Request for Proposal

CONSTRUCTION MANAGEMENT SERVICES AT RISK FOR THE SOUTHERN GARRETT ELEMENTARY SCHOOL RENOVATION AND MODERNIZATION PROJECT

Bid Package #: 2024-002
Section 1 - General Information

Introduction

This RFP intends to solicit a Construction Management Firm to provide pre-construction and construction management services to renovate Southern Middle School, located at 605 Harvey Winters Drive, Oakland, MD, into a PreK-6 Southern Garrett Elementary School and demolish the existing Broad Ford Elementary School, located on the same campus, per the Project Description and Scope of Work outlined in Section 2.

GCPS intends to select one (1) Construction Management (CM) Firm to provide all professional CM services for the entire duration of the project per the schedule in Section 4.

The project delivery method will be Construction Manager at Risk (CMAR). The design firm selected for the project is Bushey Feight Morin (BFM) Architects. The successful firm is expected to assist BFM and GCPS to oversee the project from design to construction close-out and deliver it with a Guaranteed Maximum Price (GMP) provided to the owner before the bid stage.

The technical proposal is detailed in Section Three (3) of the RFP. The Price proposals submission document is in Section Five (5) of the RFP.

Any award/contract will be pending the Board of Education of Garrett County’s approval and the availability of funds.
Project Administrator

Richard Wesolowski, Director of Facilities, Maintenance, Operations, and Transportation, will facilitate all components of the project including the construction management process.
richard.wesolowski@garrettcountyschools.org

Project Design Firm

Michael Gehr from BFM will correspond with the successful CM firm. mgehr2@bfmarchitects.com

Procurement Administrator

Missi Nesselrodt will administer the solicitation process. missi.nesselrodt@garrettcountyschools.org

Contract Administrator

Alison Sweitzer, Director of Finance, will administer the contract after the award.
alison.sweitzer@garrettcountyschools.org

Pre-Proposal Site Visit Meeting

A pre-proposal meeting can be scheduled at the site by contacting Richard Wesolowski at richard.wesolowski@garrettcountyschools.org. Attendance is encouraged, but not mandatory.

Questions and Inquiries

Questions may be submitted via email to rfp@garrettcountyschools.org, and received no later than July 26, 2023, 4:00 PM EDT.

Closing Date

One copy of the Technical Proposal shall be submitted electronically to rfp@garrettcountyschools.org or delivered to Garrett County Public Schools, 40 South Second Street, Oakland, MD 21550, Attn: Purchasing Office, no later than August 10, 2023, 1:00 PM EDT.

Submissions must include the items in Section 3.
All proposals submitted to the Board will be kept in confidence and shall be used solely to evaluate the respondent’s recommendation for a possible award. The Board retains the right to provide proposal copies to the selection committee, legal advisors, and other representatives.

Proposals submitted after that time and date will be returned unopened. A Register of Proposals will be prepared at the closing time. The Register of Proposals shall be opened for inspection after awarding the contract.

A vendor may withdraw its proposal at any time before the deadline for submitting proposals by notifying the Board in writing. Modifications offered in any manner, oral or written, will not be considered. Proposals cannot be changed after the evaluation process begins.

**Proposal Acceptance**

The Proposal must remain valid for not less than sixty (60) days to allow for evaluation and award. The Board of Education of Garrett County reserves the right to accept or reject any or all Proposals, waive informalities, and select the Proposal which will serve its best interest.

All proposals submitted to the Board will be kept in confidence and shall be used solely to evaluate the respondent’s recommendation for a possible award. The Board retains the right to provide proposal copies to the selection committee, legal advisors, and other representatives.

**Contract Period**

It is anticipated that the work on this project will commence approximately September 15, 2023, and be completed following the project schedule contained in Section 4.

**Selection Process Schedule**

The approximate timeline for submission and analysis of the RFP and subsequent award of the contract is as follows:

- **Issue RFP:** 7/24/2023
- **Last Day for Questions:** 8/7/2023 by 4:00 PM EDT
- **Proposals due:** 8/10/2023 by 1:00 PM EDT
- **Interviews & Selection Process:** 8/21-25/2023
- **Recommendation to Board:** 9/8/2023
- **Board Approval:** 9/12/2023
Project Payment

Payment applications can occur monthly from the beginning of the work through the date of substantial completion. The Garrett County Board of Education is tax-exempt, paying neither federal nor Maryland state taxes.

Evaluation of Proposals

Submitted proposals will be considered based on the evaluation process as outlined below.

Note that cost will be a factor, but not the only factor, in evaluating submitted proposals.

A. Selection Process

A selection committee will review, in detail, all proposals that are received based upon, but not limited to, the following criteria. A proposal’s recommendation plan that best suits the needs of Garrett County Public Schools will be following the following criteria:

Technical Proposal Submission – Part 1

- Approach 15 Points  
- Proposed Team 10 Points  
- Cost Estimate 5 Points  
- Schedule 5 Points  

Total 35 Points

Technical Proposal Submission – Part 2

- Cost Proposal 35 Points  
- Interview 30 Points  

Total 100 Points
The selection committee may require the vendor to clarify an answer. Failure to do so may result in sufficient cause for being non-responsive. Upon review, the selection committee may select a shortlist of potential awardees that meet the minimum qualifications for further review.

B. Interviews

The Board reserves the right to conduct interviews of respondents of potential awardees. The selection committee will contact the designated respondent’s representative, as indicated on the Cover Sheet, to schedule an interview date and time. Garrett County Public Schools reserves the right to interview all candidates.

C. Timeline

After the selection committee and the Board make a final determination, the awardee, and the Board will execute a final agreement before the commencement of the work under the Contract.

D. Rejection of Proposals

The Board reserves the right to reject any or all submissions in whole or in part for any reason without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. If the proposal fails to meet a material requirement in the RFP, is incomplete, or contains irregularities, the proposal may not be considered. A deviation is material to the extent that a response is not in substantial accord with the requirements in the RFP.

Laws and Regulations

It shall be understood and agreed that any services furnished or contract awarded on this proposal shall comply fully with all Local, State, and Federal laws and regulations.
Exceptions to Specifications

Respondent vendors taking exception to any part or section of this RFP shall indicate such exceptions on their proposal. Failure to indicate any exceptions shall be interpreted as the respondent vendors’ intent to fully comply with all RFP requirements as written.

Expenses Incurred in Preparing the Proposal

Garrett County Public Schools accepts no responsibility for any expense incurred by the offeror in the preparation and presentation of the proposal, such expenses are to be borne exclusively by the offeror.

Statement of Understanding

Vendors must acknowledge that they have read and understood all outlined points in this RFP. Based on the information provided. Vendors are expected to respond to all attachments with due diligence by providing the requested information in the designated manner. Vendors must carefully detail the manner and degree by which the proposed system meets or exceeds each specification. Vendors failing to respond to this RFP as prescribed will place themselves at a competitive disadvantage or be subject to disqualification at the discretion of Garrett County Public Schools.

Collusion Among Offerors

Multiple proposals from any individual, firm, partnership, corporation, or association under the same or different names are subject to rejection unless permitted explicitly in the solicitation. Any or all proposals will be rejected if there is any reason for believing that collusion exists among the offerors. Participants in such cooperation may not be considered in future proposals for the same work. Each offeror, by submitting a proposal certifies that it is not a party to any conclusive action.
Section 2 - Scope of Services

Summary

The new Southern Elementary School (SES) housing grades Pre-K through 6th grade is to be designed and constructed in the current Southern Middle School building, located at 605 Harvey Winters Road, Oakland, MD. Once the building is renovated, Broad Ford Elementary School, located directly next to it, will be abated and demolished, then the site will be restored with new parking lots and playing fields.

The Architect for the project is Bushey Feight and Morin (BFM). The renovated school design will include the current 92,000 square feet along with three additions and have an anticipated State Rated Capacity (SRC) of 904 students.

The renovation/addition SES will be comprised of approximately 107,000 net square feet, which equates to roughly 116,00 gross square feet using a 1.4 grossing factor. The renovation will occur in the current 92,000 square feet Southern Middle School and with the remainder in three additions. The actual gross square feet may vary based on the final design of the building.

The SES will be an energy-efficient building that will strive to but will not be required to meet USGBC LEED Silver certification requirements; however, will have to meet all current local building codes of the authorities having jurisdiction and the educational program specifications. The design is to be performed following the State of Maryland IAC and DGS requirements.

The Design of this Project began in May of 2023 and continues through December 2023.

Assuming funding is available, we anticipate bidding on the Project as follows:

- Construction is being bid on between February 2024 and April 2024
- Contract award in May or June 2024 (FY25)
The Preliminary Construction Schedule has been developed for a 15-month construction duration as follows:

**Construction Stage 1 – Renovation – 16 Months**

Phase A – Construction Activities between June 2024 – November 2025

**Construction Stage 2 - Demolition and Site Restoration – 9 Months**

Phase B – December 2025 – August 30, 2026

*Includes all demolition of Broad Ford Elementary School including any Hazardous Material Abatement and site restoration.

The overall construction schedule for the project is 24 months. The SES Project Substantial Completion date for Construction Stage 1 is December 1, 2025. The renovated SES shall be open and occupied by January 1, 2026. The Substantial Completion date for Construction Stage 2 is September 1, 2026.

The Educational Specifications are complete. See the links below. A copy of the Schematic drawings will be provided by request. The request should be made to mgehr2@bfmarchitects.com.

**Southern PK-6 ES+ Southern 7-12 HS Education Specification**

**Southern PK-6 ES + Southern 7-12 HS Schematic Design Submission to Board**

**Background**

The Garrett County Board of Education authorization for this renovation project was preceded by a comprehensive existing site and facility study, and grade-band analysis, including a planning study, considering various renovation and rebuild options, performed by a combination of GCPS staff and outside consultants. Core recommendations of these studies included renovations, redistricting, and the elimination of some facilities.

Based on all the studies along with comprehensive cost analysis, community input, and the required implementation of the BluePrint for MD’s Future, GCPS hired Grimm and Parker. Working with these plans, a team of school administrators, staff, and parents developed a set of Educational Specifications that were adopted by the Board of Education and are to act as the basis for the programmatic design of this project.
The Board of Education awarded BFM Architects for the design in May 2023.

**Scope of Work**

The Construction Management at Risk services shall include a Pre-Construction Design Phase and a Construction Phase. The CMR will provide comprehensive administration and management of all aspects of the construction of the project and will work in concert with the A/E 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 CMR, either through in-house staff or outside consultants/contractors, will serve as a construction manager/contractor and provide all construction services and activities necessary for the design, construction, and occupancy of the project.

A. Construction Management Services to be provided:

   1. Pre-Construction Design Phase Services

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

      - Validate the preliminary construction budget regarding the approved program.
      - Participate in design team meetings and presentations as required to facilitate the design process.
      - Evaluate the design during development; provide 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.
      - Document design and document evaluation process.
      - Develop a design and construction 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, value engineering, and peer review.
      - Provide cost estimating for alternative means, methods, materials, or configurations of the design, construction within specific trades, specific systems, and individual construction packages.
      - Develop a construction budget to be maintained throughout design and construction.
2. 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. Bidding and Award Phase Services shall include, but may not be limited to the following:

- Provide input on the division of construction activities into separate bid packages.
- Pre-qualification of potential contractors and vendors.
- Provide a provisional construction schedule (CPM) 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 in conjunction with the Architect.
- Monitor bidder activity to ensure adequate contractor and vendor participation.
- Receive and analyze bids for presentation to the project team.
- Verify adherence of bids with the construction budget.
- Contract with successful bidders for construction.

3. 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, GCPS.
- Maintain quality control and ensure conformity to contract documents.
- Administration of the construction contract and reconciliation with the construction budget.
- Develop and maintain a detailed design and construction schedule (CPM) indicating methods and sequencing of construction activities and milestones necessary for the completion of the project by the targeted date.
● Documentation of activities associated with the administration, management, and construction of the project.
● Monthly certification of all work in place and approval of all contractor and vendor payment requests.
● Develop record documents for presentation to the Owner, GCPS, upon project completion.
● Provide enhanced project documentation of the construction (photographic history).
● Develop and maintain a contingency log.

4. Warranty Phase Services

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

● Resolution of remaining “punch-list” items.
● Coordinate post-completion activities, including the assembly of guarantees, manuals, closeout documents, training, and the Owner’s, GCPS, and final acceptance.
● Monitor, coordinate, and resolve all warranty complaints to the satisfaction of the Owner, GCPS, during the one-year general warranty period.
Section 3 - Technical Proposal

A. Technical Proposal Submission – Part 1

Description of Firm: Describe the history and growth of your firm as succinctly as possible. Describe any litigation experience with Owners, Architects, or Subcontractors. List any active or pending litigation and explain. Has the firm been involved in any litigation in the past five years?

List at least three Architect and Owner references for projects that your firm has completed in the past three years that required intensive preconstruction services. Briefly describe the projects and list the company, contact person, and phone number. List three major trade contractor references (company, contact, and phone number). Provide a company organizational chart.

Experience: Provide for each of the examples of your experience as CMAR in constructing facilities similar to this project which were included in your Qualifications submittal the following information: provide photographs, provide an Owner, Architect, and Program Manager (if applicable) reference familiar with your performance on the project. Please verify before submitting that all reference information is current. List the individual who served as the Project Executive/Director, Project Manager, Superintendent, and Cost Estimator. Please note whether or not these individuals are still employed with your firm. Include the total percentage of change orders (both construction and owner enhancements) and performance relative to the initial project schedule. For each project, provide the name of an owner’s representative (with a current phone number) who is familiar with your performance on the project. Provide any additional relevant information.

Project Team: Provide qualifications and experience of the following key personnel that you are proposing for this project: principal of the CMAR 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. List the firm’s percentage markup on labor for payroll taxes and insurance.

Substitutions of key team members will not be allowed without written permission of the Owner, GCPS. Replacements will also have to be approved by the Owner, GCPS.
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 to reach the proposed schedule and budget objectives. Describe how your firm would encourage participation by local contractors and vendors.

Construction Management Plan - Describe your firm’s proposed organization for the construction management team including principals, project managers, superintendents, cost estimators, etc. and 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 at Risk.

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 ensure the prompt and expeditious completion of the punch list and other project closeout activities?

Schedule – Respond to the Preliminary Total Project Schedule in Section 4; specifically, regarding the proposed duration of construction. Describe your general approach to the schedule for this project. Describe your firm’s scheduling systems and how your firm intends to manage the pre-construction and construction schedules. Describe alternatives that may be explored to shorten the proposed schedule.

Local Participation Plan – Give a complete description of how your company intends to consider local sub-contractors and suppliers in your scope of work.

References – Provide 3 references of similar type & size projects, along with owner contact information.
Cost Estimate

Provide a cost estimate for the project based on the approach, educational specifications, design guidelines, and Design Concept.

Using the AACEI recommended practices, provide a Level 1 Uniformat estimate of the construction costs.

Provide a narrative for the estimate including any assumptions made by the CM at Risk.

Cost Estimate will be reviewed based on the completeness and quality of the estimate while meeting the program intent and NOT on the lowest/best price.

The Cost estimate shall include the following contingency allowances:

- Construction Contingency
- Design Contingency
- Owner’s Contingency

Technical Proposal Submission – Part 2 – Form of Proposal

Offeror shall provide amounts for each of the following components, in the format requested (Section 5 – Fee Proposal form) in addition to providing a list of any clarifications or exclusions for said amount:

- Fixed Pre-Construction Fee
- Fixed Construction Manager Fee

Note: To be billed in equal monthly installments with 5% of the fee held until ALL Project Closeout requirements have been satisfactorily satisfied.

Note: the supporting backup documentation must be submitted with each monthly requisition to justify the cost incurred. A General Condition Expenses Report shall be provided with each requisition and or at the Owner’s request.
Section 4 - Schedule

The approximate milestone schedule for Construction Management services is as follows:

**Project Design**
- Design phase start date: April 2023
- Cost Estimate for Funding for IAC Submission: September 2023
- SD submission: July 2023
- SD approval (IAC or DGS): August 2023
- DD submission: September 2023
- DD approval (IAC or DGS): October 2023
- CD submission: January 2024
- CD approval (IAC or DGS): February 2024

**Permits**
- Apply for MDE/NOI Permit: February 2024
- Apply for Grading and SWM Permit w/County: February 2024
- Receive Grading Permit and SWM Permit: May 2024
- Apply for Building Permit w/County: March 2024
- Receive Building Permits no later than: June 1, 2024

**Bid and Construction**
- Bid Documents to CM at Risk for Preparation of Bids and GMP: March 2024
- Bids Due to CM @ Risk: April 2024
- Receipt of GMP from CM at Risk: April 2024
- Award GMP Contract to CM at Risk: May 2024
- IAC approval of contract(s): June 2024
- NTP: June 2024

**Construction - Phase 1**
- Begin Construction: June 2024
- Substantial Completion: December 2025

**Construction - Phase 2**
- Begin Construction: January 2026
- Substantial Completion: August 2026

**Project Occupancy**
- January 1, 2026

**Project Completion and Close Out**
- Completion of Two-Year Warranty Period -Phase 1: December 2027
- Completion of Two-Year Warranty Period - Phase 2: August 2028
Section 5 - Fee Proposal Form

CONSTRUCTION MANAGEMENT SERVICES AT RISK FOR THE SOUTHERN GARRETT ELEMENTARY SCHOOL RENOVATION AND MODERNIZATION PROJECT

Name of Firm: __________________________________________________

Address: _______________________________________________________

Telephone: _____________________________________________________

E-mail: _______________________________________________________

Please state the fees for this project below:

Fee for Pre-Construction Management Services - for professional consulting services before 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, 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)

Fee For Construction Management Services – The fee shall be expressed as a flat dollar for the services identified in Sections 2 and Technical Proposal in Section 3 of the RFP and the following:

1. Fixed fee of the maximum amount of compensation for the completion of the project, which must include a breakdown of the cost for each phase of the project.
2. The normal hourly rate of each principal and staff member whose resume is provided or whose job category may be required, and the rate used in the proposal.
3. A list of anticipated reimbursable expenses, which shall be billed at cost.
4. Any reduced fees are offered to other municipalities, governmental entities, economic development or non-profit organization, and civic organizations.
5. Any other fees (travel, communication, administrative services, etc.).

$______________, (_____________________________________)

Note: Although proposed fees will be considered, GCPS reserves the right to negotiate a lower or different fee structure with any firm that is selected. GCPS also reserves the right to request the best and final offer fee proposal during the RFP evaluation process.
In the event, the scope expands beyond the items identified in Sections 2 and 3, GCPS will negotiate with the successful bid award firm on the additional cost.

The undersigned attests that the information contained within the proposal is accurate to the best of their knowledge. If selected, the Firm agrees to incorporate the requirement of this RFP in the final contract with the District.

Signature of Person Authorized to Submit Proposal: ______________________ Date: ______

Typed or Printed Name of Signature Above: ________________________________

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Appendix A

Cover Sheet for Bid Proposal

We hereby propose a lump sum base bid for: **CONSTRUCTION MANAGEMENT SERVICES AT RISK FOR THE SOUTHERN GARRETT ELEMENTARY SCHOOL RENOVATION AND MODERNIZATION PROJECT** following the instructions to bidders and specifications.

Company Name: ______________________________________________________

Company Address: ______________________________________________________

Subject to acceptance by the Garrett County Board of Education, the Vendor acknowledges that by submitting an offer AND signing in the space indicated, the Vendor is contractually obligated to comply with all items in this Request for Proposal. Vendors who sign below may not later take exception to any point during contract negotiations.

Signature of Authorized Individual

Title

Date

Please provide the following contact information about the person responsible for the completion of your offer. This person will be responsible for answering any questions and clarifications concerning the bid proposal.

Contact Name: __________________________

Direct Phone: __________________________

Email: _________________________________
Vendor Questionnaire

All vendors must complete this questionnaire in full to assist the Garrett County Board of Education in reviewing all proposals per the criteria. Failure to completely answer all questions thoroughly and accurately may lead to the rejection of the proposal.

1. How long have you been in business, what experience or qualifications do you possess, and where are you located?

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

2. Has your company ever done the same or similar work for other school districts or governmental agencies? If so, state where and when the work was performed.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
3. Please provide two (2) references of work that you have completed that are of similar scope to this project.

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

4. Are there any upfront or undisclosed fees that are above and beyond what is outlined in your proposal?

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

5. Does your proposal utilize subcontractors? Please submit a list of subcontractors and/or sub-consultants that may be involved in the Contract. Disclose the company name and contact information. This is to ensure that the Board receives only qualified and competent service.

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________
Appendix C

Public Schools Federal/State/Local Government Debarment Procedure

__________ I acknowledge that my firm has NO pending litigation and/or debarment from doing business with the State of Maryland or any of its subordinate government units and/or federal government within the past five (5) years.

__________ I acknowledge that my firm has pending litigation or has been debarred from doing business with the State of Maryland or any of its subordinate government units and/or federal government, within the past five (5) years.
As the duly authorized representative of the applicant, I hereby certify that the above information is correct and that I will advise Garrett County Public Schools should there be a change in status.

Name of Applicant:

_____________________________________________________________________

PR/Award Number And/Or Project Name:

_____________________________________________________________________

Printed Name and Title of Authorized Representative

_____________________________________________________________________

Signature: ________________________________

Date: __________________________