



**REQUEST FOR STATEMENT OF QUALIFICATIONS**

**QUALITY BASED SELECTION**

**FOR**

**ALUMNI RESIDENCE HALLS FAÇADE RENOVATIONS**

**PROJECT NUMBER: 300140**

**DUE DATE:**

**April 9, 2019**

Issued By: Elaine Dumas, CFP  
Procurement Agent II  
3 Discovery Drive, Unit 6076  
Storrs, CT 06269-6076  
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## **SECTION I** **SCOPE OF WORK**

### **PURPOSE**

The purpose of this Request for Qualifications is to solicit experienced architectural firms, to provide investigative analysis, design and engineering services for the façade repair of Alumni Residence Halls (ARH). This includes four separate, identical seven-story dormitory buildings – Belden Hall, Brock Hall, Eddy Hall, and Watson Hall, and the J. Ray Ryan Building (JRB). JRB is a multilevel building that houses offices in the quadrangle. Alumni Residence Halls is located on the University of Connecticut’s Storrs campus. The area considered for renovations consists of (4) seven story brick veneer towers with a smaller multilevel building.

### **OVERVIEW**

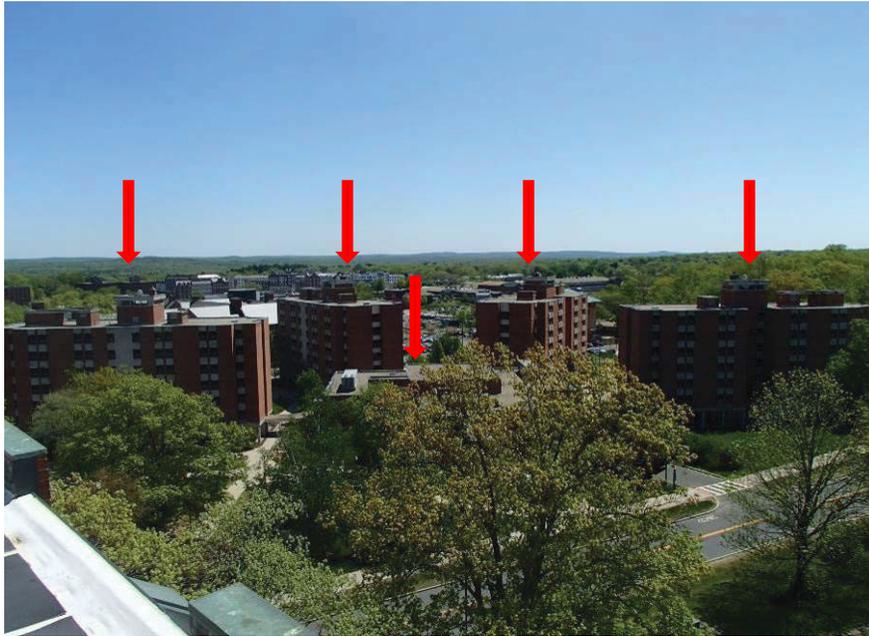
The University of Connecticut is conducting a campus wide building envelope analysis program to understand and be proactive in addressing current and potential building envelope issues. In 2015 UConn retained Simpson Gumpertz & Heger Inc. (SGH) to assess the facades and roofs of Alumni Hall on the University of Connecticut’s (UConn’s) campus. That assessment issued September 2016 included a visual survey of the low-slope membrane roofs and penthouses, brick facades, and representative sixth-floor dormitory rooms. The survey was performed from grade, roofs, and with the use of an aerial lift.

### **BACKGROUND**

The Alumni Residence Halls include four separate, identical seven-story dormitory buildings and Ryan Hall and all were constructed in 1966. Based on original construction drawings, prepared by Lester J. A. Julianelle & Associates, the buildings are constructed with a structural steel frame encased in concrete with concrete floor slabs. The dormitory buildings and common building have similar construction, though subsequent modifications have included the addition of an EIFS facade on Ryan Hall.

The dormitory building’s exterior masonry walls are a combination of brick and limestone veneer over 8 in. CMU infill walls, with interior light-gauge metal framing and plaster finishes. The limestone veneer accents the building over the main elevation entrance, below windows, and in bands along the one end elevation. Below windows, the limestone is installed as a projecting window box, supported on an exposed edge of the concrete floor slab. The concrete slab is also exposed between the first and second floors to provide a visual separation. Thin granite veneer is used at the main entrance to each building. In 2002, UConn contracted to have the loose and displaced granite panels at the dormitory entrances removed and EPDM temporarily installed.

Ryan Hall consists of a multilevel building at the center of the four Alumni Hall dormitory buildings. As on the dormitory buildings, exterior masonry walls are a combination of brick and limestone veneer over 8 in. CMU infill walls, with interior light-gauge metal framing and plaster. Brick is typically a red brick, except at entrances on the north and south sides, above and below windows on the north elevation, and at the backside of the loading dock, which have a textured blonde brick. Above windows, the limestone is installed as a projecting window box supported on an exposed steel lintel. On the east elevation, the projecting window boxes are installed below the windows. The concrete slab is also exposed between the first and second floors to provide a visual separation. A thin granite veneer is used at the north elevation.



Alumni Residence Halls  
*Arrows indicate the four separate identical buildings*



One of the dormitories at Alumni Residence Halls showing the typical building elevation.

## **SCOPE OF WORK**

This project will be approached with the same strategic thinking and all improvements will align with best practices in the industry and UConn's well-established policy of sustainable design and construction.

In addition to carefully balancing the programmatic requirements for the Alumni Hall Envelope repairs, during the design phase the selected firm will have to address the budget limitations and cost effectiveness to help the University prioritize work and establish the phasing requirements.

The successful firm will be expected to perform architectural functions for a phased project including, but not limited to:

1. **PRE-DESIGN SERVICES.** Based on the preliminary program prepared by UConn, the Firm will review the available background information and perform on site investigations and analysis, identify observed issues and provide a cost estimate for each component of work. UConn makes no assurance the available background information is complete or fully accurate. Site verification and field verification is a component of the work. Field investigation to confirm initial findings and additional investigation to establish scope of needed repairs. The consultant will retain contractor and equipment to repair areas displaced during any destructive testing. Suggested investigations include:
  - Water testing to confirm the weather tightness of the masonry walls and adjacent building elements. Testing a typical window and limestone window box below, limestone facade above the entrances, and other miscellaneous areas is required.
  - Dismantling and reconstructing one limestone window box.
  - Exploratory openings in the brick masonry, including at shelf angles, cracks, and other miscellaneous locations. This includes openings in the textured ground-floor masonry lintels/shelf angles.
  - Remove spalled concrete, documenting the depth of cover and condition of reinforcement. Complete ground-penetrating radar survey on adjacent concrete to determine average depth of cover.
  - Completing physical testing on the brick masonry to determine why there is extensive spalling in locations. We recommend testing both the red brick, and the textured blonde brick.

Establish a recommended repair program based on field investigations. Potential repairs may include:

- Remove the granite surround at the entrances and rebuild/replace.
- Replace the retrofit shelf-angle flashing and base of wall flashing with a fully soldered flashing that integrates with the backup walls.
- Complete general masonry repairs, including pointing, crack repair, spall repair, replacement of spalled and cracked brick, and replacement of associated perimeter sealants. In the interim, remove all spalls that pose a falling hazard.

- Complete general concrete repairs, including spall and crack repair, and replace coating.
  - Expose lintels at ground-floor window heads and other isolated windows indicated and provide flashing. Replace any lintels with significant corrosion.
  - Provide supplemental flashing at window boxes as determined necessary from water testing.
  - Replace the two roof-level windows on Ryan Hall. Generally, replace window sealants.
  - Clean the masonry facades.
  - Inspect the roof and make repairs, including replacing deteriorated pitch pockets and sealants. Replace the deteriorated brick screen wall with a metal-framed screen wall. Alternatively, replace the roofs, including all perimeter and penetration flashing.
  - Confirmation and development of a repair program including any updates that result from constituent meetings, benchmarking or budget parameters.
  - Design services shall consist of all disciplines necessary to meet the needs of the programmatic requirements including but not limited to: architectural, landscape (site work), structural, mechanical, electrical, plumbing, fire protection, civil, interiors, telecommunications and data,
  - Site work around the Project will include but not be limited to locating and identifying sidewalk connections, utility services, access, lighting and hardscape/landscape design and requirements to protect and maintain the existing.
  - An estimate of probable construction costs (provided by a third-party consultant) is to be provided at the conclusion of Pre-design.
2. **DESIGN SERVICES.** Based on the University’s program and budget requirements, and upon written authorization of the University, the Firm will prepare Design Documents in alignment with the University’s Design Standards to allow the University to prepare a bid. An estimate of probable construction costs (provided by a third-party consultant) is to be included at each design phase as follows:
- Pre-Design, including a program analysis
  - 100% Schematic Design
  - 100% Design Development
  - 50% Construction Documents
  - 90% Construction Documents
3. **BIDDING PHASE.** The successful Firm will provide construction drawings and specifications manual to the University for the development of a bid package to be issued by the University’s Capital Projects and Facilities Procurement department (CPFP). The Firm will be required to prepare the plans and specifications, answer RFI’s and prepare Addenda as required for this phase.
4. **CONSTRUCTION ADMINISTRATION.** Review/approval of submittals, RFI’s, sketches, review change orders and approve/ sign request for payment (AIA) if necessary. Unless otherwise directed, the team will be responsible for performing onsite inspections and on-site construction administration. They will be responsible for review and approval of all construction submittals, attending bi-weekly construction meetings, responding to Requests for Information, Addenda to the drawings, and final punch list inspections. See contract for further requirements.

5. PROJECT CLOSEOUT. The successful firm will be responsible to submit final as-built drawings to the University within 3 months of project completion. The as-built drawings will be in conformance to the University's Planning and Design Electronic Document and Plan Submission Requirements which can be found at: <http://updc.uconn.edu/wp-content/uploads/sites/1525/2016/10/Appendix-II-Electronic-Document-Plan-Submission-Requirements-September-2016.pdf>
6. MEETINGS. Participate in project meetings with the University, Project Manager, Planner, and other parties as required to review progress, address questions, and coordinate activities planned for the next interval.
7. UNIVERSITY APPROVALS: The complete drawings, specifications, probable cost estimate, and other documents will be presented to the University for written approval at the end of the design phase. Since this will be a threshold building, the Firm will also be required to obtain initial approvals from the State Building Official and State Fire Marshal as well as participate in UConn Fire, code compliance reviews, and/or other University departments.
8. REGULATORY COMPLIANCE: All work shall comply with applicable laws, regulations and building codes, including, where applicable, laws requiring the payment of prevailing wages.
9. The following services will be part of the Firm's contract:
  - Programming
  - Architectural Design
  - Civil Engineering (identifying locations of underground utilities that extend 10'-0" outside the building footprint)
  - Structural Engineering
  - Mechanical, Electrical, Fire Protection and Plumbing Engineering
  - Identifying surface mounted Telecommunications equipment and accessories
  - Identifying surface mounted Audio/Visual installations.
  - Identifying surface mounted Security Systems and Access Control
  - Code Compliance/Plan Review
  - Construction Administration
  - Participate in the University's and other agencies plan review processes and respond to all comments made during the reviews in order to receive all regulatory approvals.
  - Third Party Cost Estimating and Reconciliation
  - Arborist services, including a Professional tree assessment, preparation of a tree inventory plan, preparation of Tree and Shrub Removal Request documentation and preparation of Tree Protection/Removal plans.
10. Included in Basic Services:
  - a. Weekly job meetings during the design phases.
  - b. Additional meetings as required with key project stakeholders.
  - c. Pre-design program confirmation and development.
  - d. Conceptual design deliverables including rough order of magnitude construction cost estimate.
  - e. Design Development deliverables
  - f. Construction Documents
  - g. Required building official approvals and other approvals.
  - h. Construction Administration Services.
  - i. Team presence at all bidding walk-throughs.
  - j. Team presence at all pre-construction meetings.

11. Work not included in the project scope:  
Hazardous materials testing and Investigation

## **BUDGET**

The proposed construction budget for Alumni Residence Halls of five buildings (four dormitories and Ryan Hall) is \$15,600,000. This also includes \$1,600,000 for the roof replacement at Ryan Hall.

## **SCHEDULE**

The project will be designed in one phase with construction occurring over two consecutive summers:

- |  |   |
|--|---|
| 1. Notification to Proceed   | <b>June 3, 2019</b>                       |
| 2. Complete Site analysis and Program Development  | <b>August 30, 2019</b>                    |
| 3. Design (including Conceptual, Schematic, Design Development and Construction Documents) | <b>September 2019 – December 31, 2019</b> |
| 4. Bidding/Permitting<br>Phase I   | <b>January 2020</b>                       |
| 5. Contractor Mobilization<br>Phase I  | <b>May 2020</b>                           |
| Phase II   | <b>May 2021</b>                           |
| 6. Construction<br>Phase I   | <b>May 2020 - August 15, 2020</b>         |
| Phase II   | <b>May 2021 - August 15, 2021</b>         |

## **SECTION II** **PROPOSAL PROCESS**

### **QUALITY BASED SELECTION**

This Quality Based Selection (QBS) will be a two part process. The first part will be the receipt and evaluation of all Technical (Qualifications & Experience) Proposals with the intent of developing a short list of the most qualified firms that possess the type of experience required in this document. Applicants shall use GSA form SF-330 available at <http://www.gsa.gov>.

### **CONTENTS OF APPLICATION**

The Statement of Qualifications shall include the requested information and documents arranged in the following order:

Coversheet (*Use form provided*)\*

Tab 1 –Letter of Transmittal; Letter of Interest (no more than 3 pages).

Tab 2 – Qualifications of Consulting Firms and Sub-Consultants.

Tab 3 – Completed GSA Form SF 330 (available at <http://www.gsa.gov>).

Tab 4 - Narrative of project approach.

Tab 5 - Applicant's site proximity to the Storrs Campus – 3 Discovery Drive, Storrs, CT.

Tab 6 – Professional Hourly Rates (All Inclusive) (*Use form provided*)\*.

Tab 7 - List of active references for each of the projects listed under relevant project experience.

Tab 8 – Miscellaneous Documents:

A. Original Certificate of Legal Existence issued by the Connecticut Secretary of the State.

B. Formal Acknowledgement that Applicant has reviewed the contract and its terms and accepts it without exception. (Note: contract will be issued as an Addendum to this RFQ).

Tab 9 – Certifications (If Applicable). If certified, provide Applicant's Connecticut certificate of Small Business Enterprise and/or Minority Business Enterprise (SBE/MBE).

### **SUBMISSION GUIDELINE/CONSIDERATIONS**

1. The University of Connecticut advises Applicants to consider the following prior to submitting its proposal:
  - a. The University is a signatory to the President's Climate Commitment and as such recommends that Applicants demonstrate a similar commitment by eliminating redundancy, non-recyclable dividers, and irrelevant materials in their submission;
  - b. Read and review the RFQ carefully. Respond clearly and fully to technical criteria listed as scoring is based on the criteria. Applicant must be clear about the relevance of work presented in its SOQ;
  - c. Provide information that is complete and transparent, indicating whether a proposed team member worked on a relevant project while at another firm; and
  - d. Once contracted and at the point of assignment, sub-consultants are subject to the approval of the University.
  - e. Applicants are hereby reminded that Joint Ventures or other associations should be clearly identified and relevant experience provided on the GSA Form SF330.

2. If the Applicant is a LLC the following must be provided with the RFQ submission:
  - a. Certificate of legal existence from the state of organization/formation of the entity proposing to the University.
  - b. For entities that are organized/formed in a State other than Connecticut, in addition to #1, a copy of a Certificate of Authority to do business in the State of Connecticut from the Secretary of the State of Connecticut.

## **PART 1 – TECHNICAL CRITERIA – QUALIFICATIONS AND EXPERIENCE**

The Technical Qualification/Experience criteria shall address the following:

1. **Letter of Transmittal/ Letter of Interest** – Include a brief statement of the firm’s technical qualifications to complete this project. Prepare a narrative which clearly demonstrates the firms’ understanding of the specific needs of the University and which concisely presents a technical approach to completing the proposed scope of work.
2. **Qualifications of Prime Consulting Firm and Sub-Consultants** – Describe the overall qualifications of the firm (and any sub-consultants) including background in this field and the services that it provides. The firm shall:
  - a. Provide **five (5) examples** of similar projects: comparable in size and building types, with an emphasis on sustainable design – completed within the past **ten (10) years**.
  - b. Provide documentation on team experience for applicable relevant programs.
  - c. Identify the prime firm for contracts and communication on an organizational chart.
  - d. If a joint venture is proposed, provide the proposed joint venture arrangement between the parties outlining the percentage of responsibilities and the organizational structure associated with a joint venture established for the project.
  - e. The prime firm should also highlight its experiences with its sub-consultants and their successful projects together. The firm should demonstrate:
    - Excellence in the design and construction of academic facilities of comparable size, scope and complexity with an emphasis on higher education facilities.
    - Candidates should be prepared to demonstrate how their innovations in the design of other projects have resulted in well executed, cost effective, state of the art, academic, research and teaching facilities.
    - Excellence in technical design and execution. Firm shall have a proven capability to provide creative, functional and flexible design solutions with an economy of means and within the project budget.
    - Technical expertise in developing high quality, well-coordinated construction documents for complex projects and excellent follow-through during construction.
    - Sustainable Design – Demonstrated experience with sustainable design, including completed projects that received LEED certification or completed projects that demonstrably conserve energy and other resources.
    - Demonstrated excellence in adhering to project budgets and in meeting critical schedules from design through construction.
    - Recent, current and projected workload and ability to incorporate this project into the workload.
    - Change order history showing dollar amounts and time extensions over the past (3) three calendar years.
    - Experience working on public projects.

- Experience working with multiple stakeholders in a university setting for a project of similar size, scope and complexity.
3. **Qualifications and Responsibilities of Key Personnel** – Describe the professional qualifications and responsibilities of the key project team personnel assigned to the project including their experience on similar assignments (campus environments) and their specific responsibilities on the proposed project. The proposal shall include complete resumes for each principal as well as resumes of sub-consultants that the Firm deems necessary to complete the purposes of this project. Utilize the GSA Form SF 330 to provide documentation on team experience for applicable relevant programs.
  4. **Project Team Staffing Changes** - If after technical proposals are submitted to the University, there are staffing changes to the proposed project team, the firm must notify the University immediately and submit the resumes of the staffing changes. Lack of notification could be grounds for disqualification.
  5. **Project Approach** – Prepare a narrative which demonstrates the firm’s understanding of the needs of this project. Concisely present a technical approach to completing the proposed scope of work.
  6. **Site Proximity 100 Miles/SBE/MBE** – The driving distance from the Applicant’s primary office (where the majority of design services are completed) should be provided via internet mapping from that office to 3 Discovery Drive, Storrs, Connecticut 06269. In an effort to foster a more diverse pool of experienced firms, the University encourages Connecticut certified Small Business Enterprise and Minority Business Enterprise (SBE/MBE) participation; and SBE/MBE certified firms from other states.
  7. **References** – The firm shall submit five (5) references for which the firm has performed work within the past five (5) years. Include the name, title, address and telephone number of each reference and description of duties.
  8. **Interviews** - The University may choose to interview firms as part of the selection process, however, the proposer should not assume that this will be done. The technical proposal shall be “stand alone” document and may be the sole basis of selection. The University reserves the right to award the project based on the qualifications submitted or what best serves the needs of the University.

## **PART TWO – DEFINE SCOPE / PROVIDE FEE MATRIX**

The second part of the process will involve the University providing the short listed firms detailed scope information, requesting fee proposal/fee matrix, hourly rates, and interviews/presentations (if requested). Fees will be requested once firms are short-listed and a fee matrix template to be used will be provided at this stage. Fees are not required during the Request for Qualifications stage however, an Applicant’s All-Inclusive Hourly Rates are required as part of the SOQ.

## **EVALUATION PROCESS**

The award of an agreement to the successful proposer will be based upon a comprehensive review. All proposals will be evaluated by a committee which will use the specific evaluation criteria listed in this document with the University reserving the right to base an award on proposal presentation and subsequent interviews.

The University also reserves the right to reject any or all proposals, in whole or in part, to award any item, group of items, or the total proposal, to waive any informality or technical defects, or otherwise proceed under Connecticut General Statutes Sections 10a-109a through 10a-109y in accordance with University procedures and guidelines if it is deemed to be in the best interests of the University.

**SECTION III**  
**SUBMISSION FORMAT / RECEIPT OF SOQ'S**

**COMMUNICATION**

Under no circumstances may any applicant or its representative contact any employee or representative of the University regarding the RFQ prior to the closing date, other than as provided in this section. Strict adherence to this important procedural safeguard is required and appreciated. Any violation of this condition may result in the applicant being considered non-compliant and ineligible for award.

**1. Request for Information (RFI)**

All Requests for Information (“RFI”) must be received no later than **March 28, 2019 at 2:00 p.m. EST** and sent electronically to: [Elaine.dumas@uconn.edu](mailto:Elaine.dumas@uconn.edu). The subject line of the email shall read: Project #300140 Alumni Residence Halls Façade Renovations – RFI. Be sure and plan accordingly as any RFI received after the due date and time stated in this paragraph will not be answered. Also, no RFI’s will be answered verbally, no phone calls please. RFI responses will be posted to the CPFP website under the project name after the RFI deadline.

**2. Informal Communications**

The University considers this process as “open” from the date of receipt of this RFQ by each applicant, until a binding contractual agreement is executed. The contact for any communications during this process is the CPFP designee listed in this RFQ. Informal communications with any University personnel (outside of CPFP) shall not occur. Informal communications shall include, but are not limited to:

- a. Requests from the applicants to any department(s) at the University, for information, comments, speculation, etc.; and
- b. Requests from any department at the University, or any employee of the University for information, comments, speculations, etc.

**SUBMISSION FORMAT/RECEIPT OF SOQ**

The Statement of Qualifications shall be submitted in a sealed package with the Project Name and Project Number identified on the package and addressed to:

**University of Connecticut**  
**Capital Projects and Facilities Procurement**  
**ATTN: Elaine Dumas**  
**Procurement Agent II, CPFP**  
**3 Discovery Drive, Unit 6076**  
**Storrs, CT 06269**

**SOQ Due Date/Time: April 9, 2019 at 2:00 p.m. EST.**

**Submit one (1) original, five (5) copies and one (1) copy in electronic media format of the completed**

**SOQ. You must clearly identify which is your original SOQ.**

E-mail or electronic attachments are not an acceptable means of submitting a proposal and will be rejected as non-conforming. If using an express delivery service, be sure that the address is exactly as indicated below. Packages delivered by express mail to other locations might not be re-directed to the appropriate address in time to be considered.

**Any submittal received after the date and time specified for the receipt of SOQ's shall not be opened or considered and will be marked "LATE" and shall be returned unopened.**

**The University expressly reserves the following rights:**

1. To reject any and all Applications and to waive any informalities, irregularities or technical defects in the Application if it is deemed to be in the best interest of the University.
2. To solicit, receive and/or utilize information from any persons or entities referenced or used as references, or from persons or entities having knowledge of the Applicant's experience, abilities, past performance, integrity, financial status or any other definitive characteristics.
3. The submission of an Application shall constitute an express authorization by the Applicant to the University to obtain all information it deems pertinent.
4. The University may request that any applicant clarify or supplement any information contained in the SOQ. Applicants are required to provide a written response within five (5) business days, or sooner, of receipt of any request for clarification by the University.

**NOTIFICATION**

All Applicants will be notified of the status of their Application as soon as practical after determination by email and letter via USPS. Successful firms will be invited to participate in the RFP stage for this project.

**CONTRACT**

Applicants will have an opportunity to review the contract template in its entirety prior to the SOQ deadline. In submitting applications in response to this RFQ, Applicants will be deemed to have accepted the terms of the contract without exception, as well as any modifications to the contract that the University deems necessary prior to execution.

**VENDOR CODE OF CONDUCT**

In furtherance of its longstanding commitment to fundamental human rights, to the dignity of all people, and to the environment, the University has developed the Code of Conduct for University of Connecticut Vendors (the "Vendor Code of Conduct"). Contractor hereby acknowledges receipt of the Vendor Code of Conduct. A copy of the Vendor Code of Conduct is available at <http://csr.uconn.edu/>. The Vendor Code of Conduct is hereby incorporated herein by reference to the extent Contractor is required to comply with the same pursuant to this section. Contractor agrees to comply with the "Principal Expectations" described in the Vendor Code of Conduct.

**Firm further agrees to comply with the "Preferential Standards" described in the Vendor Code of Conduct, to the extent a commitment to so comply, or a representation of compliance, was provided by Contractor to the University in writing. Any such commitment or representation is hereby incorporated herein by reference. Contractor agrees to provide the University with such evidence of Contractor's compliance with this section as the University reasonably requests and to, at the request of the University, provide a comprehensive, annual summary report of Contractor's corporate social**

and environmental practices.

**END OF INSTRUCTIONS TO APPLICANTS**  
**COVER SHEET**

\_\_\_ ORIGINAL \_\_\_ Copy 1 \_\_\_ Copy 2 \_\_\_ Copy 3 \_\_\_ Copy 4 \_\_\_ Copy 5

\_\_\_ FlashDrive/CD

**RESPONSE TO THE REQUEST FOR QUALIFICATIONS**  
**FOR**  
**ALUMNI RESIDENCE HALLS FAÇADE RENOVATIONS**  
**PROJECT NUMBER: 300140**

**SOQ Due Date: APRIL 9, 2019 at 2:00 p.m. EST**

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

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

Principal Office

Branch Office

If Firm Address is branch office, list the principal office address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Authorized Agent submitting as Primary Contact: \_\_\_\_\_

Signature of Authorized Agent submitting as Primary Contact: \_\_\_\_\_

Phone Number for Primary Contact: \_\_\_\_\_

Email for Primary Contact: \_\_\_\_\_

Applicant acknowledges it has reviewed and accepted the Contract for Consulting Services:

\_\_\_\_\_  
(Signature) (Date)

Indicate if your firm is a:

Corporation

Partnership

Individual

Joint Venture

Other

Indicate if your firm is certified as one of the following:

SBE

MBE

WBE

DBE

N/A