

STATEMENT OF QUALIFICATIONS

PART I – CONTRACT SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

| | | |
|--|---------------------------------|--|
| 1. PROJECT TITLE AND LOCATION (City and State) Neutral Facilitation Consultant List | | |
| 2. ANNOUNCEMENT DATE March 4, 2011 | 3. PROJECT NUMBER DAS-11F888 | |

B. FIRM POINT OF CONTACT

| | | |
|---|-------------------------------|---|
| 4. PROJECT REPRESENTATIVE NAME AND TITLE Robert J. Stupar, President | | 5. PRESIDENT / CEO Robert J. Stupar |
| 6. NAME OF FIRM The Bottom Line, Inc., Business Consultants | | |
| 7. TELEPHONE NUMBER 412-481-0400 | 8. FAX NUMBER 412-381-0900 | 9. E-MAIL ADDRESS RStupar@TheBottomLineInc.com |
| 10. COUNTY Allegheny County, Pennsylvania | 11. FTID NUMBER [REDACTED] | 12. WEB ADDRESS www.TheBottomLineInc.com |

C. PROPOSED TEAM

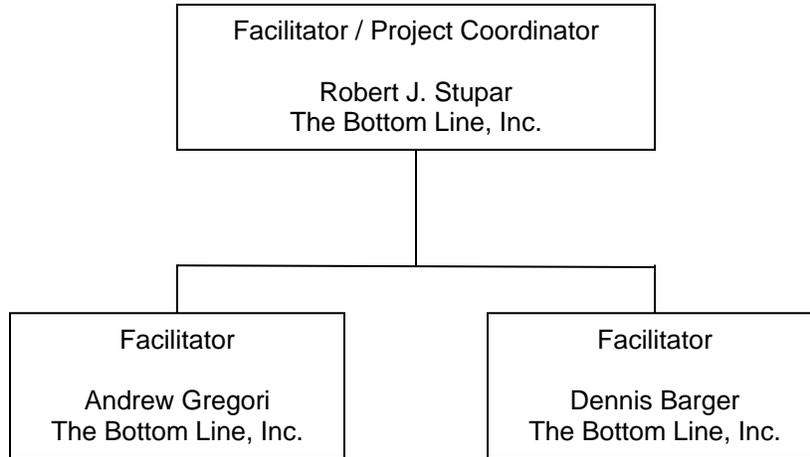
(Complete this section for the lead firm or joint venture partners, and all key consultants.)

| (Check) | | | 13. FIRM NAME | 14. ADDRESS | 15. ROLE IN THIS CONTRACT |
|-----------|-------------------------------------|--------------------------|---|--|--|
| Lead Firm | JV Partner | Consultant | | | |
| a. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The Bottom Line, Inc., Business Consultants <input type="checkbox"/> Check if EDGE certified <i>NOT CERTIFIED</i> | 168 S. 19th Street Pittsburgh, PA 15203 <input type="checkbox"/> Check if branch office TBD Miles from project site | To provide facilitation services for projects to the State Architect's Office in support of design and management projects as well as to support state agency administration of projects |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Check if EDGE certified | <input type="checkbox"/> Check if branch office | |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Check if EDGE certified | <input type="checkbox"/> Check if branch office | |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Check if EDGE certified | <input type="checkbox"/> Check if branch office | |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Check if EDGE certified | <input type="checkbox"/> Check if branch office | |
| f. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Check if EDGE certified | <input type="checkbox"/> Check if branch office | |

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

INSERT ORGANIZATIONAL CHART BELOW OR ATTACH.



E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

| | | | |
|------------------------------|--|----------------------|----------------------------|
| 16. NAME Robert J. Stupar | 17. ROLE IN THIS CONTRACT Facilitator / Project Coordinator | 18. YEARS EXPERIENCE | |
| | | a. TOTAL 35 | b. WITH CURRENT FIRM 27 |

19. FIRM NAME AND LOCATION (City and State)
The Bottom Line, Inc., 168 S. 19th Street, Pittsburgh, PA 15203

20. EDUCATION (DEGREE AND SPECIALIZATION)
Bachelor of Arts, Accounting – Grove City College

21. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)
N/A

22. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
Bob is the developer of the **Building Partnerships** facilitation process and continues to serve as facilitator and the on-site coordinator for the program throughout Pennsylvania, Ohio, South Carolina, Virginia and New York. The Bottom Line is well recognized in the highway and construction industry throughout Pennsylvania as a problem-solver and responsive source for DBE's and prime contractors. Bob has worked as a controller, then general manager of a beverage bottling company with 160 employees and sales of \$18 million per year. He was intimately involved in day-to-day decisions on pricing, promotions, trade rapport, product development, employee motivation, and facility improvements and expansions.

23. RELEVANT PROJECTS (Up to a maximum of 5 samples)

| | (1) TITLE AND LOCATION (City and State) | (2) YEAR COMPLETED | | (3) EXAMPLE PROJECT KEY NUMBER (If included in Section F) |
|----|--|-------------------------------|------------------------------|---|
| a. | Partnering Meeting held August 12, 2010 in Vienna, OH Regarding: USACE Project # W912QR-10-C-0058 Joint Services Lodging Facility, Phase II | PROFESSIONAL SERVICES 2010 | CONSTRUCTION (If applicable) | 1 |
| | (4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Facilitation and coordination of partnering meeting for an over \$150 Million Building Construction Project, whose team included the Air Force Reserve Command, U.S. Army Corps of Engineers, Shook/RJE Joint Venture, and participating subcontractors. Facilitation Services included pre-meeting discussions with key parties to develop an agenda and identify specific issues for discussion and resolution, facilitating the meetings, and follow-up partnering survey. | | | |
| b. | Partnering Meeting held August 27 2009 in Falls Church, VA Regarding: VDOT Project # 0029-029-762, C509 Route 29/Gallows Road Water Main Relocation | PROFESSIONAL SERVICES 2009 | CONSTRUCTION (If applicable) | 2 |
| | (4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Facilitation and coordination of partnering meeting for an over \$100 Million Heavy Highway Construction Project, whose team included the Virginia Department of Transportation, Sagres Construction Corp., and participating subcontractors. Facilitation Services included pre-meeting discussions with key parties to develop an agenda and identify specific issues for discussion and resolution, facilitating the meeting. | | | |
| c. | Partnering Meeting held June 19, 2009 in Uniontown, PA Regarding: PennDOT Project # 29811, SR 119(12) Memorial Bridge | PROFESSIONAL SERVICES 2009 | CONSTRUCTION (If applicable) | 3 |
| | (4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Facilitation and coordination of partnering meeting for an over \$20 Million Heavy Highway Construction Project, whose team included the Pennsylvania Department of Transportation, Engineering District 12-0 and Balfour Beatty Infrastructure, Inc., and participating subcontractor AECOM. Facilitation Services included pre-meeting discussions with key parties to develop an agenda and identify specific issues for discussion and resolution, facilitating the meeting. | | | |
| d. | Partnering Meeting – September 27, 2007 in Baltimore, MD Regarding: MdTA Project # KH-140-000-006 I-95 Express Toll Lanes | PROFESSIONAL SERVICES 2007 | CONSTRUCTION (If applicable) | 4 |
| | (4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Facilitation and coordination of partnering meeting for an over \$150 Million Heavy Highway Construction Project, whose team included the Maryland Transportation Authority and American Infrastructure, and all participating subcontractors. Facilitation Services included pre-meeting discussions with key parties to develop an agenda and identify specific issues for discussion and resolution, facilitating the meeting. | | | |
| e. | Partnering Meeting held April 20, 2007 in Pittsburgh, PA Regarding: PennDOT Project # SR 2122 A03 31st Street Bridge Rehabilitation | PROFESSIONAL SERVICES 2009 | CONSTRUCTION (If applicable) | 8 |
| | (4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Facilitation and coordination of partnering meeting for an over \$15 Million Heavy Highway Construction Project, whose team included the Pennsylvania Department of Transportation, Engineering District 11-0 and Trumbull Corporation, along with participating engineering consultants and subcontractors. Facilitation Services included pre-meeting discussions with key parties to develop an agenda and identify specific issues for discussion and resolution, facilitating the meeting. | | | |

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

| | | | |
|----------------------------|--|----------------------|----------------------------|
| 16. NAME Andrew Gregori | 17. ROLE IN THIS CONTRACT Facilitator | 18. YEARS EXPERIENCE | |
| | | a. TOTAL 26 | b. WITH CURRENT FIRM 12 |

19. FIRM NAME AND LOCATION (City and State)
The Bottom Line, Inc.

| | |
|---|---|
| 20. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Science Degree, Physics & Applied Mathematics – University of Pittsburgh | 21. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineer |
|---|---|

22. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
Currently the Vice President of Gregori Construction – responsible for operations management, various company-wide committees, and project costs. Andy also serves as a consultant to various companies for Design, Partnering, and Quality Control. Andrew Gregori's past experiences include developing applications, sales force technical assistance, and customer training for mass spectrometers. He is also experienced in design, project estimating, workforce coordination, computer network maintenance, and relationship building among clients, owners, engineers and inspectors.

23. RELEVANT PROJECTS (Up to a maximum of 5 samples)

| | | | | |
|----|--|-------------------------------|------------------------------|---|
| a. | (1) TITLE AND LOCATION (City and State) Partnering Meeting held August 12, 2010 in Vienna, OH Regarding: USACE Project # W912QR-10-C-0058 Joint Services Lodging Facility, Phase II | (2) YEAR COMPLETED | | (3) EXAMPLE PROJECT KEY NUMBER (If included in Section F) |
| | | PROFESSIONAL SERVICES 2010 | CONSTRUCTION (If applicable) | 1 |
| | (4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm An over \$150 Million Building Construction Project. Provided Facilitation Services for a Partnering Meeting for team involving the Youngstown Air Reserve Station, Air Force Reserve Command, U.S. Army Corps of Engineers, Shook/RJE Joint Venture, and participating subcontractors. | | | |
| b. | (1) TITLE AND LOCATION (City and State) Partnering Meeting held August 27, 2009 in Falls Church, VA Regarding: VDOT Project # 0029-029-762, C509 Route 29/Gallows Road Water Main Relocation | (2) YEAR COMPLETED | | (3) EXAMPLE PROJECT KEY NUMBER (If included in Section F) |
| | | PROFESSIONAL SERVICES 2009 | CONSTRUCTION (If applicable) | 2 |
| | (4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm An over \$100 Million Heavy Highway Construction Project. Provided Facilitation Services for a Partnering Meeting for team involving the Virginia Department of Transportation, Sagres Construction Corp., and participating subcontractors. | | | |
| c. | (1) TITLE AND LOCATION (City and State) Partnering Meeting held in Newberg, NY Regarding: TANY Project # TANY 06-51 D213405, Contract 3 | (2) YEAR COMPLETED | | (3) EXAMPLE PROJECT KEY NUMBER (If included in Section F) |
| | | PROFESSIONAL SERVICES 2007 | CONSTRUCTION (If applicable) | 7 |
| | (4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm An over \$100 Million Heavy Highway Construction Project. Provided Facilitation Services for a Partnering Meeting for team involving the New York State Thruway Authority, New York State Department of Transportation, the Federal Highway Administration, Jacobs Engineering, PB, and the Joint Venture of A. Servidone, Inc. and B. Anthony Construction Corporation (ASI/BACC), along with participating subcontractors. | | | |
| d. | (1) TITLE AND LOCATION (City and State) Partnering Meeting held March 12, 2007 in Canasota, NY Regarding: TANY Project # TAS 06-31/D213597 Interim Pavement Rehabilitation, MP 262-268, Madison Co. | (2) YEAR COMPLETED | | (3) EXAMPLE PROJECT KEY NUMBER (If included in Section F) |
| | | PROFESSIONAL SERVICES 2007 | CONSTRUCTION (If applicable) | 9 |
| | (4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm An over \$15 Million Heavy Highway Construction Project. Provided Facilitation Services for a Partnering Meeting for team involving the New York State Thruway Authority and Barrett Paving Materials Inc., along with Prudent Engineering. | | | |
| e. | (1) TITLE AND LOCATION (City and State) Partnering Meeting held February 28, 2007 in Springville, NY Regarding: NYS DOT Contract D260140 Southern Expressway Route 219 Section 5, Springville, NY | (2) YEAR COMPLETED | | (3) EXAMPLE PROJECT KEY NUMBER (If included in Section F) |
| | | PROFESSIONAL SERVICES 2007 | CONSTRUCTION (If applicable) | 10 |
| | (4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm An over \$30 Million Heavy Highway Construction Project. Provided Facilitation Services for a Partnering Meeting for team involving the New York State Department of Transportation, Region 5 and Cold Spring Construction, along with participating subcontractors Jedrysik Construction, Contour Steel, and Cornell & Company. | | | |

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

| | | | |
|---------------------------|--|----------------------|----------------------------|
| 16. NAME Dennis Barger | 17. ROLE IN THIS CONTRACT Facilitator | 18. YEARS EXPERIENCE | |
| | | a. TOTAL 41 | b. WITH CURRENT FIRM 12 |

19. FIRM NAME AND LOCATION (City and State)

The Bottom Line, Inc.

20. EDUCATION (DEGREE AND SPECIALIZATION)

B.A. in Education at Slippery Rock University; Masters Equivalency.

21. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

N/A

22. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Mr. Barger served 32 years as a teacher, coach and counselor at Karns City High School; he has facilitated numerous programs and workshops organized, planned and administered peer leadership programs. Since retiring from teaching he has been a sought after speaker for high schools, universities, civic groups, youth groups, business groups and family parent workshops. His "down-to-earth" presentation style fits perfectly into the *Building Partnerships* results-oriented mode of operation.

23. RELEVANT PROJECTS (Up to a maximum of 5 samples)

| a. | (1) TITLE AND LOCATION (City and State) | (2) YEAR COMPLETED | | (3) EXAMPLE PROJECT KEY NUMBER (If included in Section F) |
|----|---|-----------------------|------------------------------|---|
| | | PROFESSIONAL SERVICES | CONSTRUCTION (If applicable) | |
| | Partnering Meeting held June 19, 2009 in Uniontown, PA Regarding: PennDOT Project # 29811 SR 119(12M)/Memorial Bridge Pennsylvania Department of Transportation | 2009 | | 3 |
| | (4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Facilitation of Partnering Meeting for Heavy Highway Construction Project involving Pennsylvania Department of Transportation, Balfour Beatty and participating subcontractors | | | |
| | Partnering Meeting held July 24, 2007 in Syracuse, NY Regarding: NYTA Project #TAS-06-31/D213597 | 2007 | | 5 |
| | (4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Facilitation of Follow-up Partnering Meeting for Heavy Highway Construction Project involving New York State Thruway Authority, Barrett Paving and participating subcontractors | | | |
| | Partnering Meeting held June 26, 2007 in Jacksontown, OH Regarding: ODOT Project # 070138 SR 161/37 - 6065/10.25 | 2007 | | N/A |
| | (4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Facilitation of Partnering Meeting for Heavy Highway Construction Project involving Ohio Department of Transportation, Kokosing Construction Company and participating subcontractors | | | |
| | Partnering Mtg. held February 20, 2007 in Jacksontown, OH Regarding: ODOT Project # SR 651 – 0.09/0.00, Contract 060488 | 2007 | | 6 |
| | (4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Facilitation of Partnering Meeting for Heavy Highway Construction Project involving Ohio Department of Transportation, Shelly Company and participating subcontractors | | | |
| | Partnering Meeting held May 1, 2006 in Toledo, OH Regarding: ODOT Project #116 (06) LUC-2-11.77 | 2006 | | N/A |
| | (4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Facilitation of Partnering Meeting for Heavy Highway Construction Project involving Ohio Department of Transportation, Miller Brothers and participating subcontractors | | | |

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the Contracting Authority, or a maximum of 10 projects, if not specified. Complete one Section F for each project.)

24. EXAMPLE PROJECT KEY NUMBER (1 – 10)
1

| | | |
|---|-------------------------------|------------------------------|
| 25. TITLE AND LOCATION <i>(City and State)</i> Partnering Meeting held in Vienna, OH Regarding: USACE Project # W912QR-10-C-0058 Joint Services Lodging Facility, Phase II | 26. YEAR COMPLETED | |
| | PROFESSIONAL SERVICES 2010 | CONSTRUCTION (if applicable) |

27. PROJECT OWNER'S INFORMATION

| | | |
|--|---|--|
| a. PROJECT OWNER Youngstown U.S. Air Force Reserves | b. POINT OF CONTACT NAME Charles Campbell, Project Engineer USACE | c. POINT OF CONTACT TELEPHONE NUMBER 614-692-9319 |
|--|---|--|

28. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Provided Facilitation Services for a Partnering Meeting for an over \$150 Million Building Construction Project, whose team involved the Youngstown Air Reserve Station, Air Force Reserve Command, U.S. Army Corps of Engineers, Shook/RJE Joint Venture, and participating subcontractors.

Neutral on the subjects under discussion, The Bottom Line, Inc. facilitator's primary goal is to reach consensus among the team. The facilitator's purpose is to create an atmosphere in which trust, open communication and ensuring each stakeholder's success can take hold and grow. To achieve this, background information about the project, potential conflicts, objectives and goals, likely problem areas and specific expectations are identified and addressed. Group activities presented by facilitators provide training in teambuilding, conflict management, listening/communication skills and partnering relationships skills. The Bottom Line, Inc. facilitators manage the process of the workshop – how decisions are made, not what is decided.

29. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | | | |
|----|---------------|---|----------|
| a. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| b. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| c. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| d. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| e. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| f. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the Contracting Authority, or a maximum of 10 projects, if not specified. Complete one Section F for each project.)

24. EXAMPLE PROJECT KEY NUMBER (1 – 10)
2

| | | |
|--|-------------------------------|------------------------------|
| 25. TITLE AND LOCATION <i>(City and State)</i> Partnering Meeting held in Falls Church, VA Regarding: VDOT Project # 0029-029-762, C509 Route 29/Gallows Road Water Main Relocation | 26. YEAR COMPLETED | |
| | PROFESSIONAL SERVICES 2009 | CONSTRUCTION (if applicable) |

27. PROJECT OWNER'S INFORMATION

| | | |
|---|---|---|
| a. PROJECT OWNER Virginia Department of Transportation | b. POINT OF CONTACT NAME Anish Senan Project Manager Sagres Construction Corp. | c. POINT OF CONTACT TELEPHONE NUMBER 571-259-5926 (cell) |
|---|---|---|

28. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Provided Facilitation Services for a Partnering Meeting for an over \$100 Million Heavy Highway Construction Project, whose team involved the Virginia Department of Transportation, Sagres Construction Corp., and participating subcontractors.

Neutral on the subjects under discussion, The Bottom Line, Inc. facilitator's primary goal is to reach consensus among the team. The facilitator's purpose is to create an atmosphere in which trust, open communication and ensuring each stakeholder's success can take hold and grow. To achieve this, background information about the project, potential conflicts, objectives and goals, likely problem areas and specific expectations are identified and addressed. Group activities presented by facilitators provide training in teambuilding, conflict management, listening/communication skills and partnering relationships skills. The Bottom Line, Inc. facilitators manage the process of the workshop – how decisions are made, not what is decided.

29. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | | | |
|----|---------------|---|----------|
| a. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| b. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| c. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| d. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| e. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| f. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the Contracting Authority, or a maximum of 10 projects, if not specified. Complete one Section F for each project.)

24. EXAMPLE PROJECT KEY NUMBER (1 – 10)
3

| | | |
|--|-------------------------------|------------------------------|
| 25. TITLE AND LOCATION <i>(City and State)</i> Partnering Meeting held in Uniontown, PA Regarding: PennDOT Project # 29811 SR 119(12) Memorial Bridge | 26. YEAR COMPLETED | |
| | PROFESSIONAL SERVICES 2009 | CONSTRUCTION (if applicable) |

27. PROJECT OWNER'S INFORMATION

| | | |
|---|--|--|
| a. PROJECT OWNER Pennsylvania Department of Transportation | b. POINT OF CONTACT NAME James Au Operations Manager Balfour Beatty | c. POINT OF CONTACT TELEPHONE NUMBER 724-288-4469 |
|---|--|--|

28. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Provided Facilitation Services for a Partnering Meeting for an over \$20 Million Heavy Highway Construction Project, whose team involved the Pennsylvania Department of Transportation, Engineering District 12-0 and Balfour Beatty Infrastructure, Inc., and participating subcontractor AECOM.

Neutral on the subjects under discussion, The Bottom Line, Inc. facilitator's primary goal is to reach consensus among the team. The facilitator's purpose is to create an atmosphere in which trust, open communication and ensuring each stakeholder's success can take hold and grow. To achieve this, background information about the project, potential conflicts, objectives and goals, likely problem areas and specific expectations are identified and addressed. Group activities presented by facilitators provide training in teambuilding, conflict management, listening/communication skills and partnering relationships skills. The Bottom Line, Inc. facilitators manage the process of the workshop – how decisions are made, not what is decided.

29. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | | | |
|----|---------------|---|----------|
| a. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| b. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| c. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| d. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| e. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| f. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |

| | |
|---|--|
| F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the Contracting Authority, or a maximum of 10 projects, if not specified. Complete one Section F for each project.)</i> | 24. EXAMPLE PROJECT KEY NUMBER (1 – 10) 4 |
|---|--|

| | | |
|--|-------------------------------|------------------------------|
| 25. TITLE AND LOCATION <i>(City and State)</i> Partnering Meeting held in Baltimore, MD Regarding: MdTA Project # KH-1401-000-006 I-95 Express Toll Lanes: From Rossville Blvd. to Campbell Blvd. | 26. YEAR COMPLETED | |
| | PROFESSIONAL SERVICES 2007 | CONSTRUCTION (if applicable) |

| | | |
|---|--|--|
| 27. PROJECT OWNER'S INFORMATION | | |
| a. PROJECT OWNER Maryland Transportation Authority | b. POINT OF CONTACT NAME Kate Miller, Project Administration American Infrastructure | c. POINT OF CONTACT TELEPHONE NUMBER 410-365-7103 |

28. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Provided Facilitation Services for a Follow-up Partnering Meeting for an over \$150 Million Heavy Highway Construction Project, whose team involved the Maryland Transportation Authority and American Infrastructure, and all participating subcontractors.

Neutral on the subjects under discussion, The Bottom Line, Inc. facilitator's primary goal is to reach consensus among the team. The facilitator's purpose is to create an atmosphere in which trust, open communication and ensuring each stakeholder's success can take hold and grow. To achieve this, background information about the project, potential conflicts, objectives and goals, likely problem areas and specific expectations are identified and addressed. Group activities presented by facilitators provide training in teambuilding, conflict management, listening/communication skills and partnering relationships skills. The Bottom Line, Inc. facilitators manage the process of the workshop – how decisions are made, not what is decided.

29. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | | | |
|----|---------------|---|----------|
| a. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| b. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| c. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| d. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| e. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| f. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |

| | |
|---|--|
| F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the Contracting Authority, or a maximum of 10 projects, if not specified. Complete one Section F for each project.)</i> | 24. EXAMPLE PROJECT KEY NUMBER (1 – 10) 5 |
|---|--|

| | | |
|--|-------------------------------|------------------------------|
| 25. TITLE AND LOCATION <i>(City and State)</i> Partnering Meeting held in Syracuse, NY Regarding: TANY Project #TAS 06-31/D213597 Interim Pavement Rehabilitation, MP 262-268, Madison County | 26. YEAR COMPLETED | |
| | PROFESSIONAL SERVICES 2007 | CONSTRUCTION (if applicable) |

| 27. PROJECT OWNER'S INFORMATION | | |
|--|---|--|
| a. PROJECT OWNER New York State Thruway Authority | b. POINT OF CONTACT NAME Wesley Hood Construction Manager Barrett Paving Materials, Inc. | c. POINT OF CONTACT TELEPHONE NUMBER 315-652-4585 |

28. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Provided Facilitation Services for a Follow-up Partnering Meeting for an over \$50 Million Heavy Highway Construction Project, whose team involved the New York Thruway Authority, Barrett Paving Materials Inc., and Prudent Engineering Construction Project Team.

Neutral on the subjects under discussion, The Bottom Line, Inc. facilitator's primary goal is to reach consensus among the team. The facilitator's purpose is to create an atmosphere in which trust, open communication and ensuring each stakeholder's success can take hold and grow. To achieve this, background information about the project, potential conflicts, objectives and goals, likely problem areas and specific expectations are identified and addressed. Group activities presented by facilitators provide training in teambuilding, conflict management, listening/communication skills and partnering relationships skills. The Bottom Line, Inc. facilitators manage the process of the workshop – how decisions are made, not what is decided.

29. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| a. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
|----|---------------|---|----------|
| b. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| c. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| d. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| e. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| f. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |

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| F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the Contracting Authority, or a maximum of 10 projects, if not specified. Complete one Section F for each project.)</i> | 24. EXAMPLE PROJECT KEY NUMBER (1 – 10) 6 |
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| 25. TITLE AND LOCATION <i>(City and State)</i> Partnering Meeting held in Jacksontown, OH Regarding: ODOT Project # 070138 SR 161/37 – 6.65/10.25 | 26. YEAR COMPLETED | |
| | PROFESSIONAL SERVICES 2007 | CONSTRUCTION (if applicable) |

| 27. PROJECT OWNER'S INFORMATION | | |
|---|---|--|
| a. PROJECT OWNER Ohio Department of Transportation | b. POINT OF CONTACT NAME Neuman Babieh Area Engineer ODOT District 5 | c. POINT OF CONTACT TELEPHONE NUMBER 740-323-5249 |

28. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Provided Facilitation Services for a Partnering Meeting for an over \$25 Million Heavy Highway Construction Project, whose team involved the Ohio Department of Transportation, Kokosing Construction Company, and all participating subcontractors.

Neutral on the subjects under discussion, The Bottom Line, Inc. facilitator's primary goal is to reach consensus among the team. The facilitator's purpose is to create an atmosphere in which trust, open communication and ensuring each stakeholder's success can take hold and grow. To achieve this, background information about the project, potential conflicts, objectives and goals, likely problem areas and specific expectations are identified and addressed. Group activities presented by facilitators provide training in teambuilding, conflict management, listening/communication skills and partnering relationships skills. The Bottom Line, Inc. facilitators manage the process of the workshop – how decisions are made, not what is decided.

29. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | | | |
|----|---------------|---|----------|
| a. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| b. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| c. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| d. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| e. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| f. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |

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|---|---|
| F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the Contracting Authority, or a maximum of 10 projects, if not specified. Complete one Section F for each project.)</i> | 24. EXAMPLE PROJECT KEY NUMBER (1 – 10) 7 |
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| 25. TITLE AND LOCATION <i>(City and State)</i> Partnering Meeting held in Newberg, NY Regarding: TANY Project # TANY 06-51 D213405, Contract 3 | 26. YEAR COMPLETED | |
| | PROFESSIONAL SERVICES 2007 | CONSTRUCTION (if applicable) |

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| 27. PROJECT OWNER'S INFORMATION | | |
| a. PROJECT OWNER New York State Thruway Authority | b. POINT OF CONTACT NAME Vince Mazzone Project Manager A. Servidone, Inc. | c. POINT OF CONTACT TELEPHONE NUMBER 518-732-7774x409 |

28. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Provided Facilitation Services for a Partnering Meeting for an over \$100 Million Heavy Highway Construction Project, whose team involved the New York State Thruway Authority, New York State Department of Transportation, the Federal Highway Administration, Jacobs Engineering, PB, and the Joint Venture of A. Servidone, Inc. and B. Anthony Construction Corporation (ASI/BACC), along with participating subcontractors.

Neutral on the subjects under discussion, The Bottom Line, Inc. facilitator's primary goal is to reach consensus among the team. The facilitator's purpose is to create an atmosphere in which trust, open communication and ensuring each stakeholder's success can take hold and grow. To achieve this, background information about the project, potential conflicts, objectives and goals, likely problem areas and specific expectations are identified and addressed. Group activities presented by facilitators provide training in teambuilding, conflict management, listening/communication skills and partnering relationships skills. The Bottom Line, Inc. facilitators manage the process of the workshop – how decisions are made, not what is decided.

29. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | | | |
|----|---------------|---|----------|
| a. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| b. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| c. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| d. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| e. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| f. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |

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| F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the Contracting Authority, or a maximum of 10 projects, if not specified. Complete one Section F for each project.)</i> | 24. EXAMPLE PROJECT KEY NUMBER (1 – 10) 8 |
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| 25. TITLE AND LOCATION <i>(City and State)</i> Partnering Meeting held in Pittsburgh, PA Regarding: PennDOT Project # SR 2122 A03 31 st Street Bridge Rehabilitation | 26. YEAR COMPLETED | |
| | PROFESSIONAL SERVICES 2007 | CONSTRUCTION (if applicable) |

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| 27. PROJECT OWNER'S INFORMATION | | |
| a. PROJECT OWNER Pennsylvania Department of Transportation | b. POINT OF CONTACT NAME Brad Miller Assistant Construction Engineer PennDOT 11-0 | c. POINT OF CONTACT TELEPHONE NUMBER 412-429-5062 |

28. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Provided Facilitation Services for a Partnering Meeting for an over \$15 Million Heavy Highway Construction Project, whose team involved the Pennsylvania Department of Transportation, Engineering District 11-0 and Trumbull Corporation, along with participating engineering consultants and subcontractors.

Neutral on the subjects under discussion, The Bottom Line, Inc. facilitator's primary goal is to reach consensus among the team. The facilitator's purpose is to create an atmosphere in which trust, open communication and ensuring each stakeholder's success can take hold and grow. To achieve this, background information about the project, potential conflicts, objectives and goals, likely problem areas and specific expectations are identified and addressed. Group activities presented by facilitators provide training in teambuilding, conflict management, listening/communication skills and partnering relationships skills. The Bottom Line, Inc. facilitators manage the process of the workshop – how decisions are made, not what is decided.

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| 29. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT | | | |
| a. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| b. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| c. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| d. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| e. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| f. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |

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|---|--|
| F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the Contracting Authority, or a maximum of 10 projects, if not specified. Complete one Section F for each project.)</i> | 24. EXAMPLE PROJECT KEY NUMBER (1 – 10) 9 |
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|---|-------------------------------|------------------------------|
| 25. TITLE AND LOCATION <i>(City and State)</i> Partnering Meeting held in Canasota, NY Regarding: TANY Project # TAS 06-31/D213597 Interim Pavement Rehabilitation, MP 262-268, Madison County | 26. YEAR COMPLETED | |
| | PROFESSIONAL SERVICES 2007 | CONSTRUCTION (if applicable) |

| 27. PROJECT OWNER'S INFORMATION | | |
|--|---|--|
| a. PROJECT OWNER New York State Thruway Authority | b. POINT OF CONTACT NAME Tuesday Hamoy Project Engineer Barrett Paving Materials, Inc. | c. POINT OF CONTACT TELEPHONE NUMBER 315-652-4585 |

28. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Provided Facilitation Services for a Partnering Meeting for an over \$15 Million Heavy Highway Construction Project, whose team involved the New York State Thruway Authority and Barrett Paving Materials Inc., along with Prudent Engineering.

Neutral on the subjects under discussion, The Bottom Line, Inc. facilitator's primary goal is to reach consensus among the team. The facilitator's purpose is to create an atmosphere in which trust, open communication and ensuring each stakeholder's success can take hold and grow. To achieve this, background information about the project, potential conflicts, objectives and goals, likely problem areas and specific expectations are identified and addressed. Group activities presented by facilitators provide training in teambuilding, conflict management, listening/communication skills and partnering relationships skills. The Bottom Line, Inc. facilitators manage the process of the workshop – how decisions are made, not what is decided.

29. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | | | |
|----|---------------|---|----------|
| a. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| b. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| c. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| d. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| e. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| f. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |

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|---|---|
| F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the Contracting Authority, or a maximum of 10 projects, if not specified. Complete one Section F for each project.)</i> | 24. EXAMPLE PROJECT KEY NUMBER (1 – 10) 10 |
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| | | |
|--|-------------------------------|------------------------------|
| 25. TITLE AND LOCATION <i>(City and State)</i> Partnering Meeting held in Springville, NY Regarding: NYSDOT Contract D260140 Southern Expressway Route 219 Section 5, Springville, NY | 26. YEAR COMPLETED | |
| | PROFESSIONAL SERVICES 2007 | CONSTRUCTION (if applicable) |

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|---|---|--|
| 27. PROJECT OWNER'S INFORMATION | | |
| a. PROJECT OWNER New York State Department of Transportation | b. POINT OF CONTACT NAME John Wind Construction Supervisor NYSDOT Region 5 | c. POINT OF CONTACT TELEPHONE NUMBER 916-847-3273 |

28. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Provided Facilitation Services for a Partnering Meeting for an over \$30 Million Heavy Highway Construction Project, whose team involved the New York State Department of Transportation, Region 5 and Cold Spring Construction, along with participating subcontractors Jedrysik Construction, Contour Steel, and Cornell & Company.

Neutral on the subjects under discussion, The Bottom Line, Inc. facilitator's primary goal is to reach consensus among the team. The facilitator's purpose is to create an atmosphere in which trust, open communication and ensuring each stakeholder's success can take hold and grow. To achieve this, background information about the project, potential conflicts, objectives and goals, likely problem areas and specific expectations are identified and addressed. Group activities presented by facilitators provide training in teambuilding, conflict management, listening/communication skills and partnering relationships skills. The Bottom Line, Inc. facilitators manage the process of the workshop – how decisions are made, not what is decided.

29. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | | | |
|----|---------------|---|----------|
| a. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| b. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| c. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| d. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| e. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |
| f. | (1) FIRM NAME | (2) FIRM LOCATION <i>(City and State)</i> | (3) ROLE |

H. ADDITIONAL INFORMATION

34a. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CONTRACTING AUTHORITY.
ATTACH ADDITIONAL SHEETS AS NEEDED.

The Bottom Line, Inc. has conducted over 200 one-day, two-day, half-day and follow-up workshops for construction and engineering projects. We have also conducted focus group meetings with concerned residents for Pennsylvania Department of Transportation Districts 9 & 12. Workshop attendance has ranged from 15 to 100 people. Conducted throughout Pennsylvania, South Carolina, New York Maryland and Ohio, our audience includes engineering firms, prime contractors, subcontractors, suppliers, owners (government agencies such as the U.S. Army Corps of Engineers, PA Turnpike Commission and various departments of transportation), state police, emergency medical services, chambers of commerce, regulatory agencies, area residents and others. We have also worked with hospitals, school districts and corporations in delivering a variety of workshops that focus on teambuilding, communication, conflict resolution and problem solving. The Bottom Line, Inc. is approved in all of the above listed states to conduct our Building Partnerships program. Building Partnerships, a program of openness, honesty, and trust, offers a time and cost-saving answer to your partnering needs by developing working, winning relationships between all project partners. This is the same proven program that's shown remarkable results for construction projects throughout Pennsylvania, South Carolina, Ohio, Maryland, Virginia and New York.

Our methods and our program ensure that everyone participates fully and is heard. Our facilitators use a complete toolbox of skills, techniques, processes and suggestions to draw everyone in and draw vital information out. Team members will be thoroughly involved in the meeting and will know what was accomplished. This is vital to achieving consensus and 100 percent support of all decisions.

Our rules and responsibilities as facilitator include:

- Remain neutral on content;
- Draw out participation;
- Ensure balanced participation;
- Encourage dialog among participants;
- Provide structure and processes for the group work;
- Listen actively and ask others to do the same;
- Encourage different points of view;
- Record, organize and summarize input from group members;
- Move group through stage of group decision making and consensus;
- Encourage the group to evaluate its own progress and development;
- Capitalize on differences among group members for the common good;
- Protect group members and their ideas from attack or from being ignored;
- Emphasize that the group is a reservoir of knowledge, experience, and creativity and use facilitation skills to tap this resource.

If needed, we will also utilize a common recording technique throughout the process so that nothing is lost and all group members have the same set of notes. Note taking also serves to hold attention; allow quick reviews; aids recall; documents consensus; and notes responsibilities, timeframes and deadlines. Our recorder is simply a "servant" and works for the group. The recorder will capture the key points quickly, clearly and legibly.

The facilitation process addresses the objective/goals of each meeting, the flow of activities, the breaks, the refreshments (if any), the grouping and regrouping of participants, the opening and closing activities, and the location of the meetings. It is the facilitator who carries the ball during a meeting. He or she is charged with keeping the momentum going and helping the group overcome roadblocks along the way during each meeting. Our facilitators are experts at providing focus and structure, managing the meeting environment and any disruptions or difficulties, and soliciting feedback from group members. Some of the tools they use include brainstorming, structured rounds, timelines, flow charts and matrix diagrams. These methods and other techniques will be used to achieve a balance between providing structure for the group and giving it freedom to listen to one another, explore ideas and issues, think through problems, brainstorm, and come to know and trust the other members of the group.

Since 1994 The Bottom Line, Inc. has been using our exclusive *Building Partnerships*SM program to deliver a wide variety of workshops, seminars and meetings that require high-level skills in group dynamics and motivation, and conflict management/resolution. These skills have resulted in consistently positive reviews and a continuing string of successful outcomes. The recent project examples shown in Section F attest to those accomplishments.

Personnel

Project coordinator and company president, Robert J. Stupar, will be your contact in this effort. Bob oversees all administration aspects of the various meetings. Some of the tasks the project coordinator performs are:

- Contacts the primary participants prior to meeting to identify issues and develop a meeting agenda
- Coordinates meeting details and assign projects to facilitators
- Attends and participates in meetings as a facilitator
- Briefs the facilitators on the meeting requirements and deliverables
- Insures that all materials, i.e. flipcharts or audio visuals, are at the meeting
- Assures all contract obligations are satisfied
- Oversees the preparation of the meeting minutes

Familiar with the partnering practices and procedures of several departments of transportation, as well as the partnering philosophy of the U.S. Army Corps of Engineers, The Bottom Line, Inc. is willing to work with you to develop an agenda specific to your requirements. The length of the meeting is usually from half day to one day, determined by needs, type and length of job, complexity of job, number of people and any other unique dynamic of the job. The Bottom Line, Inc. is confident that we can provide partnering facilitation services in a timely and professional manner.

Our team of facilitators enables us to work within both your schedule and geographic requirements, traveling wherever necessary. The facilitator's purpose is to create an atmosphere in which trust, open communication and ensuring each stakeholder's success can take hold and grow. To achieve this, background information about the project, potential conflicts, objectives and goals, likely problem areas and specific expectations are identified and addressed. Group activities presented by facilitators provide training in teambuilding, conflict management, listening/communication skills and partnering relationships skills. The Bottom Line, Inc. manages the process of the workshop – how decisions are made, not what is decided. Our facilitators are neutral on the subjects under discussion; their primary goal is to reach consensus among the team.

Our offices, located in Pittsburgh, PA, feature ample conference space, a full array of current software, computers, b&w/color printers, copiers, and fax machine. We have on-site IT personnel, DSL internet access and full data backup and storage capabilities. We are fully equipped with redundancy at all critical points. If internal sources should fail, our location in Pittsburgh's South Side gives us access to a full complement of outsourcing services.

H. ADDITIONAL INFORMATION

PROPOSER AFFIRMATION AND DISCLOSURE

The Lead Firm or Joint Venture (“Proposer”) acknowledges that by signing this Statement of Qualifications, that it affirms, understands, and will abide by the requirements of Executive Order 2010-09S issued by Ohio Governor Ted Strickland. If awarded a Contract, the Proposer affirms that both the Proposer and its Consultants shall perform no services requested under the Agreement outside of the United States. The Executive Order is available at the following Web site: <http://www.governor.ohio.gov/Default.aspx?tabid=1495>.

The Proposer shall provide the locations where services under the Contract will be performed in the spaces provided below or by attachment. Failure to provide this information as part of its Statement of Qualifications will cause the Proposer to be deemed non-responsive and no further consideration will be given to its Statement of Qualifications. If the Proposer will not be using Consultants, indicate “Not Applicable” in the appropriate spaces.

- 1. Principal business location of the Proposer:

168 S. 19th Street
Address

Pittsburgh, PA 15203
City, State, Zip

- 2. Location where services will be performed by Proposer:

Various with each project
Address

City, State, Zip

Locations where services will be performed by Consultants:

Not Applicable
Address

City, State, Zip

- 3. Location where state data will be stored, accessed, tested, maintained, or backed-up, by Proposer:

168 S. 19th Street (and online)
Address

Pittsburgh, PA 15023
City, State, Zip

Locations where state data will be stored, accessed, tested, maintained, or backed-up by Consultants:

Not Applicable
Address

City, State, Zip

