PHILADELPHIA PARKING AUTHORITY

PRE-BID MEETING

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RE: BID NO. 21-24

PHILADELPHIA PARKING AUTHORITY MEETING, via telephone, taken in Old Forge, Pennsylvania 18518, beginning at 11:05 a.m., on Friday, January 21, 2022, before Marcella L. Russell, Court Reporter and Notary Public in and for the Commonwealth of Pennsylvania.
**APPEARANCES:**

**REPRESENTING THE PARKING AUTHORITY**

**PRESENT TELEPHONICALLY**

Mary Wheeler, Chair  
Sharon Stewart  
Steven Boc  
Melissa Hoch  
Sal Lancelootti  
Frank Ragozzino  
William Kendig  
Emanuel Rivera  
Kevin McClain

**ALSO PRESENT:**

**PRESENT TELEPHONICALLY**

Sherry Herman, Faith Group Consulting  
David Perri, JMT Engineers  
Sally Ferullo, Facility Strategies  
Todd Helmer, THA Consulting  
Stacy Barrett, STV  
Kate McGinnis, KHA Consulting, Inc.  
Stephanie Doyle, Aegis Property Group  
Jim McAuliffe, USA Architects  
Carlos Raul Rodiguez, CRR Architect  
Michael Ytterberg, MY Architecture  
Kevin Carrigan, THA Consulting  
Patrick Wells, Desman  
David Cole, Colliers Engineering & Design  
David Smallets, BLT Architects  
Glenn Litchenwalner, W2A Design Group  
Lynn Knight, MIMAR Architects & Engineers  
Matt Shinton, Kimley-Horn Associates  
Brie Hill, W2A Design Group  
Keith Kesner, CB Professional  
Mark Dewey, Thorton Thomas Eddy  
Camille Peluso, Peluso Architects  
John Judge, Desman  
Barbara Jasioneck, DGroup Architecture  
James Blake, MIMAR Architects & Engineers  
Leila Bahrami, CHPlanning Company
MS. WHEELER: Let's get started. Thank you, everyone, for calling in today. This is the preproposal meeting for RFP No. 21-24, On-Call Architectural/Engineering and Professional Services.

My name is Mary Wheeler. I'm the director of procurement for the Philadelphia Parking Authority acting contractor administrator. We're going to start with introductions. I'm going to go through PPA staff first. I need everybody to state their full name, spell their last name, and identify the company that they are here representing.

We'll start with you, Shannon.


MS. WHEELER: Steve Boc.

MR. BOC: Good morning. Steven C. Boc, B-O-C, associate general counsel for the Philadelphia Parking Authority.

MS. WHEELER: Melissa.

MS. STEWART: Melissa is having audio issues. So I will introduce Melissa. Melissa
Hoch, H-O-C-H, deputy manager of construction management and capital products -- capital projects. I apologize.

MS. WHEELER: All right. Sal.

MR. LANCELOOTTI: Yes. Good morning, everyone. Sal Lancelootti,

L-A-N-C-E-L-O-O-T-T-I, director of off street operations.

MS. WHEELER: Thank you.

Frank.

MR. RAGOZZINO: Yes. Sorry. Good morning.

MS. WHEELER: Spell your last name.

Yes.

MR. RAGOZZINO: Frank Ragozzino,


MS. WHEELER: Okay. Thank you.

Will.

MR. KENDIG: William Kendig,

K-E-N-D-I-G. I'm director of construction for the PPA.

MS. WHEELER: Thank you.

Manny.

MR. RIVERA: Good morning. Emmanuel
Rivera, R-I-V-E-R-A, project manager with construction management capital projects for the Philadelphia Parking Authority.

MS. WHEELER: Thank you. Kevin.

MR. McCLAIN: Kevin McClain, M-C-C-L-A-I-N, coordination manager for the Parking Authority.

MS. WHEELER: Thank you. Are there any PPA staff that I missed?

* * *

(No response.)

* * *

MS. WHEELER: Okay. We're going to go to our potential offers. Caller number 1. Sherry.

MS. HERMAN: Good morning. My name is Sherry Herman. Last name spelled H-E-R-M-A-N. I am with Faith Group Consulting and their transportation market league.

MS. WHEELER: Thank you. Caller number 2, David.

MR. PERRI: Good morning. My name is David Perri, P-E-R-R-I. I'm an assistant vice president for JMT Engineers, 1600 Market
Street.

MS. WHEELER: Thank you, David.

Caller number 3, Sally.

MS. FERULLO: My name is Sally Ferullo, F, as in Frank, E-R-U-L-L-O, with Facility Strategies. We are partnering with Palusho [ph] Architects.

MS. WHEELER: Thank you. Caller number 4, Todd.


MS. WHEELER: Thank you.

Caller number 5, Stacy.

MS. BARRETT: Stacy Barrett, B-A-R-R-E-T-T, with STV.

MS. WHEELER: Thank you.

Caller number 6, Kate.


MS. WHEELER: Thank you.

Call number 7, Stephanie.


MS. WHEELER: Thank you.
Caller number 8, Jim McAuliffe.

MR. McAULIFFE: Yes. This is Jim McAuliffe, M-C-A-U-L-I-F-F-E, double F, E, with USA Architects.

MS. WHEELER: Thank you.

Caller number 9, Carlos.


MS. WHEELER: Thank you.

Caller number 10, Michael.

UNIDENTIFIABLE SPEAKER: You're muted.

MR. YTTERBERG: Michael Ytterberg, principal of MY Architecture. The name is Y-T-T-E-R-B-E-R-G.

MS. WHEELER: Perfect. Thank you, Michael.

Caller number 11, Kevin.

MR. CARRIGAN: Kevin Carrigan. I'm vice president at THA Consulting. Last name is C-A-R-R-I-G-A-N.

MS. WHEELER: Thank you.

Caller number 12, Patrick.

MR. WELLS: This is Patrick Wells, W-E-L-L-S. I'm the regional director for
Desman.

MS. WHEELER: Thank you.
Caller number 13, David.

MR. COLE: Hello, everybody. I'm David Cole. Last name is C-O-L-E. I'm a business developer with Colliers Engineering and Design, formerly Mazer Consulting.

MS. WHEELER: Thank you, David.
Caller number 14, David Smallets.


MS. WHEELER: Thank you, David.
Caller number 15, Glenn.


MS. WHEELER: Thank you, Glenn.
Caller number 16, Lynn.

MS. KNIGHT: Hello, everyone. This is Lynn Knight, from MIMAR Architects & Engineering, L-Y-N-N, K-N-I-G-H-T.

MS. WHEELER: Thank you, Lynn.
Caller number 17, Matt.

MR. SHINTON: Hi, Mary. Matt Shinton
from Kimley-Horn & Associates. Last name S-H-I-N-T-O-N.

MS. WHEELER: Thank you.

Caller number 18, Brie.


MS. WHEELER: Thank you, Shannon and Brie.

Caller number 19, Keith Kesner.


MS. WHEELER: Thank you.

Caller number 20, Mark.


MS. WHEELER: Thank you very much.

Caller number 21, Camille. You might be muted, Camille.

MS. PELUSO: I apologies. Camille Peluso from Peluso Architects, P-E-L-U-S-O.

MS. WHEELER: Thank you very much.

Caller number 22, John Judge.

MR. JUDGE: Yes, Judge, J-U-D-G-E, vice president with Desman.
MS. WHEELER: Thank you, John.

Caller number 23, Barbara.

MS. JASIONEK: Hi. This is Barbara Jasionek representing DIGroup Architecture, and J-A-S-I-O-N-E-K.

MS. WHEELER: Thank you very much.

I see a James Blake joined the call.


MS. WHEELER: Thank you very much, James.

Is there anyone on the call that did not identify themselves?

* * *

(No response.)

* * *

MS. WHEELER: Okay. Terrific. I just want to make everyone aware we do have a court reporter here today, so when we get to the question-and-answer sessions, just make sure you state your name prior to asking your question. Or PPA staff, also state your name if you're going to be the one responding to any questions.

If you can just mute yourself unless
you are going to speak, that would be very helpful and reduce noise during the meeting.

I will allow late arrivals to this meeting, as well, and if you have not registered with me, can you either register or just send me an e-mail so that I have your correct contact information?

I'm going to start going over some important dates for this solicitation. This was released on January 14th, 2022. Today is the preproposal meeting, January 21st, 2022, and we started at approximately 11:05 a.m.

The question deadline is February 4, 2022 at 2:00 p.m., and proposals are due February 14th [sic], 2022 at 12:00 p.m.

Proposals can be submitted two ways. You can e-mail me at mwheeler@philapark.org. That's M-W-H-E-E-L-E-R at philapark.org. That is all through the RFP package. You can e-mail one PDF file of your entire proposal that is password protected. Do not send the password with the e-mail with the file. We will request the password after the due date and time.

If you choose to submit via e-mail, you still need to mail one hard copy that has all
your original signatures in it. That hard copy
does not have to be here by the deadline, by
the due date. Your PDF will make you
responsive as long as that is here before the
14th at 12:00 p.m.

You can also hand deliver your
proposal. If you hand deliver it, you do not
need to send an e-mail, or you can mail it.
But I don't think that the post office and the
delivery couriers are very reliable at this
time. So that's why we are allowing for the
e-mail submission and accepting the hard copies
after the due date.

Does anybody have any questions on
submission?

* * *

(No response.)

* * *

MS. WHEELER: Okay. Terrific.

I'm going to move on to part 1, the
general information. I spoke about the
question deadline being on February 4th. All
questions after this meeting need to be
e-mailed to my attention. The Authority will
respond in a formal addendum that will be
e-mailed to everybody in attendance at this meeting.

All addenda release will also be posted to our website where you downloaded the RFP documents. I suggest that prior to submission, you go to our website, and you make sure that you received all addenda that were released. Sometimes there's problems with e-mails, especially e-mails with attachments and firewalls and things getting caught up.

So the best way to ensure that you have all the information that's out there is to go to the website prior to submission. If you need any clarification on instructions, that is handled the same way as a technical question with the same deadline and procedure.

From this point forward, I will be your sole contact at the Philadelphia Parking Authority regarding this RFP. All questions have to funnel through myself, and all responses will go out in an addendum to everybody who is participating.

If you are currently engaged in a contract with the Authority, conversations with other personnel are permissible. You just
cannot discuss this RFP specifically.

I'm going to move on to part 1, number 7, small and small diverse business. The Authority is continually looking to do business with small and small diverse businesses. We use the State program that's run through the Department of General Services. There's two links in the RFP that can take you to that website and provide some more information.

If you have any questions about the small and small diverse program, please ask them during the question period, and we will respond. It's a little bit different than what the City and other agencies do.

You can -- if you are already certified as a minority business or a woman-owned business, it's just one additional step. If you feel that you are small and you meet those requirements, you can self-certify at the State's website. But in order to get the points for this proposal, you need to have that certificate from the State.

And again, if you have any questions, ask them during the question period, and we can clarify that for you.
Moving on to part 1, number 10, this is where we talk about the insurance requirements. Appendix C of the RFP has our insurance requirements. You will need to either submit to us a sample certificate of insurance that meets all those requirements or a statement from your broker telling us that if you are awarded the contract, they will insure you up to those limits.

I suggest that everybody do the statement from their insurance carrier. It covers you in case something does not meet our limits. You can submit both. You can submit a certificate of insurance and the letter, but definitely get that information over to your broker, because if you need to pick up any coverages, you need to build that into your costs.

The Authority does not negotiate the insurance requirements after proposals are received. If you feel that you need a waiver from any of those requirements, you have to ask the question during the question period and allow the Authority to respond to everybody who is participating.
Okay. It's one of the biggest issues we have with proposals that we receive. It's just deficiencies in the certificate of insurance. So if you have any questions -- and like I said, if you're looking for a waiver or anything like that, please ask for the waiver and ask the question and allow the Authority to respond.

Okay. Going to move on to business licenses. You will be required to have a Philadelphia Commercial Activity License. If you do not have that commercial activities license, you will have five days after being notified of the selection to obtain that license through the City of Philadelphia. It is formerly the business privilege license in Philadelphia. That's something else you might want to look into.

Rights reserved, the Authority reserves the right to waive any irregularities in the completion of the forms included in your proposal, to accept or reject any or all proposals, and to re-advertise for proposals if the Authority feels that it is in its best interest.
That's about everything that I want to touch on today in part 1. While I haven't spoken about everything, it's your responsibility to be familiar with everything in part 1 and to adhere to all the requirements that are listed in part 1.

Does anyone have any questions up to this point?

MR. RODRIGUEZ: Mary, I do have a question. Caller number 9.

THE COURT REPORTER: Can I have your name?

MR. RODRIGUEZ: You had indicated the Authority will negotiate insurance requirements after proposals are received.

Will the Authority negotiate level of insurances prior to the proposals being received?

MS. WHEELER: For the court reporter, this is Carlos Rodriguez who asked the question.

THE COURT REPORTER: Thank you.

MS. WHEELER: And Carlos, yes, that is what I was speaking about when I said you need to ask the question, or if you need a waiver --
if you're looking for a waiver for any of the requirements, you have to ask the question during the question period, so that way if a waiver is granted, that waiver is granted for everybody who is participating.

MR. RODRIGUEZ: Okay. Thank you.

MS. WHEELER: Okay. Thank you.

Part 2. Part 2 is going to describe how we want your proposals submitted. So it is a tabbed format, and that tabbed format is generally for the hard copy or if you're only submitting a hard copy. If you're submitting a PDF file, you can just have a blank sheet of paper that says Tab A on it, Tab B and so on. Tab A is going to be your transmittal letter. What we're looking for in that letter is described as part 2, number 2. That letter should be signed by somebody who has the authority to bind your company in a contract with the Philadelphia Parking Authority.

Tab B is going to be your qualifications and experience. Tab C is references. Tab D is key personnel. They're all pretty self-explanatory.

Tab E is going to be your technical
response. That's where you're going to explain to us how you're going to do work that is described in the work statement. Tab F will be your proposal form. That's all your signature pages.

Tab G, financial statements, we are looking for three years of financial statements that have been reviewed or audited by a certified public accountant, so not an employee of your company. The proposal describes how we define financial statements, a balance sheet, income statement, reconciliation of equity, and a cash flow statement.

This is another problem area that we have with proposals, so if for some reason you do not have audited or reviewed financial statements, you need to ask for a waiver of this requirement and tell the Authority what you can provide during the question period and allow the Authority to respond whether we will accept that, whether we will waive that requirement. But it needs to be asked during the question period so that everybody on the call gets the same waiver or the same benefit, if needed.
Tab H is your evidence of insurance.

That's where you're going to put your certificate of insurance and/or the letter from your broker.

And Tab I is going to be proposed changes to the sample contract. Any changes that you are requesting to the sample contract need to be noted in your proposal. You can send a list of requested changes. You can send a redline version of the sample contract, but it needs to be submitted with your proposal. Anything submitted with the proposal will be considered. Anything not submitted with the proposal will not be considered after proposals are taken.

Does anybody have any questions on part 2?

MS. STEWART: Mary, I don't have any questions, but I just wanted to notify you that another caller, Leila joined.

MS. WHEELER: I have her listed. I'm going to do it at the end.

THE COURT REPORTER: And who was speaking there before?

MS. STEWART: This is Shannon Stewart.
MS. FERULLO: I'm sorry. This is caller number 3. It's Sally Ferullo. I don't have audited financial statements but can provide statements and have the CPA that prepared them, I guess, sign them. Is that acceptable?

MS. WHEELER: We will respond in an addendum to that.

MS. FERULLO: Thank you.

MS. WHEELER: I don't have anyone from our finance department on the call, so --

MS. FERULLO: Okay.

MS. WHEELER: -- we have note of that, and we will respond in an addendum. Thank you, Sally.

Any other questions on part 2?

* * *

(No response.)

* * *

MS. WHEELER: Okay. Part 3 is our criteria for selection. There's three mandatory responsive requirements. One is that you are in attendance at this meeting. Two, that your proposal was received prior to the due date and time; and three, that your
proposal is properly signed.

During the evaluation process, the Authority might ask clarification questions or request selected offerors to come in for a presentation/interview.

And then at the bottom of the criteria for selection, that's where we have weighted percentages on how your proposal will be evaluated and scored.

Does anybody have any questions on part 3?

*   *   *

(No response.)

*   *   *

MS. WHEELER: Okay. Part 4 is our work statement, and to describe the work under this contract, I'm going to turn it over to Will Kendig.

MR. KENDIG: Thank you, Mary. This is Will Kendig.

The work statement, the Authority does anticipate hiring an on-call architect, engineers to provide architectural engineering and other design professional services for these contracts.
There is a list in the work statement of examples of different types of tasks that we would expect. They can be subcontracted. We have no problem with that. If you do know who you typically work with, we would like to know that up front.

The work would be on -- it's an on-call contract. There's no minimal monetary amount. We're not specifying any minimal. Assignments will be designated on an on-call basis. We do not have a list or a designation of assignments yet, but as they come up, we will engage our engineers and on-call professionals.

We will use task orders. There is a sample of a task order in here to engage the on-call professionals. It's a simple form. It typically will have a proposal associated with it with more detail, but we do need that task order to engage in any of the on-calls. The type of facilities you will be working on are parking garages, retail construction, maintenance facilities, parking lots, surface lots, other miscellaneous facilities.

Again, we have not assigned them as of yet or identified them, but as they come up, we
will be turning to our on-call professionals. Pretty much covers everything that we're looking for. The work statement goes into greater detail on all of this. We will look to potentially hire multiple firms in this solicitation. We have not determined how many. That's about it.

MS. WHEELER: Thank you, Will. Does anybody have any questions on the work statement?

* * *

(No response.)

* * *

MS. WHEELER: Okay. I will move on to part 5. Part 5 reiterates that you need to get any exceptions to the contract in with your proposal in Tab I, and it also defines the term. This contract is going to be a three-year contract with potential for two one-year extensions, so a total of five years, potentially.

Move on to Appendix A, which is the proposal form. Page 1 of the proposal form, this is where you're going to acknowledge that you have received all addenda that were
released. Again, go to the website to be sure, prior to submission. You're going to attach a cross proposal to the proposal form, and that is going to list your key personnel and their hourly billing rate for each of the potential five years of the contract.

Page 2 is acknowledging you have read and you are going to perform all of the services in the RFP. Page 3 is our -- another signature page, and on that page, you either complete the top portion or the bottom portion. If you are a corporation, you complete the top portion. Please read that carefully. It requires two signatures. If you are any other type of business entity, you complete the bottom portion of the form.

Page 4 is our Affidavit of Non-Collusion. This is a very important form to the Authority. Please read this carefully. If you have any questions about it, there's instructions in part 1 regarding this.

I would also like to note that the Affidavit of Non-Collusion requires a notary, so please be sure to allow yourself enough time to get this document notarized prior to
Page 26

1 submission of your proposal.
2 Page 5, that's where we're looking for
3 your Commercial Activity License. If you do
4 not have it, that's fine, at the time of
5 submission. Again, you will have five days
6 after notification to have -- to obtain that
7 license. We are also looking for your federal
8 EIN number. That goes into the contract if you
9 are awarded a contract.
10
11 Page 6 is our small and small diverse
12 business participation submittal form. If you
13 are designated as a small and/or small diverse
14 business, please complete this form. Tell us
15 the category that you fall under and attach
16 your small business procurement initial
17 certificate.
18
19 And again, if you have any questions
20 about that program that aren't answered by
21 going to the DGS website, please ask a question
22 during the question period.
23
24 Page 7 of the proposal form is our
25 decline form. If for some reason after this
26 meeting you decide that you do not wish to
27 participate, I would appreciate it if you can
28 complete this form and e-mail it to me and
provide as much feedback as possible as to why you decided not to participate. This -- this really helps us draft our piece in the future if we can get feedback as to why people are not participating.

Does anybody have any questions about the proposal form?

* * *

(No response.)

* * *

MS. WHEELER: Okay. Appendix B is our sample contract. And I do have our counsel on the phone. So does anybody have any questions about the sample contract? I'm sure you all think it's perfect, right, Steve?

MR. BOC: Absolutely.

MS. PELUSO: I have a question.

MS. WHEELER: Okay.

MS. PELUSO: Is this a sample contract, or is this the contract you will be using?

MS. WHEELER: I'm sorry. Can you identify yourself for the court reporter?

MS. PELUSO: Caller number 21. Will you be using this contract if we receive -- or will be using a supplement AIA contract?
MR. BOC: This is Steve Boc, number 2 PPA staff. So the contract between the vendor and the PPA will be that contract. Subsequent agreements that might require an AIA would be a different scenario. But the contract that would award you the on-call work would be that contract that is attached to the RFP.

MS. WHEELER: Any other questions on the contract?

* * *

(No response.)

* * *

MS. WHEELER: Okay. Appendix C, they are all our insurance requirements. I think I've spoken on those enough.

Then Appendix C is the task order form that will be used for each assignment.

Any questions on that?

* * *

(No response.)

* * *

MS. WHEELER: Any questions on any part of the RFP?

MS. BARRETT: This is Stacy Barrett, STP. I just want to confirm the due date on
the e-mail PDF. Is that the 14th for e-mail?

MS. WHEELER: Yes.

MS. BARRETT: Okay.

MS. WHEELER: February 14th, 12:00 p.m.

MS. BARRETT: Okay. So the e-mail and then a hard copy by the 16th?

MS. WHEELER: Oh, no. You know what?

I apologize. Proposals are due on February 16th. That's a mistake on my end.

Thank you for pointing that out.

MS. BARRETT: Thank you.

MS. WHEELER: And then we had one person join during the meeting, Leila. My apologies if I'm not saying that correctly.

Can you please identify yourself?

State your full name, spell your last name, and tell us the company that you are here representing.

MS. BAHRAMI: Yes. Hi, everyone. And sorry for joining a little bit late. I'm Leila Bahrami. I'm senior planner at CHPlanning Company. And I attend this meeting on behalf of Charnelle Hicks. And yes, that's it.

MS. WHEELER: Okay. Terrific.

THE COURT REPORTER: Can you spell your
last name?


THE COURT REPORTER: Thank you.

MS. BAHRAMI: Thank you.

MS. WHEELER: Is there anybody on the call who has not identified themselves?

* * *

(No response.)

* * *

MS. WHEELER: Last call for questions.

* * *

(No response.)

* * *

MS. WHEELER: All right. Terrific.

Well, everybody, thank you for calling in today. Thank you for your interest in this RFP, and I hope everyone has a great weekend.

* * *

(Whereupon, the meeting was concluded at 11:42 a.m.)

* * *
CERTIFICATE

I, Marcella L. Russell, Court Reporter and Notary Public in and for the Commonwealth of Pennsylvania, certify that the foregoing is a true and accurate transcript of the meeting, held on the date and place hereinbefore set forth.

I further certify that I am neither attorney nor counsel for, nor related to or employed by, any of the parties to the action in which this meeting was taken, and further, that I am not a relative or employee of any attorney or counsel employed in this action, nor am I financially interested in this case.

Marcella L. Russell, Court Reporter
Notary Public
feedback 27:1,4
feel 14:18 15:21
feels 16:24
Ferullo 6:4 21:1,2, 9:12
field 9:16
file 11:20,22 18:13
finance 21:11
financial 19:6,7, 11:16 21:3
fine 26:4
fire 13:9
firms 24:5
first 3:12
five 16:13 24:20, 25:6 26:5
flow 19:13
for 3:3,4,8,18,21
4:16,21 5:2,7,25
7:25 11:9 12:11
14:21,25 16:5,6,23
17:19 18:1,4,11,16
19:7,15,17 21:21
22:4,7,24 24:3,19
25:5,6 27:2,22
27:22 28:17 29:1, 10:20 30:11,16,17
form 19:4 23:16
24:23 25:3,16,18
26:11,13,21,22,25
27:7 28:16
formal 12:25
format 18:10
formerly 8:7 16:16
forms 16:21
forward 13:17
Frank 4:10,15 6:5
from 8:21 9:1,21
front 23:6
full 3:13 29:16
funnel 13:20
future 27:3
G
garages 23:21
general 3:21 12:21 14:7
generally 18:11
get 3:2 10:19 14:20
15:15 24:15 25:25 27:4
gets 19:24
getting 13:10
Glenn 8:14,15,18
goes 24:3 26:8
going 3:10,11 5:14
9:5 10:23 11:1,8
12:20 14:2 16:9
18:8,15,21,25 19:1, 2 20:2,5,22 22:17
24:18,24 25:2,4,8 26:19
Good 3:16,20 4:5,
11,25 5:17,23 6:18
granted 18:4
great 30:18
greater 24:4
Group 5:19 6:24
8:17 9:7
guess 21:5
H
H-E-L-M-E-R
6:11
H-E-R-M-A-N
5:18
I
I'M 3:7,11 4:21
5:24 7:19,25 8:4,5,
11 9:5 11:8 12:20
14:2 20:21 21:1
22:17 27:14,21
29:14,20,21
I'VE 28:15
identified 23:25
30:7
identify 3:13 10:13
27:22 29:15
if 10:23,25 11:4,24
12:7 13:13,23
14:10,15,17,23
15:7,16,21 16:4,5,
11,23 17:25 18:1,3,
11,12 19:15,25
23:4 25:12,14,20
26:3,8,11,17,22,24
27:4,24 29:14
her 20:21
here 3:14 10:19
12:2,4 23:15 29:17
Herman 5:17,18
Hi 6:23 8:25 9:11
10:3 29:19
Hicks 29:23
Hill 9:6
hire 24:5
hiring 22:22
Hoch 4:1
hope 30:18
hourly 25:5
how 18:9 19:2,10
22:8 24:6
Inc 6:20
included 16:21
income 19:12
indicated 17:13
information 11:7
12:21 13:12 14:9
15:15
initial 26:15
instructions 13:14
25:21
insurance 15:2,3,
5:11,14,20 16:4
17:14 20:1,3 28:14
insurances 17:17
insure 15:8
interest 16:25
30:17
into 15:17 16:18
24:4 26:8
introduce 3:25 9:6
introductions 3:11
irregularities 16:20
is 3:3,7,24 5:17,23
6:4 7:2,14,20,24
8:5,20 9:12 10:3,12