



# **Request for Qualifications and Proposals**

*to provide*

## **Construction Management-at-Risk Services Building Renovation Gordon County Courthouse**

Contact Information:

Gordon County  
Attn: Purchasing Director  
201 North Wall Street  
Calhoun, Georgia 30701

[mvaughn@gordoncounty.org](mailto:mvaughn@gordoncounty.org)

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## **Request for Qualifications and Proposals**

Notice is hereby given that Gordon County, Georgia, will receive sealed qualifications and proposals at 201 N Wall Street, Calhoun, GA 30701 until **2:00PM**, at the time legally prevailing in Calhoun, Georgia on **Friday**, February 14, 2020 for Construction Management-at-Risk Services for the renovation of the Gordon County Courthouse and Annex / 100 S Wall St and 101 S Piedmont St – Calhoun, GA 30701 for the **“BUILDING RENOVATION OF THE GORDON COUNTY COURTHOUSE”**. **As specified in the Architect’s drawings.**

LATE OR UN-SIGNED PROPOSALS WILL NOT BE ACCEPTED.

The names of responding firms will be publicly opened and read in the Gordon County Administration Conference Room at 201 N Wall St– Calhoun, GA 30701 on **Friday, February 14, 2020** at 2:00 P.M.

Qualification and Proposal documents may be examined and obtained at the office of the Architect, Carter Watkins and Associates.

- At designated dates and times, the building and area affected by the work of this project will be open for interested respondents to visit.
- Qualification, drawings and Proposal documents will be provided on the Architect’s FTP site at no charge. Please send an email to [info@carterwatkins.com](mailto:info@carterwatkins.com) to receive the username and password for accessing the FTP site.
- Interested parties will be responsible for periodically checking the FTP site for updates and Addenda prior to the proposal date.
- All parties receiving the username and password are deemed by receipt to acknowledge the Architect’s copyright to the documents contained on the CD-ROM(s). The documents may be used only for the purpose of preparing a response to this request for Qualifications and Proposals. Use of these documents for any other purpose is not permitted under any circumstances.

**A MANDATORY PRE-PROPOSAL MEETING WILL BE HELD ON Wednesday, February 5, 2020 AT 10:00 A.M. AT THE GORDON COUNTY ADMINISTRATION BUILDING, 201 N WALL ST, CALHOUN, GA 30701**

Responses should be sealed and identified on the outside as **“BUILDING RENOVATION OF THE GORDON COUNTY COURTHOUSE”** and delivered to:

Gordon County Administration Building  
201 N Wall Street  
Calhoun, GA 30701

Respondents should deliver six (6) original copies and one electronic jump drive of their proposals. It is the sole responsibility of the respondents to assure delivery to the appropriate party; the Owner cannot accept responsibility for incorrect delivery, regardless of reason. No proposal will be accepted after the time stipulated above. Proposals will not be accepted via facsimile or e-mail.

No proposal may be withdrawn for a period of ninety (90) days after time has been called on date of opening of Qualifications and Proposals.

If a contract is awarded, the successful respondent will be required to indemnify, defend and hold Gordon County, Georgia, harmless from and against all claims, loss, liability, cost and expenses, including attorney’s fees, howsoever arising or incurred, alleging damage to property or injury to, or death of, any person, arising out of, or attributable, to the Construction Manager’s performance of the contract awarded.

The Owner reserves the right to reject any and all proposals and to waive technicalities and formalities.

## **Project Overview**

### **General Project Scope**

See Drawings/Plans provided by Carter Watkins Architects

### **Project Delivery Method: Construction Manager-at-Risk (CM)**

The Project Team will be expected to expedite the completion of the project while maintaining high levels of design, quality and cost control. Project design is in progress, and the successful Construction Manager (CM) will come on board as soon as possible. The design and construction of the project will be coordinated to permit construction to begin prior to the completion of final contract documents for the total project. The CM will be expected to input into the development of the scope of individual construction packages and the number of packages. As soon as possible, final contract documents will be available for each construction package prior to commencement of the work for that package.

### **Project Schedule: To be determined**

### **Construction Budget:**

The preliminary construction budget for the project is approximately \$10,000,000, not including \$1,000,000 contingency.

**Form of Agreement:**

The agreement between the Owner and the CM will be a form of agreement where the basis of payment is the cost of the work plus a fee which will be converted to a Guaranteed Maximum Price (GMP) upon substantial completion of the contract documents. Initially, the basis of the contract will be the CM's fixed prices for Pre-construction Services and CM Fee (as a percentage). Component Change Orders will be incorporated into the contract as individual Construction Packages are priced and agreed to by the Owner. The Project will be "open book" with all savings, including unused contingency, returned to the Owner.

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**SCOPE of SERVICES:**

The Construction Management services shall include a Pre-Construction Phase and a Construction Phase. The CM will provide comprehensive administration and management of all aspects of the construction of the project and will work in concert with the Architect and Owner towards the successful completion of the project on schedule, at or less than budgeted costs, meeting or exceeding standards stipulated by the construction documents, and in adherence with standards required by local authorities and other agencies having jurisdiction.

The CM, either through in-house staff or outside consultant/contractors, will serve as a Construction Manager/Contractor and provide all construction services and activities as necessary for:

1. Pre-Construction Services
2. Bidding and Award Services
3. Construction Services
4. Warranty Services

**Construction Management Services to be provided generally include:**

**Pre-Construction Phase Services**

Pre-Construction Phase Services shall include, but may not be limited to the following:

- Validate preliminary construction budget in regard to the approved program; assist with development of final scope of work based on Program requirements and budgetary constraints.
- Participate in design team meetings and presentations as required to facilitate the design process.
- Evaluate the design during development; providing analysis of alternate construction methods and materials for potential quality, cost and schedule enhancements.
- Evaluate construction documents for constructability, maintainability, potential problems, errors and compliance with the construction budget.
- Develop a project schedule, coordinating activities to accomplish the completion of the project by the earliest date possible within the stipulated construction budget.
- Provide cost estimating, cost management, value analysis, and value engineering services.
- Provide cost estimating for alternative means, methods, materials or configurations of the design, construction within specific trades, specific systems and individual construction packages.
- Develop construction budget to be maintained throughout all project phases.
- Establish final GMP upon substantial completion of documents.

**Bidding and Award Phase Services**

Any costs associated with Bidding and Award Phase Services should be included in the Respondent's proposals for Pre-Construction Services or General Conditions. Bidding and Award Phase Services shall include, but may not be limited to the following:

- Provide input on division of construction activities into separate bid packages.
- Pre-qualify potential contractors and vendors.
- Provide a provisional construction schedule for issuance with bid packages.
- Develop bidding requirements necessary to assure time, cost and quality control during construction.
- Advertise and distribute bidding documents.
- Schedule and conduct pre-bid conferences.
- Monitor bidder activity to insure adequate contractor and vendor participation.
- Receive and analyze bids for presentation to the project team.
- Verify adherence of bids with construction budget.
- Contract with successful bidders for construction.

### **Construction Phase Services**

Construction Phase Services shall include, but may not be limited to the following:

- Develop requirements for safety, quality assurance, and schedule adherence.
- Maintain on-site staff for construction management.
- Maintain a system for tracking the timely submittal, review and approval of shop drawings.
- Coordinate, conduct and document regular construction meetings.
- Prepare and submit change order documentation for approval of the Architect and the Owner.
- Maintain on-site records and submit progress reports to Architect and the Owner.
- Maintain quality control and ensure conformity to contract documents.
- Administer the construction contract and reconcile the construction budget.
- Develop and maintain a detailed design and construction schedule indicating methods and sequencing of construction activities and milestones necessary for completion of the project by the targeted date.
- Document activities associated with the administration, management and construction of the project.
- On a monthly basis, certify of all work in place and approval of all contractor and vendor payment requests.
- Develop record documents for presentation to the Owner upon project completion.

### **Warranty Phase Services**

Warranty Phase Services shall include, but may not be limited to the following:

- Resolve remaining “punch-list” items.
- Coordinate post-completion activities, including the assembly of guarantees, manuals, closeout documents, training, and Owner's final acceptance.
- Monitor, coordinate and resolve all warranty complaints to the satisfaction of the Owner during the one-year general warranty period.

### **Architect**

The Owner has contracted with Carter Watkins Architects, to provide all normal and typical Architectural/Engineering Services, to include construction administration services.

## **Qualifications - Submittal Format and Requirements**

### **Qualifications Instructions**

Any questions regarding this Request shall be submitted by email to Carter Watkins Architects at [info@Carterwatkins.com](mailto:info@Carterwatkins.com) no later than 5:00 P.M. on Tuesday, February 11, 2020.

It is the responsibility of the respondents to examine the entire Request, seek clarification in writing, and review their proposals for accuracy before submitting a response. Once the deadline has passed, all proposals will be final. The Owner reserves the right to ask for additional information from all parties that have submitted proposals.

### **Examination of Site**

Each respondent by making his proposal represents that he has visited the site and familiarized himself with the local conditions under which the work is to be performed and that he has read and understands the project documents. Respondents shall examine the areas wherein work of this project is to be carried out and shall take into consideration all conditions that might affect his work.

Arrangements to examine the existing building and areas affected by the work must be scheduled through:

Jeff Champion,  
Buildings and Grounds  
Director  
(770) 608-0096  
jchampion@gordoncounty.org

The building will be open for respondents to visit; however, no one will be available to answer questions.

### **Proposal Format and Requirements**

Proposals must meet the requirements of this section to be considered. The response to this Request must be complete; partial or incomplete responses will not be considered. Respondents are required to follow the outline below in their response. Responses should be concise, clear and relevant. Proposals must be on standard 8.5x11" paper with pages numbered. **A table of contents, with corresponding tabs should be included to identify each section in the order as shown below.** Please include only the information requested in your proposal. Proposals from companies currently suspended or disbarred from Federal and State of Georgia contracts will not be considered.

- 1. Letter of Interest** – A letter executed by a principal of the CM firm committing to the requirements specified in this Request. Provide a brief summary of the firm's experience and capabilities in related endeavors with public agencies. Provide an explanation of what differentiates your team as the best candidate for this project.
- 2. Description of Firm** – Provide basic company information including name of firm; street, mailing and e-mail addresses; phone and fax numbers; along with the name of a primary contact in regard to this submittal. Provide the number of years the firm has been in business, form of ownership and state of residency or incorporation. If the firm has multiple offices, the submittal should include information about the primary office that will perform the work. Describe the firm's current position in the construction market and briefly describe the firm's vision or philosophy towards construction management. Describe any litigation experience over the past three (3) years with Owners, Architects, or Subcontractors. List any active or pending litigation and explain.
- 3. Experience** - Provide examples of specific project experience utilizing a CM form of project delivery, including experience relevant to the type of project to be constructed. Describe three to four roughly equivalent projects (similar type of construction and a contract dollar amount) that demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided: project name, location, dates during which the project was constructed, physical description (square footage, number of stories, site area, etc.), brief description of project services provided by the CM, statement of performance versus owner expectations in the areas of cost, quality and schedule, owner reference and design professional reference. Owner contact including phone number and e-mail address of referenced projects shall be included.
- 4. Northwest GA Experience** - Provide examples of specific project experience in the Northwest GA area. Describe three to four projects from the Northwest GA area. For each project, the following information should be provided: project name, location, dates during which the project was constructed, physical description (square footage, number of stories, site area, etc.), brief description of project services provided, statement of performance versus owner expectations in the areas of cost, quality and schedule, owner reference and design professional reference. Owner contact including phone number and e-mail address of referenced projects shall be included.
- 5. Project Team** – Provide qualifications and experience of the following key personnel that you are proposing for this project: principal of the CM firm in charge, senior project manager, project manager, major consultants, cost estimating staff, project manager, construction superintendent, project engineer, etc. Include resumes of key personnel for both pre-construction and construction services. Highlight professional qualifications and relevant individual experience. Provide at least two references for the top three (3) key personnel at each service phase.

*Substitutions of key team members will not be allowed without written permission of the Owner.*

- 6. Local Participation, Minority Participation, and Non-Discrimination** – Describe your firm's position or policies in regard to local participation, minority participation, and non-discrimination including the firm's history of Minority and Women Owned Business Enterprise (M/WBE) participation. Include a strategy for promoting local and minority participation in this project and a realistic goal for participation. List references of

Owners, M/WBE firms or consultants who can speak to your firm's utilization of Local Subs and M/WBE on previous projects.

7. **Safety Information** – Submit a copy of your firm's safety program. Provide a letter on the firm's insurance company's letterhead stating the Workers Compensation Experience Modification Factor (EMF) for the past three years. Provide your accident rate for the past three years utilizing the following formula:

Incident Rate = # Injuries / # Total Man Hours

List the contact persons, addresses, and phone numbers for the firm's insurance carrier and agent.

8. **Financial Information** - Supply financial and main banking references. List the firm's total annual billings for each of the past three calendar years. What percentage of your firm's work has been CM projects during the past three years? Has the firm ever failed to complete, or been removed from any project that it has been awarded? The CM selected will be required to provide a 100% performance and payment bond for the entire amount of the cost of construction; confirm your ability to meet this requirement and provide your firm's bonding rate for a project of this value. List the firm's percentage mark-up on labor for payroll taxes and insurance.

9. **Pre-Construction Management Plan:**

- Describe your firm's proposed organization for the pre-construction management team including principals, project managers, superintendents, cost estimators, etc. who will manage the process.
- Identify the individual who will be the leader of your pre-construction team and the principal point of contact between your firm and the Owner, the Architect and other consultants.
- Describe your firm's approach to pre-construction services.
- How does your firm implement cost control and scheduling activities during pre-construction?
- Describe the level of documentation necessary to obtain a GMP for this project.
- Describe any of your firm's policies or recommendations for bonding sub-contractors.
- Describe how your firm intends to arrange the construction into bid packages in order to reach the proposed schedule and budget objectives.
- Describe how your firm would encourage participation by local contractors and vendors.

10. **Construction Management Plan:**

- Describe your firm's proposed organization for the construction management team including principals, project managers, superintendents, cost estimators, etc. who will manage the project.
- Identify the individual who, from project start to finish, will be the leader of your construction team and the principal point of contact between your firm and the Owner, the Architect and other consultants. This individual's competence, leadership and ability to achieve customer satisfaction will be heavily considered in the selection of a CM.
- Describe your firm's approach to quality assurance and any quality assurance programs currently in place.
- Describe your firm's cost control systems during construction.
- What type of procedures could your firm implement to insure the prompt and expeditious completion of the punch list and other project closeout activities?

11. **Fee Proposals** - Use the attached Construction Management Fee Proposal Form (Attachment A) to submit fee proposals for the following:

- Pre-Construction Services – Submit a Fixed Fee (lump sum dollar value) for Pre-Construction Services as defined in Section III of this request. Fixed Fee shall include overhead and profit for Pre-Construction Services.
- Fee Proposal – Submit a Fee Percentage (% of construction costs not including Pre-Construction costs) for Construction Manager's overhead and profit.



**12. Other Documents** – Submit the following completed documents with the proposal:

- **Attachment B** – Bidder Information Form
- **Attachment C** – Bidder Qualification Form
- **Attachment D** – Financial and Legal Stability Statement
- **Attachment E** – Insurability Statement

## **Evaluation, Selection and Award**

### **General CM Selection Process**

The services being sought under this Request are considered to be professional in nature. Consequently, the evaluation of the proposals will be based upon consideration of the demonstrated qualifications and capabilities of the respondents that will result in an award that is in the best interest of the Owner. The review categories and scoring criteria will be based on the following:

1. Staffing – Evaluation of the list of personnel specifically assigned to the proposed project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed project. Points: 10
2. Experience/Performance – Review of past performance on Courthouse and/or Historic Preservation projects or other projects of similar nature and complexity as the proposed project; evaluation of client references whether included in the proposal response or not; overall responsiveness to Owner’s needs and history of litigation and proposers safety history will be considered. Points: 15
3. Local Sub Contractor and Minority Participation – Review local sub contractor and minority participation in previous project of similar nature. Points 15
4. Approach – Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy and responsiveness to the required information of the request for proposals. This should include a preliminary Project schedule by task and milestones that will be used to procure the Project. Provide in detail the services your firm will be providing. Points: 10
5. Experience with Northwest GA Issues – Review projects performed in the Northwest GA area. The County is interested in previous projects in the Northwest GA area as evidenced by staff utilized in the Northwest GA area. Points 10
6. Availability – Evaluation of the work load of the Proposer and the staffing to be assigned to the proposed project; time schedule of the Proposer in relation to that of the proposed project location of the offices or facilities from which the services are to be provided to the Owner. Points: 10
7. Financial Stability – Evaluation of the overall financial position of the Proposer as determined from financial information required by the Request for Proposal or from other independent sources. Points: 10
8. Cost – Evaluation of overall weekly costs and willingness to provide initial services of pricing and project management prior to contract and GMP being signed. Points: 20

### **Additional Conditions**

The Owner reserves the right to reject any or all Proposals received. The Owner is not obligated to request clarifications or additional information but may do so at its discretion. The Owner reserves the right to extend the deadline for submittals.

Upon receipt of a proposal by the Owner, the proposal shall become the property of the Owner without compensation to the Respondent, for disposition or usage by Gordon County, Georgia at its’ discretion. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

The Owner assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposals. Costs incurred in responding to the request for qualifications are the Respondents’ alone and the Owner does not accept liability for any such costs.

Gordon County, Georgia does not desire to enter into “joint-venture” agreements with multiple Construction Management firms. In the event two or more firms desire to “joint-venture”, it is strongly recommended that one incorporated firm become Construction Management firm with the remaining firms being consultant.

**Attachment A**

**Construction Management Fee Proposal Form**

*(submit in a sealed envelope at end of interview)*

**Pre-Construction Services**

For professional consulting services prior to construction commencement, providing cost estimating services, scheduling services, value engineering constructability and related services described in this Request. The fixed fee for Pre-Construction services is inclusive of all incidental and direct expenses including, but not limited to, travel sustenance, reproduction, salaries, wages, office expenses and fees to trade contractors and vendors assisting the construction manager as defined in this Request. Should the Owner not authorize the Construction Manager to proceed with construction, the fee for Pre-Construction Services is the maximum amount the owner is liable to the Construction Manager.

Pre-Construction Services: \$ \_\_\_\_\_, ( \_\_\_\_\_ dollars)

**Construction Manager's Fee**

If authorized by the Owner to proceed with construction, the Construction Manager will execute the work and be reimbursed for the actual costs as defined in the proposed Construction Management Agreement, and a Construction Manager's fee. The fee shall be submitted as a percentage of the actual construction costs including General Conditions. If the Owner and Construction Manager agree upon a Guaranteed Maximum Price, the Construction Manager's fee shall be converted to a fixed dollar amount and will include any unpaid Pre-Construction service fees.

Construction Manager's Fee: \_\_\_\_\_% ( \_\_\_\_\_ percent)

Respondent: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## Attachment B

| <b>BIDDER INFORMATION</b>              |       |
|--|-------|
| Company Name:                          |       |
| Company Address:                       |       |
| Authorized By (typed or printed name): |       |
| Title:                                 |       |
| Authorized Signature:                  | Date: |
| Telephone Number:                      |       |
| Fax Number :                           |       |
| Email Address:                         |       |
| Company's Web Page:                    |       |

| <b>REMITTANCE INFORMATION (where payments should be sent)</b>   |        |            |         |
|---|--------|------------|---------|
| Remit to Name:  |        |            |         |
| Remit to Address:   |        |            |         |
| City:   | State: | Zip:       | County: |
| Phone:  | Fax:   | Toll Free: |         |
| Contact:  |        | Email:     |         |
| Tax ID: <input type="checkbox"/> SSN _____ Federal Tax ID _____   |        |            |         |
| Business Type: <input type="checkbox"/> Individual <input type="checkbox"/> Business <input type="checkbox"/> Misc. |        |            |         |

| <b>PURCHASE ORDER INFORMATION (where purchase orders should be sent)</b> |        |            |         |
|--|--------|------------|---------|
| Purchase Order Name:   |        |            |         |
| Purchase Order Address:  |        |            |         |
| City:  | State: | Zip:       | County: |
| Phone:   | Fax:   | Toll Free: |         |
| Contact:   |        | Email:     |         |
| Payment Terms: Discount _____%    No. Days _____    Net Due _____        |        |            |         |
| Freight Terms: Ship Via: _____ FOB _____                                 |        |            |         |

| <b>MBE/DBE/WBE STATUS (check appropriate box(es))</b> |                                   |  |   |
|---|-----------------------------------|--|---|
| <input type="checkbox"/> African American             | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Native American | <input type="checkbox"/> Asian American |
| <input type="checkbox"/> Disabled                     | <input type="checkbox"/> Veteran  | <input type="checkbox"/> Woman-Owned     | <input type="checkbox"/> Not-Applicable |

**Attachment C**

**BIDDER QUALIFICATION FORM**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

When Organized: \_\_\_\_\_ Where Incorporated: \_\_\_\_\_

How many years have you engaged in business under the present firm name? \_\_\_\_\_

Credit available for this contract? \_\_\_\_\_

Contracts now in hand? \_\_\_\_\_

Has bidder ever refused to execute a contract at the original bid amount? \_\_\_\_\_

Has bidder ever been declared in default on a contract? \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized By (typed name): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**References**

Following is a reference list of contracts that are similar to this project:

| NAME OF PROJECT/DATE | LOCATION | CONTACT | PHONE # |
|----------------------|----------|---------|---------|
| _____                | _____    | _____   | _____   |
| _____                | _____    | _____   | _____   |
| _____                | _____    | _____   | _____   |
| _____                | _____    | _____   | _____   |

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_\_\_\_

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

[NOTARY SEAL]

**Attachment D**

**FINANCIAL & LEGAL STABILITY STATEMENT**

Please check appropriate item(s):

Firm has the financial capability to undertake the work and assume the liability required if awarded this solicitation.

Firm has the legal capability to undertake the work and assume the responsibilities required if awarded this solicitation.

Pending litigations (if any) will not affect the firm's ability to perform on this contract, if awarded.

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_\_\_ My Commission Expires: \_\_\_\_\_

\_\_\_\_\_

[NOTARY SEAL]

Notary Public

**Attachment E**

**INSURABILITY STATEMENT**

Please check appropriate item(s):

\_\_\_ By submission of this form, this firm confirms the ability to acquire and maintain the required levels of insurance as outlined in the bid document. It is the understanding of this firm that proof of Insurance must be provided prior to contract execution and maintained throughout the entire term of the contract.

Company Name: \_\_\_\_\_

Authorized By (typed name): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_\_\_ My Commission Expires: \_\_\_\_\_

\_\_\_\_\_

[NOTARY SEAL]

Notary Public