



LANE COUNTY, OREGON

COUNTY ADMINISTRATION

REQUEST FOR QUALIFICATIONS

FOR

ARCHITECTURAL AND ENGINEERING SERVICES

FOR A NEW LANE COUNTY COURTHOUSE

QUALIFICATIONS STATEMENTS DUE:

**4:00 P.M. PST
Tuesday, February 26, 2019**

CONTENTS

1.0	INVITATION	1
1.1	Purpose	
1.2	Background	
1.3	Submission of Statements of Qualifications	
1.4	Addenda	
2.0	GENERAL REQUIREMENTS FOR STATEMENTS	2
2.1	Statement Preparation	
2.2	Statements Subject to Oregon Public Records Law	
2.3	Statement Submission	
2.4	Correction, Withdrawal, and Late Submissions	
3.0	RESPONDENT REQUIREMENTS	3
3.1	Minimum Requirements	
4.0	CLARIFICATIONS AND PROTEST OF SOLICITATION DOCUMENTS	3
4.1	Clarifications	
4.2	Protest of Solicitation Documents	
5.0	OPENING OF RESPONSES RECEIVED	4
6.0	OVERVIEW	4
7.0	REQUIRED INFORMATION FOR STATEMENTS OF QUALIFICATIONS	5
8.0	STATEMENT EVALUATION AND SELECTION	8
9.0	CONTACT INFORMATION	8

ATTACHMENTS

Attachment A – Respondent Statements and Certifications

EXHIBITS (available for download separately)

Exhibit A – NCSC Needs Assessment Report
Exhibit B – RSA/DLR Scoping Study Report
Exhibit C – Cost Estimate Summary

1.0 INVITATION TO SUBMIT STATEMENTS OF QUALIFICATIONS

1.1 Purpose

Lane County is soliciting Statements of Qualifications from qualified architectural firms with interest in and ability to provide comprehensive architectural and engineering services (A/E Services) related to the design and construction of a new Lane County Courthouse. In general, the A/E Services will consist of planning, design, and construction administration services for the proposed Lane County Courthouse Project in Eugene, Oregon. The Project scope will include all court-related functions, the District Attorney's Office, the Lane County Sheriff's Office, and related functions. The Project is expected to encompass a total building area of up to 300,000 GSF plus related site improvements at a total estimated construction cost not greater than \$180 million.

The purpose of this Request for Qualifications (RFQ) is to pre-qualify a short list of experienced and qualified architect-led design teams to submit proposals in a subsequent Request for Proposals (RFP) selection process. Statements will be evaluated and used to identify up to five proposers to receive an RFP for comprehensive A/E Services related to the design and construction of the Project.

1.2 Background

The current Lane County courthouse opened in 1959, and has served as the County's primary justice center since that time. The courthouse currently houses the Lane County Circuit Court, the office of the District Attorney (DA), Sheriff's Office, law library, and other related functions. Since the existing courthouse was planned, the County's population and the requirements on its courts have more than tripled, and far exceed the building's capacity. In addition, multiple independent studies have identified significant deficiencies in the building's security systems, design, and ability to support modern judicial proceedings. Similarly, the DA and the Sheriff's Office are constrained by lack of space and by the documented functional and condition deficiencies inherent in the existing building.

The County has identified replacement of the courthouse as an urgent priority and is in the process of seeking commitments for the majority of funding from two primary sources: up to \$158 million in local funds and up to \$94 million in qualifying matching funds from the Oregon Legislature. Most of the local funding would be in the form of a county-wide bond measure which is planned to be on the May 21, 2019 ballot. A portion of the State funds have already been approved and the remaining \$87.6 million of proposed funding is part of the Judicial Department's Recommended Budget that will be taken up by the legislature in the current legislative session.

Before proceeding with the project, the County will need to obtain commitments from both of these sources. As a result, funding of the work described in this RFQ is not guaranteed and the County cannot assure that any particular level of work will be assigned. Additionally, any contract for A/E Services resulting from this RFQ/RFP process must permit the County to add or remove work as necessary depending on availability of funding.

1.3 Submission of Statements of Qualifications

To be considered, interested respondents (Respondents) must submit the information called for in the "Required Information for Statement of Qualifications" contained in Section 7 of this RFQ in accordance with these instructions:

- (a) Statements must be submitted as an attachment to an email to mike.penwell@co.lane.or.us no later than the due date and time stated on the cover of this RFQ.

- (b) The subject line of the email must contain words identifying the submission as a response to this specific RFQ.
- (c) Statements must be submitted in PDF format only, and subject to the stated limitations on page number and size contained in this RFQ.
- (d) Statements must not include .zip files, or be greater than 30MB in size.

1.4 Addenda

The County may issue an addendum to modify or add to the terms of the RFQ, or to change the time or date for submission of Statements. Any such addendum will be issued by the County in writing not less than 72 hours prior to the deadline for receipt of Statements, and available on the County's **RFPs, Bids and RFQs** Page at <https://lanecounty.org/cms/One.aspx?portalId=3585881&pageId=4081169>. Each Respondent is responsible to verify for itself if any addendum has been issued prior to submission of its Statement; the County is not responsible to notify Respondents of the issuance of an addendum. The requirements or clarifications contained in any addenda issued must be included in the Statements received.

The County may reject any Statement not in compliance with the prescribed RFQ procedures, requirements, rules, or laws, and the County may at its discretion reject any and all Statements.

2.0 GENERAL REQUIREMENTS FOR STATEMENTS

2.1 Statement Preparation

Respondents are responsible to read and understand all portions of the RFQ documents, including attachments and addenda, if any, and to include all requirements in their Statements. To be responsive, Statements must be made in writing, and address the background, information, questions, criteria, and requests for information contained in the RFQ. Statements must be submitted in the required form and contain all required documents and responses, be signed by the Respondent or its authorized representative, and be submitted in the manner and number described in this RFQ.

2.2 Statements Subject to Oregon Public Records Law

Statements submitted in response to this RFQ become public records under Oregon law and, following contract award, will be subject to disclosure to any person or organization that submits a public records request. Respondents are required to acknowledge that any Statement may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law.

2.3 Statement Submission

Statements must be received by the time and date stated for receipt in Section 1, Invitation to Submit Statements of Qualification. To be considered, Statements must be submitted in the form and manner stated in this RFQ, complete with a Respondent Statements and Certification Form (Attachment A) signed by the Respondent or its authorized representative, responses to all criteria and requirements included in the RFQ, and other documents required to be submitted, if any.

By submitting a Statement, a Respondent acknowledges that the Respondent has read and understands the terms and conditions applicable to this RFQ, including the obligation to perform the scope of work and meet the performance standards.

2.4 Correction, Withdrawal, and Late Submissions

A Respondent may withdraw its Statement at any time prior to the deadline set for receipt of Statements, and may deposit a new Statement in the same manner stated in this RFQ. The County will not consider

Statements received after the time and date indicated for receipt of Statements. A Respondent may not modify its Statement after it has been submitted, other than to address for minor informalities, unless the Statement is withdrawn and resubmitted as described above.

3.0 RESPONDENT REQUIREMENTS

3.1 Minimum Requirements of Respondents

- (a) Respondent must be licensed to practice architecture in the State of Oregon.
- (b) At the time of submission, the Respondent must be a legal entity, registered to do business in the State of Oregon per ORS 60.701 and currently registered and in good standing with the Oregon State Board of Architect Examiners.
- (c) Respondent may be composed of more than one architectural firm jointly submitting a single Statement. Any joint Statement submitted must:
 - (1) Be composed exclusively of firms meeting the requirements of subsection 3.1(a) above.
 - (2) Identify one firm as a Project Lead. In the RFQ and RFP process, and in any subsequent contract awarded, the Project Lead will be the firm with the primary relationship with the County for communication and project delivery.
 - (3) In responding to the required Submittal Elements in section 7 below, indicate which firm was responsible for the project listed.
- (d) Respondent must be an “equal opportunity employer” willing to comply with all applicable provisions of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972 (see 42 USCA 2000), all regulations thereunder (see 41 CFR Parts 60 and 60-1), Executive Orders 11246 and 11375, and all Oregon statutes and regulations regarding employment.

4.0 CLARIFICATIONS AND PROTEST OF SOLICITATION DOCUMENTS

4.1 Clarifications

If a Respondent finds discrepancies or omissions in the RFQ documents, or is in doubt as to their meaning, the Respondent must immediately notify the public officer designated for receipt of Statements or other person identified for submission of questions. If the public officer believes a clarification is necessary, an addendum will be issued in writing not less than 72 hours prior to the deadline for receipt of Statements, and available on the County-Wide Bid Page or from the person identified above for printed copies of RFQ documents. The requirements or clarifications contained in any addenda so issued must be included in the Statements received and will become part of any resulting award.

4.2 Protest of Solicitation Documents

A prospective proposer submitting a Statement of Qualifications may protest the competitive selection process or provisions in the RFQ documents if the prospective proposer believes the solicitation process is contrary to law or that a solicitation document is unnecessarily restrictive, legally flawed, or improperly specifies a brand name pursuant to the requirements of ORS 279B.405(2). Any written protest must be submitted to the public officer identified for receipt of proposals in the Invitation to Submit Statements of Qualifications not less than 10 days prior to the deadline for submission of proposals.

Lane County will consider the protest if the protest is timely filed and contains:

- (a) Sufficient information to identify the solicitation that is the subject of the protest;

- (b) The grounds that demonstrate how the procurement process is contrary to law or how the solicitation document is unnecessarily restrictive, is legally flawed or improperly specifies a brand name;
- (c) Evidence or supporting documentation that supports the grounds on which the protest is based; and
- (d) The relief sought. The proposer must propose the desired changes to the procurement process or the solicitation document that they believe will remedy the conditions upon which the prospective proposer based the protest.

If the protest meets these requirements, the County will consider the protest and issue a decision in writing. If the protest does not meet these requirements, the County will promptly notify the prospective proposer that the protest is untimely or that the protest failed to meet these requirements and give the reasons for the failure. The County will issue its decision on the protest not less than 3 business days before proposals are due, unless a written determination is made by the County that circumstances exist that justify a shorter time limit.

5.0 OPENING OF RESPONSES RECEIVED

The County will not examine any Statement prior to opening. The public officer designated for receipt of Statements may, as time allows, verify that the attachments to an email properly submitted were received intact, and may, but is not required to, discover or notify a Respondent that an emailed submission was received in a defective form. Any Statement or modification received after the designated deadline will not be opened or considered. The Statements submitted will be open to public inspection after the award of grants under this RFQ.

6.0 OVERVIEW

The Lane County Courthouse is a unique County facility in that its primary tenant is a State agency. While the Circuit Court was originally a County function, a 1983 law placed the circuit courts throughout Oregon under a unified Judicial Department at the State level. State law was enacted that made court staff payroll and supplies the responsibility of the State, but left the responsibility to provide and maintain suitable and sufficient courthouse facilities with the individual counties. Since that time, the County has worked to fulfill this mandate, but has been challenged to fund the significant facility enhancements and expansion necessary to support the current and future operations of the Circuit Court given the lack of State or County capital funding associated with the Court's operations.

Commencing in 2013, the State Legislature has created an opportunity for Oregon counties to seek and secure State funding assistance for the design and construction of new courthouses. Senate Bill 5506 established the Oregon Courthouse Capital Construction Improvement Fund (OCCCIF), which allows State matching funds of up to 50 percent of the cost of design and construction for courthouse replacement projects that meet certain criteria and are approved by the Chief Justice of the Supreme Court.

In 2014, the Association of Oregon Counties, in collaboration with the Oregon Judicial Department and the Chief Justice of the Oregon Supreme Court, developed a Task Force to evaluate proposals for county courthouse replacements, so that the most viable projects could be placed into the Chief Justice's Recommended Budget on a prioritized basis. In July of 2015, Lane County formally entered the queue of prioritized projects after submitting its application to the Oregon Judicial Department for OCCCIF funding.

Later in 2015, County staff engaged the services of the National Center of State Courts (NCSC) to conduct a facility needs assessment. The NCSC's work included an in-depth analysis of the long-term facility needs of the Lane County Circuit Court, District Attorney's Office, Sheriff's Office and several other potentially co-

located justice partners, in order to develop a space program for a new Courthouse facility. The assessment was completed in May 2016, and recommended that a new courthouse be designed to accommodate future workloads. The assessment suggested the building be constructed to house the Circuit Court, the Office of the District Attorney, and the Lane County Sheriff's Office. The understanding derived from this work provided a foundation for an in-depth analysis and conceptual diagramming of proposed site alternatives.

In 2016, Lane County and the City of Eugene began a collaborative process to explore a variety of downtown development scenarios related to the courthouse project, the City of Eugene's city hall replacement project, and a project for an enclosed farmers market in downtown Eugene. Following joint work sessions, and the results of work by a joint task force, the County's and the City's governing boards agreed to a process under which the City would sell its former City Hall site to the County, and the County would sell the site known as the Butterfly lot to the City as sites for each agency's projects. That work ultimately concluded with a sale and exchange of properties in January 2019 by which the County obtained a vacant block in downtown Eugene one block east of the existing courthouse that had been the site of the former Eugene City Hall. That site is bordered by 6th and 7th Avenues on the north and south, and by Pearl and Oak Streets on the east and west.

During the 2016 and 2017 legislative session, the Oregon Legislature approved bond funding authorizations totaling \$6.4 million through the OCCIF for planning and pre-construction development. An additional \$87.6 million of proposed funding is included in the Judicial Department's Recommended Budget as an attachment to Governor Brown's Recommended Budget that will be taken up by the legislature in the current legislative session.

In August 2018, Lane County engaged Robertson/Sherwood Architects of Eugene (in conjunction with their courthouse consultant DLR Group) to undertake a scoping study to review the National Center for State Courts assessment's assumptions and recommendations, and to validate the former City Hall lot as a viable site for the Courthouse and related facilities. At the same time, the County engaged JMB Consulting to develop conceptual cost estimates for the project based upon the scoping study results. The planning incorporates projections of needs through 2055, which is the outside horizon for which growth projections can be made with a reasonable degree of accuracy.

The results of this effort identified a recommended total building area of approximately 297,600 gross square feet for the new Lane County Courthouse at an estimated construction cost of approximately \$180 million based on updated staffing projections, final program recommendations, and validation of the former City Hall lot based on the recommended building massing and stacking option. This translated to a total estimated project cost of \$252 million.

The NCSC Final Report, the Scoping Study, and the Cost Estimate Summary are available to be downloaded separately from this RFQ on the County's **RFPs, Bids and RFQs** Page and are included in this RFQ as if bound herewith. The work associated with these studies is complete and there is no ongoing contractual relationship between the County and the consultants who provided services for these studies.

7.0 REQUIRED INFORMATION FOR STATEMENTS OF QUALIFICATIONS

Provide the Statement of Qualifications in the manner and form described in this RFQ. Limit the written response to Submittal Elements (3) through (9) below to 20 pages (nominal size 8.5" x 11"), 10-point minimum size font for all written response text. Smaller text may be used in charts, tables, or graphics included with the text, so long as the information presented is reasonably legible. Excluded from the 20-page limit stated above are:

- (a) A cover or table of contents, if included;
- (b) The cover letter described in Submittal Element (1) below;
- (c) The Respondent's Statements and Certifications Form described in Submittal Element (2) below;
- (d) Disclosure of pending litigation, if any, as described in Submittal Element (8) below; and
- (e) Professional biographies or résumés of key personnel requested in Submittal Element (3). Such biographies or résumés may be attached at the end of the submission and shall not exceed two pages each in length.

Submittal Elements and Scoring

- (1) **Cover Letter** (not separately scored). Provide a cover letter of not more than two pages, including a brief Statement of the Respondent's understanding of the RFQ and how it relates to the overall project. While not separately scored, the statements in the cover letter may be used to help in scoring Submittal Elements.
- (2) **Respondent Statements and Certifications Form** (not scored). Provide a completed and executed Respondent's Statements and Certifications Form, Attachment A.
- (3) **Qualifications and Experience** (30 points maximum). Provide sufficient information on the background, qualifications, technical competence, and specialized experience of the firm/team that demonstrates its ability to provide the A/E Services required for this Project. Describe any experience of Respondent working in the Lane County area or in cities in the Pacific Northwest similar in size to the Eugene-Springfield metropolitan area. Describe Respondent's ability to understand and interface effectively with the local community, to interpret its infrastructure and environment, to understand its values, communicate in public forums, and integrate that expertise into the project. Include a list of past projects demonstrating such qualifications and experience. Information regarding potential subconsultants is not required; however, Respondent should indicate its experience and willingness to consider qualified and available local subconsultants.

Provide one-page summaries of up to 5 courthouse projects and 3 public safety facility projects (Police or Sheriff's office facilities) that provide evidence of Respondent's experience with large, complex projects involving specialized knowledge of courthouse/Sheriff's office functions and operations, courthouse/Sheriff's office standards and facility programs, complex security requirements, and interaction with multiple stakeholders and user groups. For each project summary, include the following:

- (a) The name, location, client agency, and year of project completion.
- (b) Size in square feet and final cost of the built project.
- (c) Roles and responsibilities that each member of your team had, if any, on the project.
- (d) Sustainability certification achieved.
- (e) Project delivery method (CM/GC, Design-build, Design-Bid-Build).
- (f) The name of the client agency and current contact information for the agency's project representative.
- (g) The name of the Contractor and current contact information for the Contractor's project manager.
- (h) Project budget and timeline and whether the project was completed within the allowable time and budget.

Preference will be given to projects of similar size, scope, and location completed within the past ten years.

(4) **Project Staffing** (20 points maximum). Provide the names of key persons anticipated to be on the project team, including the names of the Principal-in-charge, Project Manager, Courts Planner, Public Safety Facility Planner, and Lead Designer. Describe the qualifications of each identified project team member and experience of team members working together on past projects, similar projects, and projects in the Pacific NW. Include professional biographies or résumés for key staff as an attachment at the end of the submittal. List any relevant certifications and/or licenses and their expiration date(s). If individuals hold these licenses/certifications, provide the name of the licensed/certified individual and the position they hold within the company.

(5) **Project Approach** (30 points maximum). Provide a general description of the techniques, approaches, and methods your firm/team would expect to utilize in completing this Project on time and within budget. Include information about how your firm/team achieves tight schedule requirements without compromising quality, communications, and coordination throughout development of the design and construction documents. List any corrective action steps or processes that you have in place to mitigate issues with work product, time tables, or customer requests.

Describe the architectural design philosophy of your firm/team, how that meshes with the unique requirements of different clients in a variety of geographic locations, and how you would use that experience to deliver a project that meets the unique requirements of Lane County and its residents. Which of your previous projects are most representative of the approach you would propose as most appropriate for the Lane County Courthouse project and why?

(6) **Integrated Design** (15 points maximum). Provide a general description of your firm/team's approach to incorporating integrated design principles into its work. Include your firm/team's philosophy toward sustainability and how that philosophy will impact your approach to the Courthouse Project. Describe your process for resolving the tension between competing project goals such as maximizing energy efficiency or life-cycle performance versus minimizing cost.

(7) **Statement Organization and Readability** (5 points maximum). The County will evaluate the extent to which the Statement follows the instructions contained in this RFQ, is easy to read and follow, and is professional in its presentation. This element may also be used by evaluators to help in scoring other Submittal Elements.

(8) **Pending Litigation** (not separately scored). If Respondent has knowledge of any potential or pending litigation to which Respondent may be a party, provide a disclosure of the type and nature of the claims and status.

(9) **References** (not separately scored). Provide references from at least 3 comparable clients for which your firm has provided similar services that would be representative of the work anticipated under this RFQ. The County reserves the right to investigate the past performance of any submitting firm with respect to its successful performance of similar projects, compliance with contractual obligations, and its completion or delivery of a project on schedule. Please ensure that your references are prepared to speak to the County regarding your firm's service and operation. For each reference, provide the following information:

- Name of organization
- Length of relationship
- Location
- Contact name
- Contact telephone number, and email
- Name of project(s) completed

Responses to reference checks, whether or not those references are listed above, may be used to help in scoring Submittal Elements. County staff may not be used as references and any previous work done by individuals or firms responding to this RFQ will not be considered in evaluating Statements except as specifically submitted in response to the Submittal Elements above.

8.0 STATEMENT EVALUATION AND SELECTION

Statements of Qualifications, consisting of all materials submitted in response to this RFQ, will be reviewed for responsiveness to the requirements established by this RFQ and distributed to members of the selection committee. Evaluation of Statements received will be conducted comprehensively, fairly, and impartially by an evaluation committee composed of individuals with experience in, knowledge of, and program responsibility for services to be included in the Lane County Courthouse Project.

Each evaluator will independently score each Statement independently according to the Submittal Element scoring indicated in this RFQ up to a total maximum available of 100 points. Evaluators shall then meet in a Statement evaluation session to share their key findings from the Statements. After sharing their findings, each evaluator shall be given an independent opportunity to revise and finalize their scores. Final scoring by each evaluator will then be summed. The five Respondents with the highest scores will be invited to participate in a subsequent Request for Proposal selection process for the A/E Services associated with this RFQ. The County reserves the right to invite more or fewer Respondents to participate in the RFP process.

In evaluating the Statements and making a selection, the County reserves the right to:

- (a) Reject any Statement, and may for good cause, reject any or all Statements when it is in the public interest to do so;
- (b) Issue subsequent requests for qualifications, if desired;
- (c) Request clarification of Statement submittals from any Respondent; however no additions, deletions or substitutions may be made to proposals that cannot be termed as clarifications.

The County shall provide written notice to all Respondents identifying Respondents on the short list.

9.0 CONTACT INFORMATION

All questions or clarifications regarding this RFQ must be submitted via email to:

Mike Penwell, Courthouse Project Manager, at mike.penwell@co.lane.or.us.

ATTACHMENT A - RESPONDENT STATEMENTS AND CERTIFICATIONS

Proposer's Name: _____

RFQ Title: Architectural and Engineering Services for a New Lane County Courthouse

RESPONDENT’S STATEMENTS

Respondent's Offer. Respondent offers to provide the required services in accordance with the requirements of the Request for Qualifications (RFQ) stated above and the enclosed statement of qualifications. The undersigned Respondent declares that the Respondent has carefully examined the above-named Request for Qualifications, and that, if this statement is accepted, Respondent will negotiate and enter into a contract with the County to furnish the services of the RFQ as submitted. Respondent attests that the information provided is true and accurate to the best of the personal knowledge of the person signing this statement, and that the person signing has the authority to represent the individual or organization in whose name this response is submitted.

Respondent’s Acceptance of Terms and Conditions. By execution of this Form, the undersigned Respondent accepts all terms and conditions of this Request for Qualifications except as modified in writing in its statement. Respondent agrees that the offer made in this response will remain open for a period of 60 days.

Respondent’s Acknowledgement of Public Records Law. By execution of this Form, the undersigned Respondent acknowledges that its entire response is subject to Oregon Public Records Law (ORS 192.410–192.505), and may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law. Respondent agrees that all information included in the submission that is claimed to be exempt from disclosure has been clearly identified either in the Respondent’s statement, or in an itemization attached hereto. Respondent further acknowledges its responsibility to defend and indemnify the County for any costs associated with establishing a claimed exemption.

ADDENDA

Respondent has received and considered, in the accompanying response, the terms of the following addenda, if any: _____

CERTIFICATIONS

By signing this Respondent's Certification form, Respondent certifies that:

1. Certification of Resident Bidder Status. Respondent is _____ is not _____ (check one) a resident bidder, as defined in ORS 279A.120.
2. Certification of Non-Discrimination. Respondent has not discriminated and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns, or an emerging small business that is certified under ORS 200.055.

3. Certification of Non-Collusion. This submission is made without connection or agreement with any individual, firm, partnership, corporation, or other entity making a proposal for the same services, and is in all respects fair and free from collusion or collaboration with any other proposer.
4. Certification of Compliance with Tax Laws. Proposer has, to the best of Respondent 's knowledge, complied with Oregon tax laws in the period prior to the submission of this proposal, including:
 - a. All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318,
 - b. Any tax provisions imposed by a political subdivision of this state that applied to Proposer or its property, goods, services, operations, receipts, income, performance of or compensation for any work performed, and
 - c. Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

The undersigned, by signature here, acknowledges, accepts, and certifies to the statements and certifications as stated above.

RESPONDENT

Authorized signature

Respondent's legal name

Name of authorized signer

Address

Title

Date

Federal Tax ID number

OPTIONAL CONTACT INFORMATION REGARDING THIS SUBMISSION

Contact name

Telephone number

Email address