

New Socioeconomic Programs

Register to hear about New Socioeconomic Programs and Bonding presentation

Monday, September 13, 2021 — 9:00 a.m. to 12:00 p.m.

Join us to learn about Metro's Minority Business Enterprise program, Small Business Program and Micro Business Program.

Attend through Microsoft Teams.

Space is limited. Register by 4 p.m. on Thursday, September 9, 2021 by clicking [here](#).



Three-Way Match

Fifi Refiloe Magosi
DATE 09/15/2021



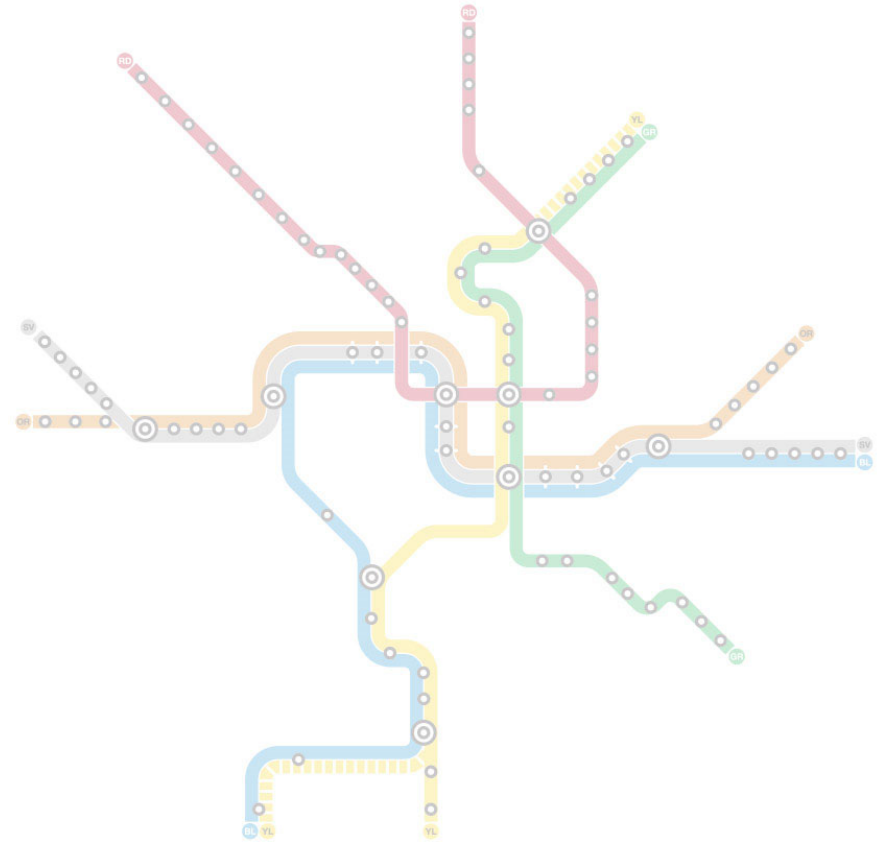
Purpose

The purpose of this presentation is to discuss the importance of matching the purchase order, packaging slip and invoices for the goods and services that we procure.

Background

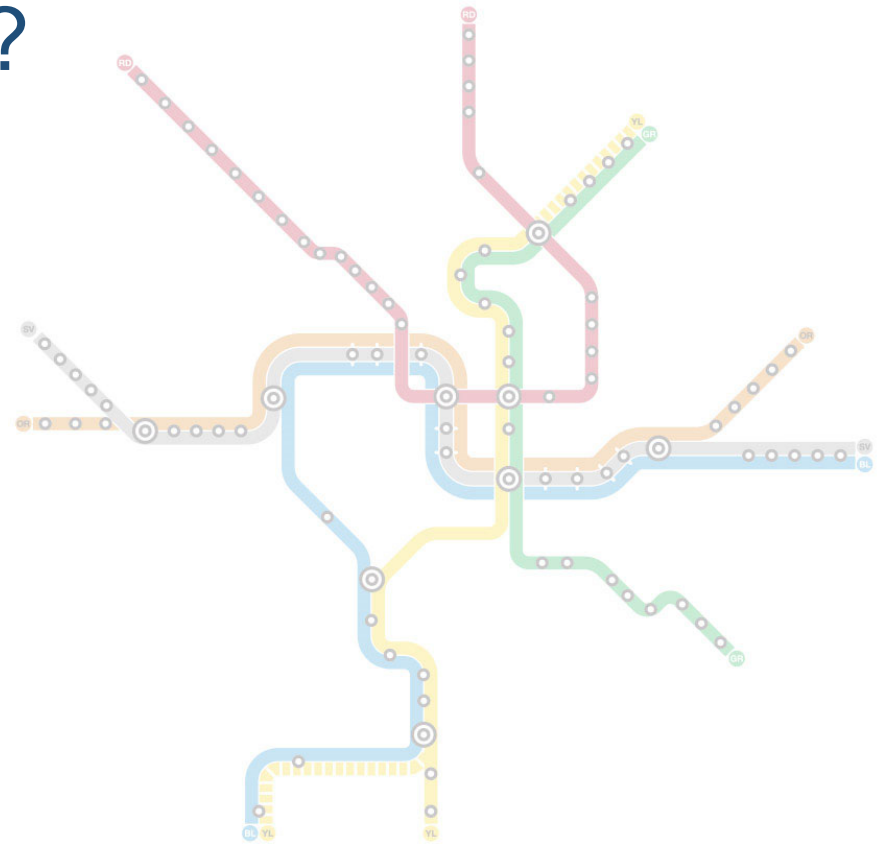
Invoice Fraud

- Google - \$23 Million
- Facebook - \$100 Million
- Amazon - \$19 Million



What is three-way matching?

A three-way match is a process of matching a purchase order (PO), packaging slip, and the supplier's invoice to eliminate fraud, ensure we have the right material or services, save money, and maintain adequate records for the audit trail. Three-way match is usually done before issuing payment to the supplier post delivery.



Three-way match

What Is Three-Way Matching

1 PURCHASE ORDERS

Official confirmation of an order



☒ QUANTITY

☒ VALUE

2 ORDER RECEIPTS & PACKAGING SLIPS

Proof of payment and delivery



☒ QUANTITY

☒ VALUE

3 INVOICES

Requests payment for a purchase

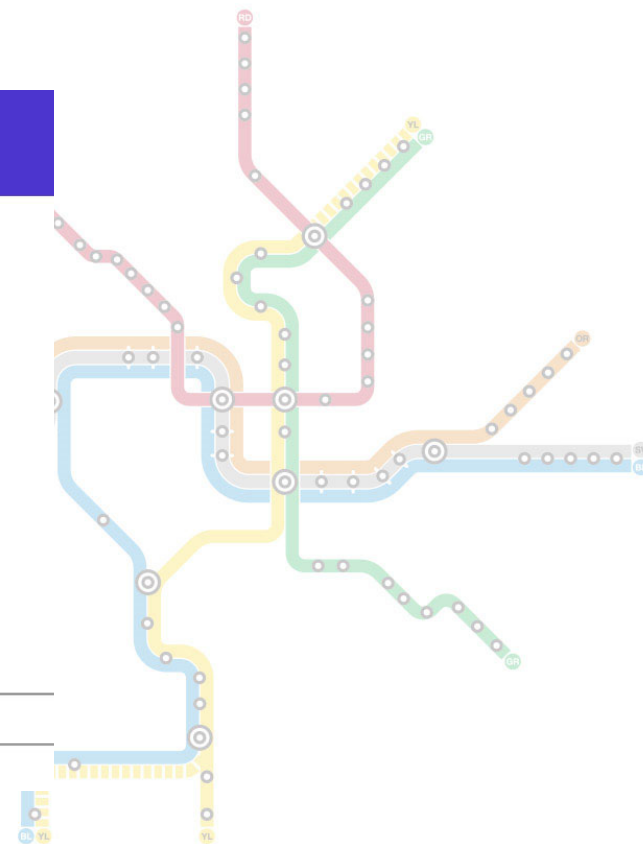


☒ QUANTITY

☒ VALUE

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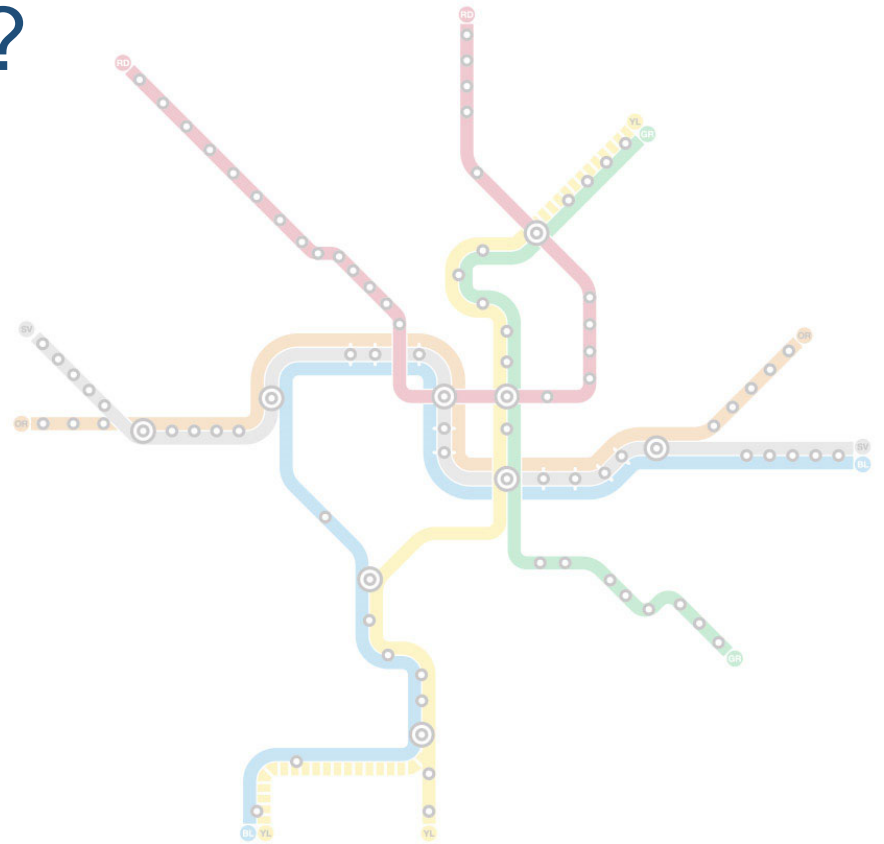
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What is three-way matching?

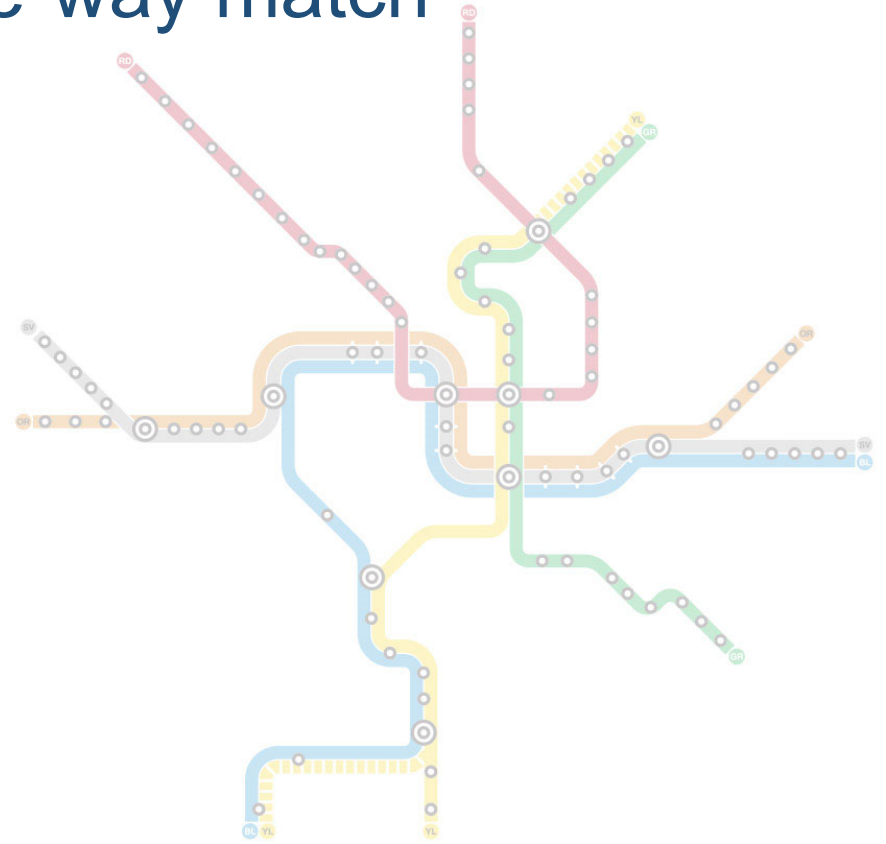
Three-way matching focuses on verifying invoices by looking at relevant documents that prove that

- the business requested the goods/services the invoice is issued for (PO)
- the business received the goods/services the invoice is issued for (Packaging Slip)



Essential components of a three-way match

- Description of Product or Service
- Part number(s)
- Quantity
- Price



Responsible Parties

Purchase Order

Procurement Team

- Vendor name
- Detailed description of parts or services
- Scope of work (SOW) for services
- Manufacturers/Vendor part number
- Quantity
- Unit price

Packaging Slip

Vendor

- Vendor name
- Detailed description of what is in the shipment
- Manufacturers/Vendor Part number
- Quantity
- Unit price

Invoice

Vendor

- Vendor name
- Invoice number
- Purchase order (PO) number
- Detailed description of parts or services
- Quantity
- Unit price

Benefits of three-way matching

- Eliminates fraud
- Maintain adequate records
- Increased efficiencies
- Save time and money

Benefits of three-way matching

Eliminates Fraud

- Referenced PO number
- Receipt for material

Maintain Adequate Records

- Transparency
- Tracking payments
- Litigation
- Audits

Increased Efficiencies

- Researching issues
- Returning material
- Delayed projects
- Incorrect material

Save Time & Money

- Ensures accuracy
- Research & investigations
- Human resource hours
- Overpaying or duplicate payments



WMATA

Making Equity a Business Partnership *Opportunities in Facilities Management*

Nia Rubin, Director of Real Estate
Office of Real Estate and Parking
October 19, 2021

METRO MOVES

Three New Office Buildings

METROMOVES

L'Enfant Plaza (DC)



Eisenhower Ave (VA)



New Carrollton (MD)



Upcoming Contracting Opportunities

Subcontracted Services	Scope of Work
Boiler Maintenance (annual)	Annual boiler maintenance performed by OEM certified technicians supplements the ongoing operator level maintenance performed by the on-site building engineers. This includes inspecting the heat exchanger, replacing worn parts, calibrating systems, and cleaning the condensate traps
Building Automation System	Maintain building management system
Chiller Maintenance & Eddy Current Testing (annual)	Annual chiller maintenance performed by OEM certified technicians supplements the ongoing operator level maintenance performed by the on-site building engineers. This includes leak checks and condenser tube cleaning
Electrical Maintenance	The testing and inspection program includes components of NFPA/ NEC Code testing and inspection recommendations. Portions of this testing along with common electrical safety practices will offer limited Predictive Maintenance on connected components.
Elevator Maintenance & Inspections	Elevator maintenance includes routine preventive maintenance, inspection, and testing of elevators in accordance with OEM recommendations and federal, state, and local regulatory requirements
Fire Alarm, Pump and Sprinkler Testing and Inspections	Maintenance, repair, inspection, and testing/certification of fire alarm and fire suppression systems in accordance with applicable OEM recommendations and regulatory requirements
Fountain Maintenance	Regular cleaning of outside fountain
Generator Services	Routine operation, maintenance, and repair of emergency generators and automatic transfer switches. This includes an annual load bank test but excludes the 3-year load test.
Grounds Maintenance	Maintain grounds around the facility perimeter. Includes mowing, edging, trimming, and clean-up after maintenance is performed.
HVAC – Filter Replacement	Annual filter replacement
Janitorial	Janitorial services. Staff level TBD by client
Parking Management	Monthly parking management
Pest Control	Implement a pest control program using Integrated Pest Management processes
Security Systems	T&M Service on security cameras, card readers, etc. Equipment TBD based on site walk.
Water Treatment (HVAC)	Treatment and monitoring of water systems which support heating and cooling systems. This includes provision of chemicals and adjustment as necessary
Window Washing	1 st floor exterior window cleaning (1x per month)

JLL Strategic Sourcing Team, WMATA



John Edmondson

Regional Director, Strategic Sourcing – Public Institutions

John Edmondson is a seasoned public procurement professional with more than 16 years of state and federal contracting experience. John has managed procurement activities and compliance oversight for the Illinois and Ohio Departments of Transportation, served as the Director of Procurement and DBE Liaison Officer for the Southwest Ohio Regional Transit Authority in Cincinnati, Ohio, and most recently served as the Director of Procurement & Contracts Administration for the Hillsborough Transit Authority in Tampa, FL.

John has a BA in business and management and MBA in supply chain management from Western Illinois University.

John.Edmondson@am.JLL.com

JLL Strategic Sourcing Team, WMATA



Marissa Trower

Strategic Sourcing Specialist

Marissa Trower is a skilled government sourcing and contracting specialist with more than 12 years experience. After completion of the ROTC program at the University of Tennessee, Marissa commissioned into the United States Army in 2009 where she managed procurement activities across a wide variety of categories. Marissa specializes in building strategic vendor relationships that enable cost savings and increase business opportunities for vendors of all sizes and specialties.

Marissa is a graduate of the University of Tennessee with a BA in psychology.

Marissa.Trower@am.JLL.com

Washington Metropolitan Area Transit Authority

Making Equity a Business Partnership
Opportunities in Capital Projects

Coree Cuff, Vice President
Project Development & Implementation Planning (PDIP)
Capital Delivery (CAPD)

October 19, 2021



Agenda

- Welcome & Introductions
- Safety Contact
- Capital Program Overview
- Organization Updates
- Project Highlight – Metrobus Shelter Replacement
- Prospective Procurement Opportunities
- Questions and Comments

Safety Contact

Pedestrian & Bicycle Safety

Safety Contact – Pedestrian & Bicycle Safety



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▪ Bicycle Safety

- Wear bright and reflective clothing to ensure you are visible
- Always wear your helmet and other personal protective equipment
- Use appropriate hand signals to give advance notice of your movements



▪ Pedestrian Safety

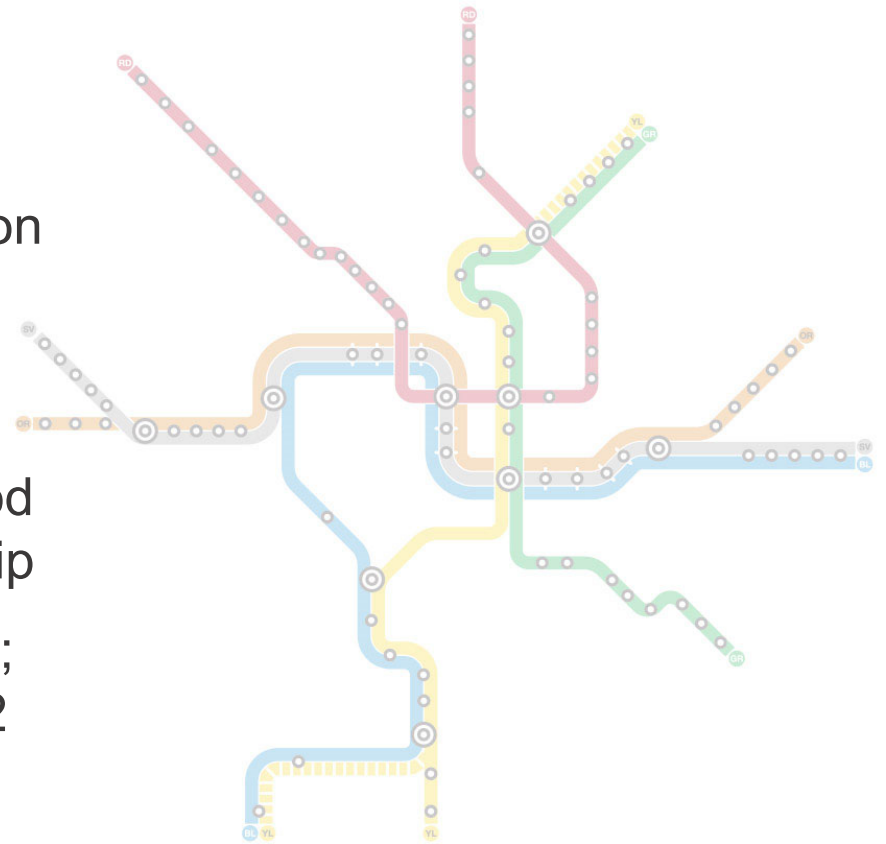
- Make eye contact with the driver when approaching or crossing in front of a bus
- Remember to take your belongings with you on and off the bus
- Maintain awareness of your surroundings

Capital Program

Overview

Moving the Region

- Metro provides transit to move essential workers and is vital to commerce in the region
 - 54% of region's pre-pandemic jobs are within 1/2-mile radius of all Metro rail stations and Metro bus stops
- Metro is accelerating safety and state of good repair programs during period of low ridership
- Capital Program invested \$1.84B in FY2021; over \$2B expected to be invested in FY2022



Capital Program Overview

\$28 Billion
in known estimated
capital needs

\$22 Billion
10-Year
Capital Plan

Identified key investments for safety & reliability projects, and initiatives to improve operating efficiencies

\$12.3 Billion
Six-Year Capital
Improvement Program

Design & engineer projects before implementation



Approach: • Employ Best Practices to Advance the Capital Program

Objectives: • Effective & Efficiently Advance \$2.1 Billion Average Annual Program
• Expand Competition to Realize Best Solutions

Note: Preliminary forecast subject to Board review and approval

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

FY2022-FY2027 Capital Investments

Safety, Reliability & State of Good Repair



Rail

- **Railcar Acquisition & Testing – 8000 Series**
- Aerial Structure & Bridge Rehabilitation
- Radio Infrastructure Replacement
- **Yellow Line Portal Tunnel Remediation**
- Traction Power State of Good Repair
- **Station Platform Rehabilitation**
- Track Rehabilitation Program
- **Ventilation Improvements – Red Line Pilot**
- Train Control Rehabilitation
- **Water Leak Mitigation in Tunnels**
- Railcar Preventive Maintenance & Rehab
- Railcar Heavy Repair & Overhaul Facility
- **Escalator & Elevator Replacement/Rehab**



Bus & Paratransit

- **Metro Bus Shelters Replacement Program**
- Bus Acquisition/Replacement Program
- MetroAccess Vehicle Acquisition
- **Bus Garage Replacements – Northern & Bladensburg Divisions**
- Bus Preventive Maintenance & Rehabilitation
- Bus priority – roadway and signal improvements (with jurisdictions)
- **Zero Emission Bus Implementation**



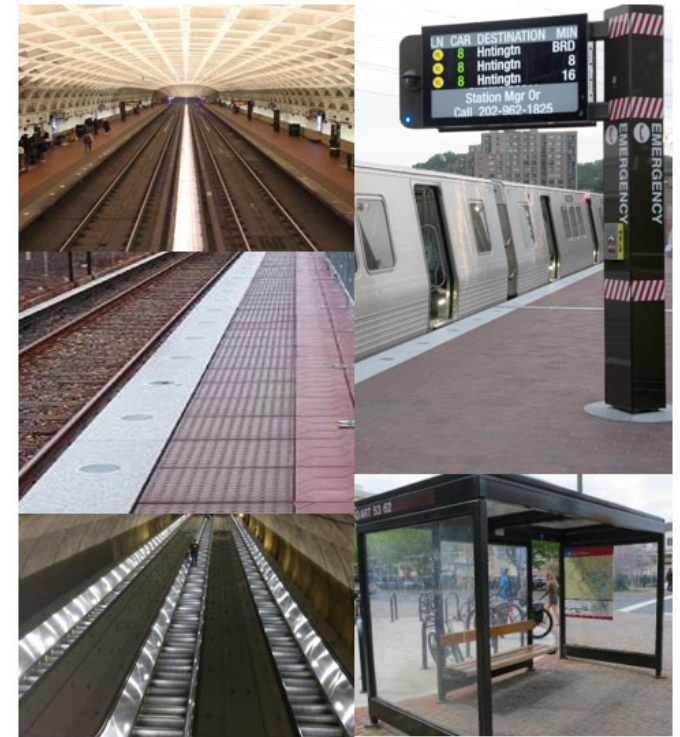
Operations & Admin Support

- IT System Preservation
- **Office Consolidation – DC, MD, VA**
- New Data Center IT Infrastructure & Equipment
- **Roof Replacement**
- Financial System Replacement
- **Fare Collection System Replacement**



Upcoming Capital Program Milestones

- **Fall:**
 - Propose FY2023 Capital Budget, Six-Year Capital Improvement Program (CIP), and 10-Year Capital Plan
- **Winter:**
 - Budget work sessions & public hearings
- **Spring:**
 - Board adoption of CIP & Capital Budget (March)



Capital Planning & Execution



CAPITAL PLANNING AND PROGRAMMING

- ✓ Capital Need **Identification/ Verification**
- ✓ Capital Program **Alignment & Development**
 - Initial Scope, Schedule, Total Project Cost
- ✓ Budget **Approval**



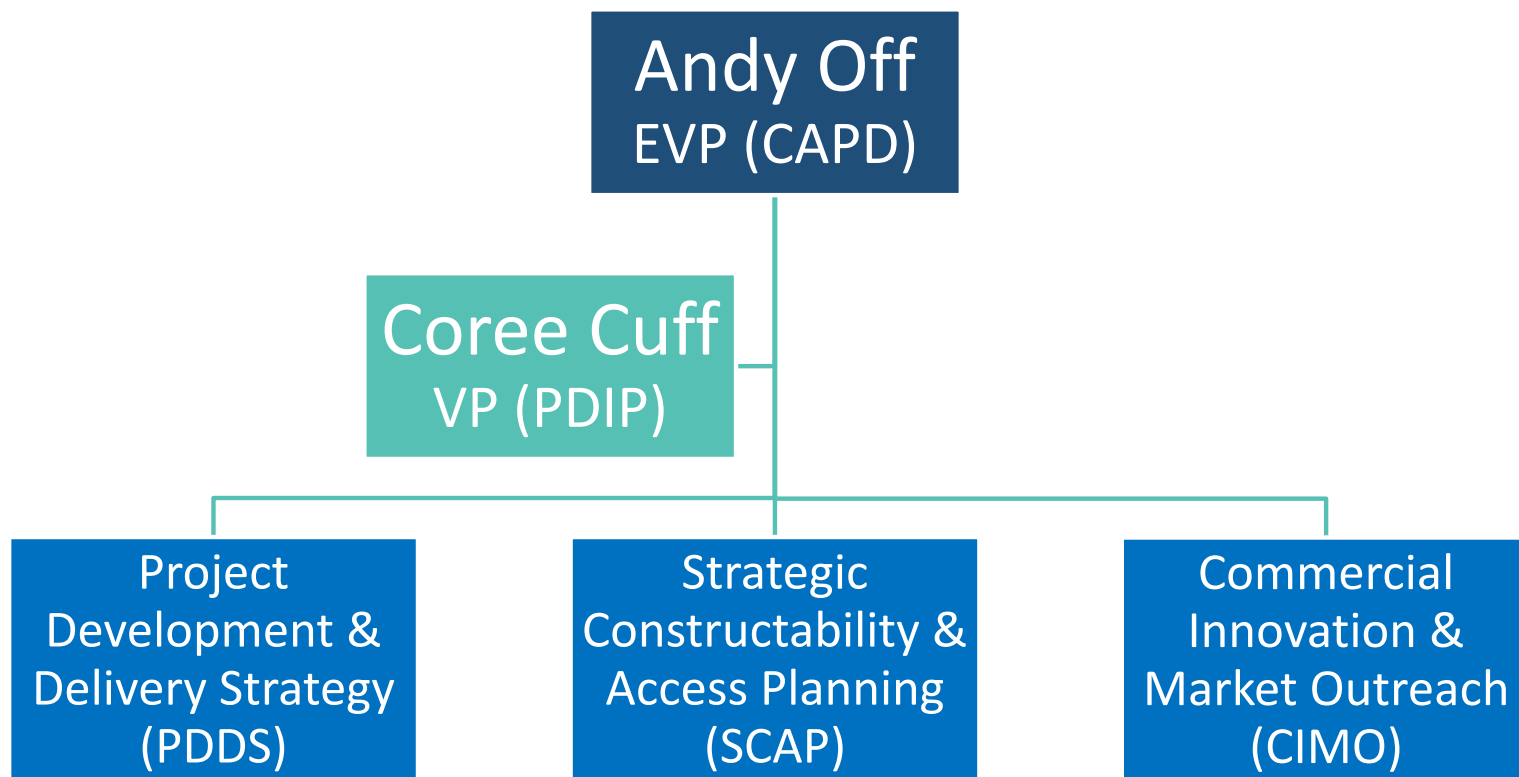
CAPITAL PROJECT DELIVERY

- ✓ **Formalize** Scope, Schedule & Total Project Cost
- ✓ Implementation Plan **Approved**
- ✓ Project **Solicitation, Bid and Award**
- ✓ Project **Implementation & Execution**

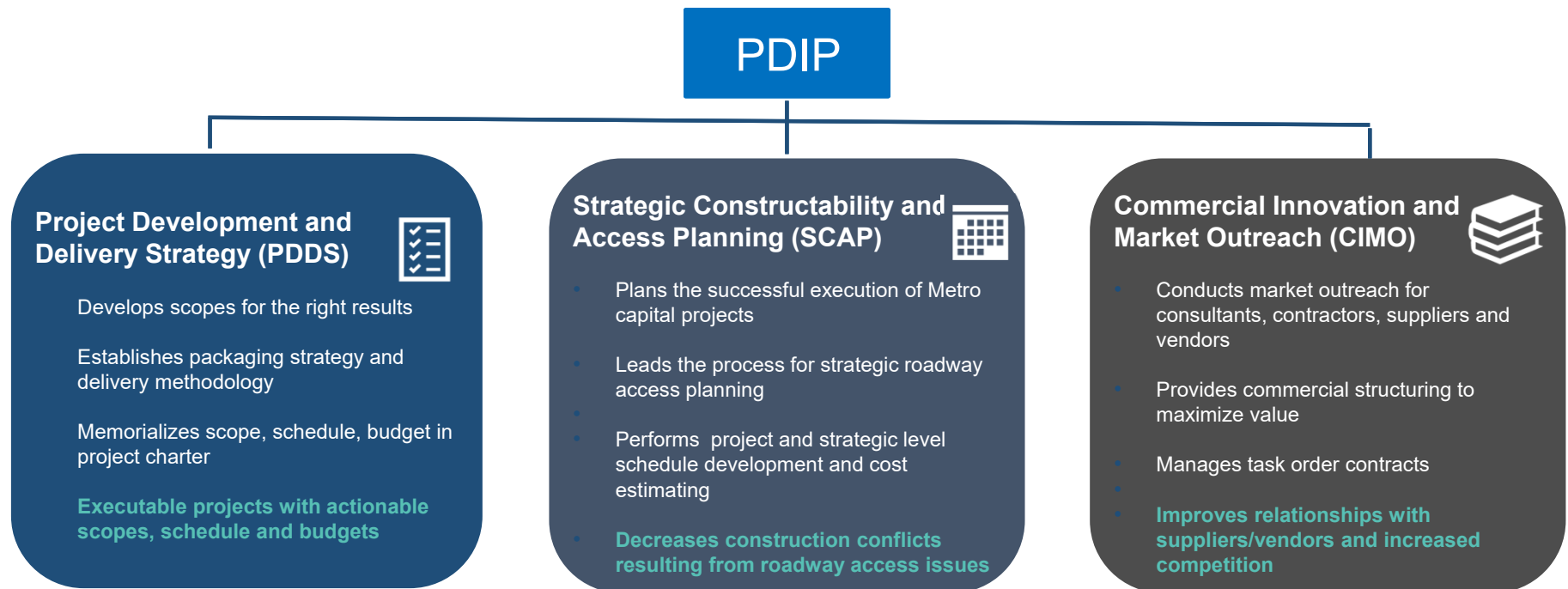
Organization Updates

Capital Delivery

Project Development and Implementation Planning (PDIP)



Project Development and Implementation Planning

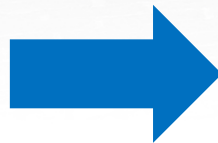


Project Highlight

Metrobus Shelter Replacement Program

Metrobus Shelter Replacement

- Metro-owned bus shelters are beyond their useful life
- Preventative maintenance no longer sufficient
- Full replacement is required



Metrobus Shelter Replacement

Four
objectives:

Modernize look & feel of shelters

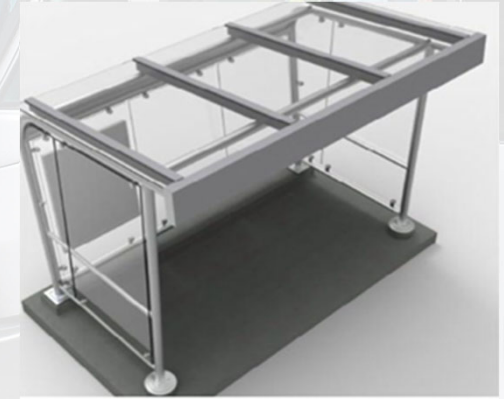
Improve conditions for bus riders

Advance sustainability goals

Offer business opportunities to advance equity

Metrobus Shelter Replacement

- Replace 252 Metro-owned bus shelters at 28 locations
 - 53% of all Metro-owned shelters addressed through project
- Locations prioritized based on the following:
 - Poorest condition
 - High ridership
 - Federally funded (FTA grant) locations done in early phases
- Phased installation to minimize impact to Bus Operations



Conceptual Modified WMATA Design Standard



Example of Solar Panels on Bus Shelter Roof

Metrobus Shelter Replacement

- Installation work elements:
 - Remove and dispose of existing shelter
 - Demolish existing bus shelter and foundation
 - Install new reinforced concrete pad foundation
 - Complete site work around shelter as necessary to return site to appropriate grade and conditions
 - Install newly fabricated shelters
 - Install solar panels where practical and feasible with associate backup battery panels
 - Replace conduits and/or electrical cables to service room



Metrobus Shelter Replacement

- Procurement strategy:

- Request for Information (RFI) pending
- Hybrid – Small Business Multiple Award Task Order Contracts + Design-Build procurements

- Four work streams:



Metrobus Shelter Replacement

- SBE Design-Bid-Build procurement

- 96 bus shelters at 12 locations
- SBE engineering & architectural task order underway
- SBE multiple award task order contract opportunities

Delivery Method:

Design-Bid-Build

Estimated Contract Cost:

\$10M – \$15M

Anticipated Schedule:

**Fall 2021 – Design task order procurement underway
Spring/Summer 2022 – Multiple award task order bids
Fall 2022 – Construction start**

Metrobus Shelter Replacement

- Design-Build procurement
 - 156 bus shelters at 18 locations
 - DBE goal will be set as part of request for proposals
 - Opportunities for DBE participation in demolition, site work, utility connections, shelter erection, and other elements

Delivery Method:

Design-Build

Estimated Contract Cost:

\$20M – \$25M

Anticipated Schedule:

**Late Fall 2021 – Request for proposals issued
Fall 2022 – Construction start**

Procurement Opportunities

Look Ahead

Prospective Procurement Opportunities

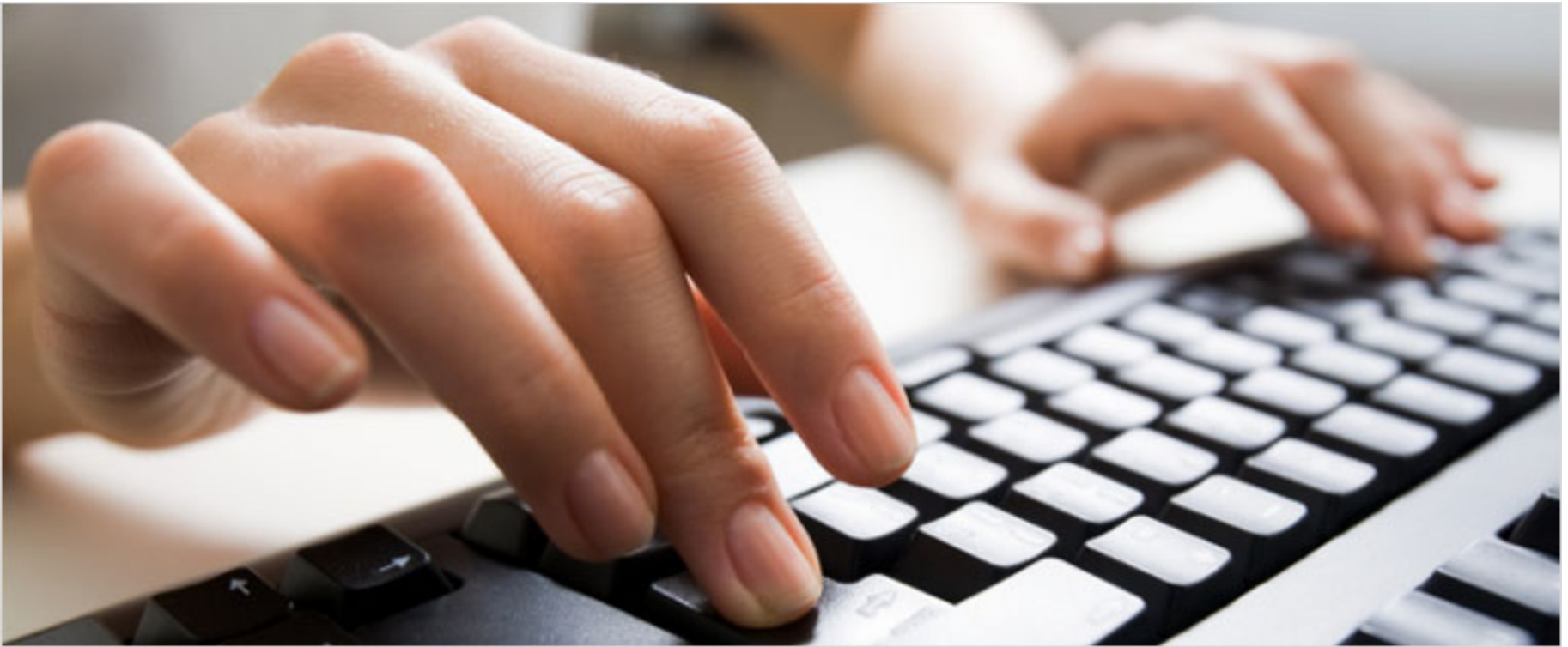
Near Term Opportunities

Project Name	Project Description	Delivery Method	Anticipated IFB/RFP Date*	Estimated Cost*
Multiple Award Task Order Contract (MATOC) General Contractor	Solicitation of General Contractors to support miscellaneous general construction for WMATA's MATOC program for the next 5 years	Task Order	Fall 2021	TBD
MATOC Electrical Contractor	Solicitation of Electrical Contractors to support WMATA's MATOC program for next 5 years	Task Order	Spring 2022	TBD
Tagging Relay Systemwide	Pilot completed. Implementation of tagging relay upgrades at remaining locations requiring retrofits that are not addressed in traction power SOGR work planned through 2030	Design-Bid-Build	Summer 2022	\$70 - \$90M
ETS Replacement Program	Replace all Emergency Trip Stations (ETS) in the rail system, upgrading them to provide remote ability to turn off the power and monitor the equipment	Design-Build	Summer 2022	\$170 - \$190M
AC Power State of Good Repair Package 2	Rehabilitation and upgrade of 12 Passenger Station AC Rooms in MD/DC/VA	Design-Bid-Build	Summer 2022	\$50 - \$70M
Traction Power State of Good Repair Package 2	Rehabilitation and upgrade of 13 Traction Power Sub-Stations and 22 Tie Breaker Stations along the Red line in MD and DC	Design-Bid-Build	Summer 2022	\$110 - \$130M
Parking Garages	Rehabilitation of parking garages at 4 locations	Design-Bid-Build	Summer 2022	\$25 - \$30M

Winning

Tips & Heads-up

After you hit send...



Technical Evaluation Process

Responsiveness

TET Composition

Evaluation

Brooks Act



What are we looking for?

- Responsiveness to the request for proposals
- Project understanding
- Demonstrated and verifiable ability to complete the task at hand
- Technical approach
- Competency of proposed staff
- Relevant experience of the firm and support teams
- Innovation

Food for thought...

- Thoroughly review scope
- Clearly distinguish between innovation and requirements
- Grammar check
- Propose people with real relevant experience; if it says required, we mean it!
- Leverage global, national and local area networks
- Clearly define DBE integration and approach
- Bring the right team to the oral presentations

ASK QUESTIONS!

Bottom Line...

- Business partner
- Relationships can last for years
- As committed to a successful outcome as we are
- Competency with strong quality assurance/quality compliance
- Critical thinking and open communications
- Collaboration and alignment
- Innovation. Innovation. Innovation.



How to Connect with Us

- 1) Search Metro website often to find new contract opportunities:
<https://supplier.wmata.com/psp/supplier/SUPPLIER/ERP/h/?tab=DEFAULT>
“View Active Solicitations Opportunities”
- 2) Attend Metro outreach events as often as possible; network effectively
- 3) Use Metro business training sessions to learn how the contracting process works
- 4) If you need additional information, ask for it: SBPOHotline@wmata.com

Questions?

Q&A time

Small Business Programs Office (SBPO)



Please place all questions in the chat an SBPO Team Member will respond via email to all attendees.
THANK YOU!

Additional Information

- For specific procurements:
 - Procurement Officer Norie Calvert, Procurement Manager
- For capital program and project information:
 - Kevin Phelps, Director – Commercial Innovation and Market Outreach (CIMO)
— Email: kphelps@wmata.com
- Vendor portal
 - <https://wmata.com/business/procurement/vendor-resources.cfm>
- For vendor portal issues
 - PRMT_SupplierSupport@wmata.com