



**CITY OF CASTROVILLE
REQUEST FOR PROPOSALS (RFP) 18-001
CITY ATTORNEY SERVICES**

Sealed Statements of Qualifications (SOQ), plainly marked **DO NOT OPEN RFP 18-001, CITY ATTORNEY SERVICES** on the outside of the mailing envelop, addressed to Marie Gelles, City Administrator, City of Castroville, 1209 Fiorella St., Castroville, Texas 78009 will be accepted until 3:00 p.m., Central Time, on Friday, March 9, 2018.

The RFP may be downloaded from the City's website at www.castrovilletx.gov or by contacting the City Administrator at 830-931-4070. Any questions regarding this RFQ should be addressed to the City Administrator, Marie Gelles, by e-mail at marie.gelles@castrovilletx.gov. Responses to questions will be posted with the solicitation on the City of Castroville website.

The City of Castroville reserves the right to reject any and all statements of qualifications, to waive any irregularity, informality, technicality, or deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the City.

IMPORTANT DATES

City Council Approval of RFP..... February 13, 2018
Solicitation Release Date..... February 14, 2018
Submittal Deadline (3:00 p.m. CST)..... March 9, 2018
Interviews..... TBD
Select Firm & Award Contract..... TBD

City Contact

Marie Gelles, City Administrator
Phone: 830-931-4070
E-mail: marie.gelles@castrovilletx.gov

Mailing/Physical Address

City of Castroville
1209 Fiorella Street
Castroville, Texas 78009

CITY OF CASTROVILLE
REQUEST FOR PROPOSALS 18-001
CITY ATTORNEY SERVICES

SECTION 1. INTRODUCTION:

The City of Castroville is a Type A General Law municipality, with a population of approximately 2785, encompassing approximately 23.4 square miles of land in Medina County in south-central Texas, and is approximately 26 miles west of San Antonio, Texas. The City is a full service City and provides a wide variety of services to citizens and visitors in the Castroville area. Services include police, community development, building inspections, code enforcement, library, parks & recreation, pool, public works (owner and operator of electric distribution system, and gas system, water system and wastewater system), municipal airport operations, and general administrative activities.

Castroville is governed by a Mayor and five (5) Councilmembers who serve staggered two (2) year term. The City Administrator reports to the City Council and is responsible for managing the day-to-day operations of the city.

The city employs approximately 42 full-time employees and 25 part-time/ seasonal employees. Police protection is provided by nine (9) licensed peace officers.

The total FY 2018 budget for the City is \$15,566,030 with a General fund budget of \$3,794,614.

The City has seven (7) boards and commissions including Historic Landmark Commission, Planning & Zoning Commission, Impact Fee Committee, Zoning Board of Appeals, Airport Advisor Board, Library Board, and Parks & Recreation Advisory Board.

SECTION 2. REQUEST FOR PROPOSALS:

The City of Castroville (City) is soliciting proposals from experienced professional legal firms or individual attorney interested in providing City Attorney services to the City on a contractual basis. Law firms or individuals are invited to submit qualifications and proposals for the provision of these services. In order to be considered, proposals must address each of the request for information included in the document. In addition, information regarding rates and fees must be submitted on the sheet included in the Request for Proposal (RFP). The successful applicant shall possess sufficient resources to ensure that the demands of the City's legal needs will be met on a timely basis.

The period of performance shall be for a period of three-year, with one-year renewal options for these services commencing on the date designated in the Contract between the City and the firm/individual, and approved by City Council. However, the City Council reserves the right

to terminate the contract services agreement upon thirty (30) days written notice without cause. The contract services agreement may be terminated for cause immediately. In the event that the relationship between the City and the successful firm is satisfactory to both parties, the contract services agreement may be continued for as long as both parties wish to extend.

In order to ensure a fair review and selection process, firms submitting proposals are specifically requested not to make contact with other City staff or City Council regarding this proposal. Any questions regarding this RFP should be addressed to Marie Gelles, City Administrator, marie.gelles@castrovilletx.gov no later than nine (9) days prior to the submission deadline. Responses to questions will be posted on the City's website www.castrovilletx.gov.

SECTION 3. SUBMITTAL REQUIREMENTS

Respondent shall submit one (1) complete original proposal signed in ink, and six (6) hard copies of the entire proposal in a sealed package clearly marked with the project name, "RFP 2018-001, PROPOSAL FOR CITY ATTORNEY SERVICES DO NOT OPEN," shall be marked on the front of the package.

In order to be considered, proposals must be received no later than **3:00 PM, Central Time, March 9, 2018**, and delivered to:

Marie Gelles
City Administrator
1209 Fiorella St.
Castroville, TX 78009

Proposals received after the deadline will not be accepted. Faxed or emailed proposals will not be accepted. Postmarks prior to the deadline are not sufficient for acceptance. The City will not be responsible for any errors or omissions in the proposals or for any delays in delivery.

The City will not reimburse any expenses incurred by the responder including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at interviews.

The City of Castroville reserves the right to reject any and all proposals, to waive irregularities, to request additional information from all respondents, and further reserves the right to select the proposal, which furthers the best interest of the City. This solicitation does not obligate the City to enter into an agreement with any proposer. The City reserves the right to cancel this Request for Proposal (RFP) at any time, at its discretion.

The City will review the respondents in order of perceived qualifications to determine the most highly qualified respondent. Negotiations will be initiated with the firm selected most highly qualified in order to attempt to arrive at a contract with that firm at a fair and reasonable price.

The professional fees under that contract must be consistent with, and not higher than, the recommended practices and fees published by the applicable professional associations, and may not exceed any maximum provided by law.

3.01 Signature Required

Statements of Qualifications will not be considered unless the Statement of Qualifications Acknowledgement Form is fully completed and an original handwritten signature in ink is provided by the Respondent's authorized representative on the Proposal Acknowledgement Form.

3.02 Late Submission

The City will not receive/accept any late proposal submission after the due date and time.

3.03 Request for Statement of Qualifications

The City is processing this solicitation as a sealed request for Statements of Qualifications. Therefore, only the identity of the Respondent(s) will be disclosed at the time of opening. The content of any statement of qualification(s) will be available for review only after a contract between the parties has been executed.

3.04 Rejection of Statement of Qualifications

The City reserves the right to accept or reject any and all statements of qualifications or any part thereof, to waive all technicalities, and to accept the offer or offers that are determined to provide the best benefit to the City. A failure to provide any requested information may result in rejection of a statement of qualifications, in whole or in part, at the City's sole discretion. However, the City reserves the right to request additional or clarifying information from a Respondent after a statement of qualifications has been submitted. Such information may be used to further evaluate the Respondent's statement of qualifications.

3.05 Solicitation Costs

All costs, indirectly or directly, incurred by Respondent in the preparation, printing, demonstration, or negotiation of its statement of qualifications shall be borne by the Respondent. This solicitation does not obligate or commit the City to pay any costs incurred in the preparation and submission of the statement of qualifications or to contract for the goods/services specified. Further, the City is not obligated to pay any costs incurred by any Respondent as a direct result of errors or omissions committed by City employees or agents in the preparation of this solicitation and the processing of the Respondent's statement of qualifications. It is incumbent upon each Respondent submitting a statement of qualifications to verify the accuracy of the information herein contained based upon each Respondent's research and information, and to immediately advise the City of any discrepancies.

3.06 Rejection of Statement of Qualifications

The City may, by written notice to the Respondent, reject any statement of qualifications if the City determines that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by Respondent, or any agent, or representative of the Respondent, to any employee, agent or elected official with a view toward securing a contract or securing favorable treatment with respect to the award or amendment of this solicitation.

3.07 Clarification

If any Respondent is in doubt as to the meaning of any part of this solicitation, a written request for clarification should be submitted to Marie Gelles, City Administrator, at marie.gelles@castroville.tx.gov no later than nine (9) consecutive days prior to the official time for submission. An interpretation of the request shall be made only by written response, duly issued, with a copy posted for review on the City website.

3.08 Separate Contract

The City will require the selected Respondent to sign a separate, formal contract that fully incorporates all the provisions of this solicitation. The City reserves the right to modify terms and conditions of any proposed contract during negotiations with the Respondent.

3.09 Requests for Non-Disclosure of Information

Except for those documents or portions of documents required to be disclosed by law, all documents submitted as part of the Respondent's statement of qualifications will be deemed confidential during the evaluation process. Following award of contract, all statement of qualification will become public documents and will be available for public viewing unless the Respondent has previously requested in writing the nondisclosure of trade secrets and other proprietary data and has clearly identified those portions of its statements of qualifications, which the Respondent considers to be trade secrets and/or proprietary data. The Respondent may not identify its entire statement of qualifications as consisting of trade secrets and/or proprietary data and any statement of qualifications so marked shall be considered non-responsive. The City makes no representations with regard to whether the identified proportions of a statement of qualifications are subject to public viewing pursuant to the Texas Public Information Act (Section 52.001 et seq. of the Texas Government Code) or any other applicable law or statutes.

3.10 Negotiations

Negotiations may be conducted with the Respondent whose statement of qualifications, in the sole determination of the City, offers the best legal services to the City or the City may award the contract based on such Respondent's original statement of qualifications. If the City is

unable to agree upon a contract with the highest ranked Respondent, the City will terminate negotiations with such Offer and commence negotiations with the next highest ranked Respondent(s) until a contract is agreed upon, subject to the City's right to reject all statements of qualifications.

3.11 Independent Contractor

Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, are and shall be deemed to be independent contractors, responsible for their respective acts or omissions, and that the City shall in no way be responsible for Respondent's actions.

3.12 Assignment

Respondent may not transfer or assign their statement of qualifications or any contract between a Respondent and the City which is awarded under this solicitation.

3.13 Availability of Funds

If the City fails to appropriate funds to provide the legal services requested in this solicitation, the City may terminate the contract with the Respondent awarded the contract without any termination charges upon a thirty (30) day notice by the City.

3.14 Tax Exemption

Unless otherwise noted, the City is exempt from all, and shall not pay or reimburse the Respondent with respect to any local, state, and federal taxes.

3.15 State of Texas Conflict of Interest CIQ Form)

Chapter 176 of the Texas Local Government Code requires that persons , or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City shall file a completed Form CIQ if those persons meet the requirements under §176.066(a) of the statute. Form CIQ is available from the Texas Ethics Commission.

3.16 Certificate of Interested Parties HB Form 1295

Texas Government Code §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Sections 46.1, 46.3 and 46.5 of the Texas Administrative Code, require a business entity to submit a completed Form 1295 to the City before the City may enter into a contract with the business entity.

Form 1295 must be completed online. Respondents must complete, sign and submit HB Form 1295 with your response to this solicitation. The form is available from the Texas Ethics Commission.

3.17 Representation of Respondent

By submitting its statement of qualifications, Respondent represents that:

- (i) Respondent has read and understands this solicitation;
- (ii) Respondent's statement of qualifications is made in accordance with this solicitation;
- (iii) Respondent's statement of qualifications is based upon the information set forth in this solicitation.

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SECTION 4. SCOPE OF SERVICES

The firm/individual selected is to possess a Juris Doctorate from an accredited law school by the American Bar Association, a license to practice law in the State of Texas, and be a member in good standing with the Texas Bar. Experience with Texas municipalities and a comprehensive knowledge of municipal law is strongly preferred

An important part of governance relies on quality legal services. The scope of services will include the appointment of one individual or law firm to serve in the position of City Attorney, who will be appointed by and serve at the will and pleasure of the Castroville City Council.

The scope of services for which fees and rates are requested are not inclusive but are generally divided into three categories: general representation, special projects, and litigation. The firm will be required to provide a detailed, itemized billing on a monthly basis.

The legal services under consideration in this Request for Proposals involve (but are not limited to):

1. Providing a variety of proactive, high quality, and timely legal opinions to the City Council and City staff.
2. Providing legal advice, counsel, training, consultation, and opinions to the City Administrator, City Council and City staff, on a wide variety of subjects including, but not limited to land use planning, employment law, labor law, construction of public works, purchasing and procurement, purchase and sale of property, interlocal agreements, and public disclosure issues.
3. Providing a variety of proactive, high quality, and timely legal opinions to the City Council and City staff.
4. Attending, as requested, regular meetings of the City Council. Regular sessions of the City Council are held on the 1st and 3rd Tuesday of the month at 6:00 pm.
5. Attending occasional special-called City Council meetings as requested.
6. Attending meetings of city boards and commissions as requested by the City Administrator.
7. Attending board of adjustment hearings and appeals as directed by the City Administrator.
8. Being intimately familiar with the City's Code of Ordinances, applicable State and Federal Laws, and other applicable documents (such as the City Personnel Policies and Procedures, code enforcement process, etc.).

9. Providing advice to the City on a variety of legal matters.
10. Providing legal advice to staff, City Administrator, Planning & Zoning Commission regarding zoning codes.
11. Representing the City as the City Attorney in legal matters.
12. Appear before courts and administrative agencies to represent the City's interest.
13. Serving as the City Attorney by prosecuting violations of municipal ordinances.
14. Reviewing and/or drafting ordinances, resolutions, amendments, orders, agreements, contracts, leases and other documents as requested by the City.
15. Reviewing ordinances as requested.
16. Negotiating and administering contracts as well as assisting with contract disputes.
17. Reviewing and making recommendations on a variety of projects and proposals, which have legal ramifications.
18. Reviewing of municipal contracts, including contracts for public improvement, developments, subdivisions, construction, and the like for context, form, legality and execution as requested.
19. Legal work pertaining to property acquisition, property disposal, public improvements, public rights of way and easements, and matters related to public utilities.
20. Claims against the City. Where no insurance coverage is provided, make appropriate evaluation of claims for legality, investigate facts, and make recommendations to City Council.
21. Defend in court all allegation where no insurance coverage is available.
22. Assist in resolving claims not resulting in litigation.
23. Investigate and evaluate all claims by the City against others and recommend appropriate course of action.
24. Maintaining an appropriate relationship with professional organizations in the field of municipal legal services.
25. Staying abreast and informing the City of new or proposed State and Federal legislation affecting the City.

26. Researching alternative approaches to resolving legal problems.
27. Assisting and/or advising on the collection of delinquent revenues.
28. Proving proactive legal counsel on issues pertaining to personnel policies and procedures and providing counsel in all compliance employment matters such as, but not limited to state and federal employment law, Workers Compensation, EEOC, FLSA, FMLA, and OSHA requirements.
29. Prosecuting offenders in municipal court, including preparation of all charges and complaints against, and appearing in the appropriate court in the prosecution of, every person charged with the violation of a City Ordinance.
30. Assisting the City Secretary in staying current on State and Federal Election Laws and the administration of elections for the City.
31. Perform such other legal duties as may be required.
32. Knowledge of land use laws and abilities of the City to implement and administer such laws in conformance with State requirements and the City Councils desire to improve such land use planning.
33. Knowledge of laws and experience with zoning, subdivision, platting, and land development issues.
34. Knowledge of laws and experience with managing extraterritorial jurisdiction and annexation.
35. Knowledge of laws and experience with economic development activities including development, redevelopment, enforcement, and property/real estate law.
36. Knowledge of laws and methods to facilitate code enforcement to improve deteriorating areas of the City, including demolition procedures and property maintenance code provisions.
37. Knowledge of Texas Open Records and Open Meeting Laws.
38. Knowledge of laws and experience in applying Chapter 380 provisions to economic development.
39. Knowledge of laws and experience in working with utility districts, water supply corporations, and emergency services districts.

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SECTION 5. REQUESTED INFORMATION

Each proposal shall be typewritten, single spaced and submitted on 8.5" x 11" white paper bound securely. Font size shall be no less than 12-point type. All pages shall be numbered and printed one-sided.

All proposals must provide specific and succinct answers to all questions and requests for information. In order to simplify the review process and to obtain the maximum degree of comparability, proposals must be organized in the manner stated below and **shall include responses to the following request for information:**

1. **Cover Page.** The cover page should include the RFP subject, the name of the firm, address, telephone numbers, e-mail address, the name of the contact person and the date.
2. **Table of Contents.** The table of contents should clearly identify material by section and page number.
3. **Letter of Transmittal** (Limited to two pages). Provide the name of the person who is authorized to make representations for the firm, their title, address, and their contact information. Include a brief introduction and history of your firm, the year organized, and the number of attorneys employed. Specify the individual that you propose for appointment as City Attorney. Briefly, state the firm understands of the services to be performed and why you believe that your firm is the best qualified to perform the services requested. An individual legally authorized to bind the firm must sign the letter.
4. Completed and signed Statement of Qualifications Acknowledgement Form. An individual legally authorized to bind the firm must sign the form.
5. Provide a list of principals with your firm; including a biographical sketch of each. Include education, years of legal experience, years of municipal legal experience and information on any areas of specialty within the field of municipal law.
6. Personnel Qualifications: Identify the key attorney who will serve in the position of City Attorney with his or her resume and summary of experience. Provide the same for other attorneys (if any) in the firm who may assist with the provision of services. Include a description of these attorney's education, years of legal experience, years of municipal legal experience and any areas of specialty within the field of municipal law.
7. Specialized Legal Service Competence: Provide information about the attorney and firm's experience in providing legal services to municipal organizations. Provide at least three (3) recent (within 5 years) references from these organizations including names, contact person, phone number and email address.

8. Provide a list of current municipal clients, a contact name for each, telephone number and email address. Identify any foreseeable or potential conflicts of interest that could result from such representation
9. If your firm has represented a city in the last five years that you no longer serve as City Attorney, please provide the name of the City, name of the contact person and contact information, and an explanation why you no longer represent that City.
10. Capacity and Capability: Provide information about the attorney and firm's capability to perform on short notice and in a timely manner. If the appointed City Attorney is not available are there other means of responding to requests?
11. Approach to Communicating with the City: Describe the attorney and firm's approach to communicating with the City in regards to progress reports, status reports, recommendations, status of opinions, etc.
12. Work Schedule and Approach to Project Management: Provide a plan for services delivery, and an explanation of how tasks and projects are managed within the firm to insure timely response and completion.
13. Litigation and Ethics
 - A. Provide the style and cite of any current/pending litigation and any litigation settled or disposed within the past five (5) years against the firm, its Attorneys and employees, including its parent, sister or subsidiary companies, and proposed subcontractors.
 - B. Provide detail of ethics violations or board actions within the past five (5) years against the firm, its Attorneys and employees, including its parent, sister or subsidiary companies, and proposed subcontractors.
14. Provide information regarding the number of municipally related Civil District Court and Appeals Court cases actually tried to verdict or judgement during the last five (5) years. This data should be provided for the firm, and for each attorney in the firm that will provide a significant level of service to Castroville. Information should also include the percentage of these cases that received a favorable ruling.
15. If your firm has filed any litigation in the past 5 years in which the City or one of its employees was named as a defendant, please describe the case(s).
16. If you have filed any litigation in the past five (5) years in which a municipality was a defendant, please describe the case(s).
17. Please list of any client that you currently represent that could cause a conflict of interest in executing your responsibilities with the City of Castroville. Indicate if your firm currently represents any real estate developer doing business with, or anticipating doing

business with, the City of Castroville. Describe how you would be willing to resolve these or any future conflicts of interests.

18. Indicate if your firm currently represents any real estate developers doing business with, or anticipating doing business with, the City of Castroville.
19. Demonstrate methodologies that your firm has used in the past to create efficiencies in the delivery of your services, thus reducing costs to your clients.
20. Identify the types of in-service training (such as ethics, Council roles and responsibilities, harassment, Roberts Rule of Order, etc.) your firm is capable of providing the City.
21. Evidence of appropriate general liability insurance, automobile insurance, professional liability insurance, errors and omissions insurance, and worker's compensation insurance.
22. Proposed Fees for City Attorney Services. The City of Castroville is requesting fees to be submitted with two options: Option A: Hourly fees for all work without a retainer. (For hourly fees, please identify hourly rate for each attorney and support personnel, and indicate minimum increment of time billed for services. In addition, state rates for other cost items proposed to be itemized and billed. Option B: Any other fee arrangement including, but not limited to, monthly retainer.
23. Provide the costs of any in-service training your firm can provide to the City.
24. Completed Disclosure of Conflict of Interest Form CIQ and Certificate of Interested Parties HB Form 1295.

Failure to provide completed documentation.

Failure to complete the above documentation may be grounds to declare a statement of qualifications non-responsive and the City may reject the statement of qualifications in whole or in part.

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SECTION 6. EVALUATION

Evaluation Process

From the responses received, a finalist list of two or three firms or individuals may be invited to make a presentation to the City Council at a date and time to be determined, and may require the submission of additional information or materials. The City Council will make the final determination of the successful firm.

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposing firms, or to allow corrections of errors or omissions. In addition, qualifications and references of the top candidates will be verified. The City reserves the right to verify any information contained in proposals.

Evaluation Criteria:

Evaluations of the proposals received may consider, but shall not be limited to, the following review criteria:

General Quality and Adequacy of Response

- Completeness and thoroughness
- Understanding of the services needed

Organization, Personnel, and Experience

- Qualifications and experience of individuals who will perform and supervise the work requested by the City
- Technical capabilities of the firm
- Experience with similar municipalities
- Knowledge and familiarity with the City of Castroville
- Firm's history of ethics or board actions

Availability

- Capability to meet schedules and deadlines
- Current workload and ability to commence requested projects
- Ability to work closely with City staff
- Demonstrated commitment to maintaining staff continuity for the project

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SECTION 7. INSURANCE REQUIREMENTS

Contractors providing goods, materials and services for the City of Castroville shall, during the term of the contract with the City of Castroville or any renewal or extension thereof, provide and maintain the types and amounts of insurance set forth herein. All insurance and certificate(s) of insurance shall contain the following provisions:

1. Name of the City of Castroville as additional insured as to the applicable coverage with the exception of professional liability and workers compensation insurance.
2. Provide for at least thirty (30) days prior written notice to the City of Castroville for cancellation, non-renewal, or material change of the insurance.
3. Provide for a waiver of subrogation against the City of Castroville for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.

Insurance Company Qualifications

Insurance Company Qualifications: All insurance companies providing the required insurance shall be authorized to transact business in the State of Texas and rated at least "A" by AM Best or other equivalent rating service.

Certificate of Insurance

Certificate of Insurance: A certificate of insurance evidencing the required insurance shall be submitted with the Respondent's RFP. If the contract is renewed or extended by the City of Castroville, a certificate of insurance shall also be provided to the City of Castroville prior to the date the contract is renewed or extended.

Type of Contract Type and Amount of Insurance

Statutory Workers Compensation insurance as required by state law.

Automobile Liability with a minimum of \$1 Million Dollars combined single limit.

Public Works and Construction General Liability insurance for personal injury (including death) and property damage with a minimum of \$1 Million Dollars per occurrence and \$2 Million Dollars aggregate, including advertising injury, product coverage and (XCU) explosion, collapse and underground (If high risk or dangerous activities).

Umbrella Coverage or Excess Liability Coverage of \$2 Million Dollars.

Professional Services Professional Liability Insurance with a minimum of \$1 Million Dollars per occurrence and \$2 Million Aggregate.

CITY OF CASTROVILLE
City Attorney Services
Fee Proposal

The individual or firm proposes the following rates for City Attorney services to the City of Castroville:

I, _____ (Name), _____ (Title), acting on behalf of the firm of _____ or of myself individually, do hereby certify that I have reviewed and fully understand the City of Castroville’s Request for Proposals for City Attorney services. I further certify and swear that the information submitted in response to the Request for Proposal is true, correct and fully shows all information required to be reported.

By: _____

ATTEST:

Signature of Notary

(Seal of Notary)

My Commission Expires _____

STATEMENT OF QUALIFICATIONS ACKNOWLEDGEMENT FORM

The undersigned certifies that: (i) he/she is duly authorized to submit and execute this statement of qualifications and (ii) the Respondent and its principles, shareholders, members, partners, employees and/or agents have not and will not attempt to lobby (directly or indirectly) the Castroville City Council or any employees or agents of the City with regard to this statement of qualifications.

The undersigned further certifies that the enclosed statement of qualifications is submitted in accordance with all instructions, specifications, definitions, conditions contained herein and that the undersigned is aware that failing to submit a conforming statement of qualifications may result in partial or full rejection of the Respondent's statement of qualifications.

Firms/Individual Name

Authorized Signature

Date

Print or Type Signatory Name

Principal Address

Position/Title

City/State

Zip Code

Phone Number/Cell Number

Fax Number

E-Mail

Web Page