central Arkansas Transit Authority	CATA	North Little Rock	AR		
Regional Transit Authority	NORTA	New Orleans	LA		
City of Oklahoma Transit and Parking Authority	COTPA	Oklahoma City	OK		
Capital Metropolitan Transportation Authority	Capital Metro	Austin	TX		
Dallas Area Rapid Transit	DART	Dallas	TX		
Sun Metro	Sun Metro	El Paso	TX		
Fort Worth Transportation Authority	The T	Fort Worth	TX		
City of Galveston	Island Transit	Galveston	TX		
Metropolitan Transit Authority	METRO	Houston	TX		
VIA Metropolitan Transit	VIA	San Antonio	TX		

Agency	Acronym	City	State	Conflict	Interest
Region 7					
Johnson County Transit	JO	Kansas City	KS		
Kansas City Area Transportation Authority	ATA	Kansas City	MO		
Metro	Metro	St. Louis	MO		
Region 8					
City of Fort Collins	-	Fort Collins	CO		
Regional Transportation District	RTD	Denver	CO		
Utah Transit Authority	UTA	Salt Lake City	UT		
Region 9					
City of Phoenix	Valley Metro	Phoenix	AZ		
Regional Public Transportation Authority	RPTA	Phoenix	AZ		
L.A. County Metropolitan Transportation Authority	LACMTA	Los Angeles	CA		
North San Diego County Transportation Development Board	NCTD	Oceanside	CA		
Orange County Transportation Authority	OCTA	Orange County	CA		
Peninsula Corridor Joint Powers Board	PCJPB	San Mateo	CA		
Sacramento Regional Transit District	SRTD	Sacramento	CA		
San Mateo County Transit District	SAMTRANS	San Mateo	CA		
San Diego Metropolitan Transit Development Board	MTDB	San Diego	CA		
San Francisco Bay Area Rapid Transit District	BART	Oakland	CA		
San Francisco Municipal Railway	MUNI	San Francisco	CA		
Santa Clara Valley Transportation Authority	VTA	San Jose	CA		
City and County of Honolulu Department of Transportation Services	DTS	Honolulu	HI		
Regional Transportation Commission of Clark County	RTC	Las Vegas	NV		
Region 10					
Valley Ride	VRT	Boise	ID		
Tri-County Metropolitan Transportation District of Oregon	Tri-Met	Portland	OR		
Central Puget Sound Regional Transit Authority	SoundTransit	Seattle	WA		
Puget Sound Transit	Sound Transit	Seattle	WA		
Clark County Public Transportation Benefit Area Authority	C-Tran	Vancouver	WA		
King County	KC	Seattle	WA		

CONTRACT PRICING SUMMARY

(For New Contracts Including Letter Contracts)

(See Instructions on Reverse)

Contract No.

Expiration Date:

This form is for use in support of Standard Form 1411 prescribed by GSA, FAR (48 CFR) 53.215-2(c), Format 7(a)

Public reporting burden for this collection of information is estimated to average 5 hours per response, including the time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completeing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretarial (VRS), Office of Federal Acquisition and Regulatory Policy, GSA, Washington, D.C. 20405, and to the Office of Management and Budget, Paperwork Reduction Project (2105-0517), Washington, D.C. 20503

NAME OF OFFEROR

HOME OFFICE ADDRESS

DIVISION(S) AND LOCATION(S) WHERE WORK IS TO BE PERFORMED

SUPPLIES AND/OR SERVICES TO BE FURNISHED

Project Management Oversight Services

GOV'T SOLICITATION NO. DTFT-60-08-R-00010

DETAILED DESCRIPTION OF COST ELEMENTS

1. DIRECT MATERIAL			EST. COST ($)	TOTAL EST. COST	REFERENCE
A. PURCHASED PARTS					
B. SUBCONTRACTED ITEMS					
C. OTHER - (1) RAW MATERIAL					
(2) STANDARD COMMERCIAL ITEMS					
TOTAL DIRECT MATERIAL					
2. MATERIAL OVERHEAD (Rate % x $ base =)					
3. DIRECT LABOR	EST. HOURS	AVE. RATE / HOUR *	EST. COST ($)		
Program Manager					
Task Order Manager					
Systems Integration Management					
Civil Engineering					
Risk Assessment					
TOTAL DIRECT LABOR					
4. LABOR OVERHEAD	OH RATE	X BASE =	EST COST ($)		
C&B FAR ADJUSTED OVERHEAD RATE					
TOTAL LABOR OVERHEAD					
5. OTHER DIRECT COSTS			EST COST ($)		
A. SPECIAL TOOLING/EQUIPMENT					
TOTAL SPECIAL TOOLING/EQUIPMENT					
B. TRAVEL			EST COST ($)		
(1) TRANSPORTATION					
(2) PER DIEM OR SUBSISTENCE					
TOTAL TRAVEL					
C. INDIVIDUAL CONSULTANT SERVICES			EST COST ($)		
See Attached Subconsultant Cost Summary					
TOTAL INDIVIDUAL CONSULTANT SERVICES					
D. OTHER			EST COST ($)		
TOTAL OTHER					
SUBTOTAL DIRECT COST AND OVERHEAD					
6. GENERAL & ADMINISTRATIVE (G&A) EXPENSE (RATE % X $ BASE (I.E., COST ELEMENT NOS.)=					
7. ROYALTIES					
8. *SUBTOTAL ESTIMATED COST*					
9. CONTRACT FACILITIES CAPITAL AND COST OF MONEY					
10. *SUBTOTAL ESTIMATED COST*					
11. FEE OR PROFIT					
12. *TOTAL ESTIMATED COST AND FEE OR PROFIT*					

Quarterly Subcontracting Activity Report

Month of:

Submitted by: Company Name: _____
Division: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Dunns Number: _____
Contact Point For This Report: _____ Title _____
Telephone Number _____ Fax No.: _____
Email Address _____
Prime Contract Number: _____
Date of this report _____

* BUSINESS TYPE CODES
(use comas if more than one code is used)
LB Large Business
SB Small Business
SDB Small and Disadvantaged Business
WOB Women-Owned Business
HBZ HUB Zone Certified
SDVOSB Service Disabled Veteran
VET Veteran Owned Business
SDV Service Disabled Veteran
SVB Small Veteran Business

Name of Subcontractor	Telephone	DUNNS No.	City	State	Bus.Type Code*	NAICS	SBA/CCR ID#	Value of Subcontract	Amount spent This Quarter	Amount Spent To Date

RFP Number DTFT60-08-R-00010
ATTACHMENT J-8
INVOICE OVERVIEW

INVOICE OVERVIEW

Contractor:	**XYZ Co.**
Address:	2304 Maple St. San Francisco, CA 900...
Taxpayer I.D. Number:	2339408
Bank info for deposit:	Citibank account.....324999999
Invoice Contact:	J. Smith, 415-999-9999, jsmith@xyz.net
PMO CONTRACT No.:	DTFT60-04-D-0000X
FTA CO:	J.W. Brown
FTA COTR:	A. B. Kim
Period of performance:	March 1 – March 31, 2008
Invoice No.	**12**
Invoice Date:	**04/05/08**

Task Order Number	Task Order Description	Project No.	T.O. Expiration Date	FTA Task Order Manager	Initial / Date Invoice Approved
1	Programmatic (HQ)	DC-03-XXXX	02/13/13	M. Jones	

Work Order Number	Work Order Description	FTA Work Order Manager	Initial / Date Invoice Approved
1	BART to San Jose - Scope, cost, and schedule reviews and workshops	M. Davis	
2	BART to San Jose - Risk Assessment	M. Davis	
3	BART Technical Paper	C. Lweis	

NOTE: Invoice Overview Format Applies to both Headquarter's and Regional Task Orders

RFP Number DTFT60-08-R-00010
ATTACHMENT J-9
TASK ORDER SUMMARY

TASK ORDER SUMMARY

Contractor: **XYZ Co.**

Invoice No.: **12**

Invoice Date: **04/05/08**

Task Order Number	Task Order Description	Task Order Not to Exceed Authorized	Task Order Funded to Date	Task Order Billed this Period	Task Order Billed to Date	Funded Balance Available	SBE Billed to Date	DBE/WBE Billed to Date
1	Programmatic (HQ)	$1,000,000	$650,000	$66,426	$276,426	$583,574	23%	13%

Work Order Number	Work Order Description	Not-to-Exceed Authorized	Billed Previously	**Billed This Period**	Total Billed to Date	Billed To Date	Remaining Balance	SBE Billed Previously	SBE Billed this Period	SBE Billed to Date	DBE/WBE Billed Previously	DBE/WBE Billed this Period	DBE/WBE Billed to Date
1	BART to San Jose - Scope, cost, and schedule reviews and workshops	$200,000	$80,000	**$11,426**	$91,426	46%	$108,574	$16,000	$4,900	$20,900	$8,000	$2,080	$10,080
2	BART to San Jose - Risk Assessment	$160,000	$120,000	**$5,000**	$125,000	78%	$35,000	$30,000	$500	$30,500	$20,000	$250	$20,250
3	BART Technical Paper	$60,000	$10,000	**$50,000**	$60,000	100%	$0	$2,000	$10,000	$12,000	$1,000	$5,000	$6,000
Total		$420,000	$210,000	**$66,426**	$276,426	66%	$143,574	$48,000	$15,400	$63,400	$29,000	$7,330	$36,330

RFP Number DTFT60-08-R-00010
ATTACHMENT J-10
WORK ORDER NO. 1 DETAIL

WORK ORDER No. 1 DETAIL

Contractor: XYZ Co.

Invoice No.: 12

Invoice Date: 04/05/08

Description: BART to San Jose - Scope, cost, and schedule reviews and workshops

CLIN	CLIN Name		Hours	Hourly Rate	Labor	OH Rate	Labor, OH	Fee Rate	Subtotal	Total	SBE this Period	DBE/WBE this Period
2B	On-Site Monitoring / Reporting	Name, Title per contract	15.0	$85.00	$1,275	130%	$2,933	9%	$3,196			
		Name, Title per contract	8.0	$75.00	$600	130%	$1,380	9%	$1,504			
		Name, Title per contract	0.0	$45.00	$0	130%	$0	9%	$0			
		Total Staff	23.0		$1,875		$4,313		$4,701			
		Subconsult Name	13.0	$160.00	$2,080						$2,080	$2,080
		Subconsult Name	10.0	$180.00	$1,800						$1,800	
		Subconsult Name	6.0	$170.00	$1,020						$1,020	
		Total Subconsultants	29.0		$4,900				$4,900			
		Total Labor								**$9,601**	$4,900	$2,080
4A	Travel Exp	Staff	overnight						$800			
		Subconsultants							$0			
		Total								$800		
4B	Other Direct Exp	Staff	printing, phone charges						$500			
		Subconsultants							$0			
		Total								$500		
G & A (if applicable) (On CLIN Breakdown, include in the primary CLIN in the WO)								5%		$526		
Total Billed this period										**$11,426**		

RFP Number DTFT60-08-R-00010
ATTACHMENT J-11
CONTRACT LINE ITEM NUMBERS (CLIN) SUMMARY

CONTRACT LINE ITEM NUMBERS (CLIN) SUMMARY

Contractor: XYZ Co.

Invoice No. 12

Invoice Date: 04/05/08

CLIN	CLIN Description	T.O. Billed Previously	T.O. Billed This Period	T.O. Billed To Date
	TOTAL	**$210,000**	**$66,426**	**$276,426**
0001	**Contract and Program Support**	**$0**	**$0**	**$0**
0001A	Administrative: Implementation Plans and PMOC Transitions, Administrative Status Reporting			$0
0001B	Ancillary Support: Quarterly Review Meetings, etc.			$0
0002	**Project Management Services**	**$30,000**	**$13,000**	**$43,000**
0002A	Review of Grantee's Technical Capacity and Capability, Project Management Plan (PMP), QA/QC Plan, SSMP, and RAMP			$0
0002B	Recurring Oversight–Monthlies, Trip Reports, Quarterlies, Final Monitoring Report, lessons learned	$30,000	$13,000	$43,000
0002C	Information Technology Support Services			$0
0003	**Technical Review Services**	**$110,000**	**$47,626**	**$157,626**
0003A	Scope, Cost, Schedule, Value Engineering, and Annual Cost Reporting for Funding Recommendation	$30,000	$7,000	$37,000
0002B	Fleet Management Plan Reviews, Rail and Bus Vehicle Technical Reviews			$0
0003C	Risk Assessments and Mitigation and Contingency Reviews	$80,000	$40,626	$120,626
0003D	Readiness Reviews: LPA Review and Readiness to Enter Preliminary Engineering (PE), FD, execute FFGA, Bid Construction Work, Revenue Service, etc.			$0
0003E	Small Starts Reviews and Monitoring			$0
0004	**Expenses**	**$70,000**	**$5,800**	**$75,800**
0004A	Travel Expenses	$63,000	$5,000	$68,000
0004B	Other Direct Expenses (printing, postage, materials, etc.)	$7,000	$800	$7,800

Attachment J-12

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB 0340-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action:
- ☐ a. contract
- b. grant
- c. cooperative agreement
- d. loan
- e. loan guarantee
- f. loan insurance

2. Status of Federal Action:
- ☐ a. bid/offer/application
- b. initial award
- c. post-award

3. Report Type:
- ☐ a. initial filing
- b. material change

For Material Change Only:
year _____ quarter _____
date of last report _____

4. Name and Address of Reporting Entity:
☐ Prime ☐ Subawardee
Tier _____, *if known:*

Congressional District, *if known:*

5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:

Congressional District, *if known:*

6. Federal Department/Agency:

7. Federal Program Name/Description:

CFDA Number, *if applicable:* _____

8. Federal Action Number, *if known:*

9. Award Amount, *if known:*
$

10. a. Name and Address of Lobbying Entity *(if individual, last name, first name, MI):*

b. Individuals Performing Services *(including address if different from No. 10a) (last name, first name, MI):*

(attach Continuation Sheet(s) SF-LLL-A, if necessary)

11. Amount of Payment *(check all that apply):*
$ _____ ☐ actual ☐ planned

12. Form of Payment *(check all that apply):*
- ☐ a. cash
- ☐ b. in-kind; specify: nature _____
  value _____

13. Type of Payment *(check all that apply):*
- ☐ a. retainer
- ☐ b. one-time fee
- ☐ c. commission
- ☐ d. contingent fee
- ☐ e. deferred
- ☐ f. other; specify: _____

14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:

(attach Continuation Sheet(s) SF-LLL-A, if necessary)

15. Continuation Sheet(s) SF-LLL-A attached: ☐ Yes ☐ No

16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: _____

Print Name: _____

Title: _____

Telephone No.: _____ **Date:** _____

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Standard Form - LLL

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in Item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.

12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.

13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.

14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.

15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.

16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

Approved by C
0348-0046

Reporting Entity: _____ Page _____ of _____

*U.S. G.P.O. 1990-260-708:00012

SAMPLE ACCEPTABLE QUALITY LEVEL TABLE - OVERSIGHT PROCEDURE 34 - PROJECT SCHEDULE REVIEW

	DESIRED OUTCOME	PERFORMANCE REQUIREMENT	PERFORMANCE MEASURE	ACCEPTABLE QUALITY LEVEL (AQL)	MONITORING METHOD	DISINCENTIVES FOR NOT MEETING AQL
1a	The PMOC shall validate the usefulness of the project schedule as a project management tool.	**R1a.** The PMOC shall develop and document a process for review and analysis of a Grantee's project schedule.	**M1a.** Evidence of a documented process.	**Q1a.** Process exists and has been followed.	**MM1a.** Periodic review by FTA or its agent.	**I/D1a.** At FTA's Discretion, deficiencies shall be corrected at cost without fee.
1b		**R1b.** The PMOC shall use its process and project management judgment to validate the usefulness of project schedule	**M1b.** Documented assessment of the project schedule as a useful project management tool.	**Q1b.** Assessment must be made	**MM1b.** Periodic review by FTA or its agent.	**I/D1b.** See Above
2a	FTA and the PMOC shall have full understanding of the Grantee's project schedule, including its critical path, durations, logic, fit with proposed project scope and cost, fit with review periods and funding milestones.	**R2a.** The PMOC shall provide FTA with its opinion as to the completeness and level of detail of the schedule relative to the project phase.	**M2a.** Documented evidence of a thorough review by PMOC for completeness and level of detail of the schedule, supported by professional opinion.	**Q2a.** Professional opinion that the schedule is complete and the level of detail is appropriate for the stage of the project.	**MM2a.** Periodic review by FTA or its agent.	**I/D2a.** See Above
2b		**R2b.** The PMOC shall provide FTA with an opinion as to the reasonableness of assigned activity durations.	**M2b.** Documented evidence of a thorough review of assigned activity durations for reasonableness by PMOC, supported by professional opinion.	**Q2b.** Professional opinion of the reasonableness of assigned activity durations.	**MM2b.** Periodic review by FTA or its agent.	**I/D2b.** See Above
2c		**R2c.** The PMOC shall provide FTA with an opinion as to the reasonableness of the critical path, logic and construction sequencing applied.	**M2c.** Documented evidence of a thorough review of the reasonableness of the critical path, logic and construction sequencing applied by PMOC, supported by professional opinion	**Q2c.** Professional opinion of the reasonableness of logic, sequencing and critical path.	**MM2c.** Periodic review by FTA or its agent.	**I/D2c.**See Above
3	The PMOC shall identify risks and potential impacts in its reports to the FTA.	**R3.** The PMOC shall clearly identify potential risks and render its professional opinion on their potential impacts on the scope, cost, and schedule of the Project.	**M3.** Identified risks and potential project impacts on project scope, cost, and schedule.	**Q3b.** Minimum of 90% of identifiable risks are documented.	**MM3b.** Periodic review by FTA or its agent.	**I/D3b.** See Above

SAMPLE ACCEPTABLE QUALITY LEVEL TABLE - OVERSIGHT PROCEDURE 34 - PROJECT SCHEDULE REVIEW

	DESIRED OUTCOME	PERFORMANCE REQUIREMENT	PERFORMANCE MEASURE	ACCEPTABLE QUALITY LEVEL (AQL)	MONITORING METHOD	DISINCENTIVES FOR NOT MEETING AQL
4	The PMOC shall document its findings, professional opinions, and recommendations in a report to the FTA and Grantee.	**R4.** The PMOC shall present its findings, conclusions, and recommendations to FTA and the Grantee and reconcile other reports and those recommendations with the Grantee to the extent possible.	**M4.** PMOC's findings, conclusions, recommendations, and presentation.	**Q4.** Reports and presentations are professional, clear, concise, and well written. The findings and conclusions have been reconciled with other PMOC reports and have been reconciled with Grantee to the extent possible.	**MM4.** Periodic review by FTA or its agent.	**I/D4.** See Above