



**REQUEST FOR
STATEMENT OF QUALIFICATIONS
#2011-55**

Engineering Design Professional Services

FOR

**West Street and Arrowhead Avenue Improvement Project
Project # 03-10020**

April 2011

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i. PUBLIC NOTICE

**City of Flagstaff
NOTICE of REQUEST for STATEMENT of QUALIFICATIONS (RSOQ #2011-55):
ENGINEERING DESIGN PROFESSIONAL
West Street and Arrowhead Avenue Improvement Project – Project No. 03-10020**

The City of Flagstaff is seeking Statements of Qualifications (SOQ's) from Arizona licensed Professionals for Professional Services to:

Prepare full construction plans, specifications and estimates for the reconstruction of West Street and Arrowhead Avenue within the Project limits in the City of Flagstaff, Arizona. These services will include surveying, geotechnical analysis, drainage analysis, utility coordination, public involvement, and coordination with other agencies and City departments.

SCHEDULE OF STATEMENT DEADLINES

| | |
|---|---|
| Advertise for Services: | May 1, 2011 and May 8, 2011 |
| Pre-Submittal Meeting: | 10:30 am, May 12, 2011 Council Conference Room 211 W. Aspen Ave. Flagstaff, AZ 86001 |
| Statements Due: | 3:00 p.m. May 19, 2011 |
| Interviews Anticipated (if conducted) | Week of June 6, 2011 |
| Anticipated Award of CM@R Design Services Contract: | July 19, 2011 |

Statements must be clearly addressed and delivered to: City of Flagstaff Purchasing Division, 211 W. Aspen Avenue, Flagstaff AZ. 86001, with the understanding that materials must be in hand by 3:00 p.m. Local Time, May 19, 2011. **Statements received after that time and date will be considered non-responsive and will be returned unopened.**

Complete information packets are available for download from: <http://www.flagstaff.az.gov/bids.asp>. Request for Statement of Qualifications packages may also be obtained at the office of City of Flagstaff Purchasing Department, 211 W. Aspen Ave., Flagstaff, AZ 86001, or by calling Patrick Brown, Senior Procurement Manager, at 928-779-7602.

The City of Flagstaff reserves the right to reject any or all Statements, to waive or decline to waive irregularities in any Statement, or to withhold the award for any reason it may determine.

Published May 1 and May 8, 2011, Arizona Daily Sun

I. GENERAL INFORMATION

City of Flagstaff (the "Owner") invites interested Professionals to submit a written Statement of Qualifications (SOQ) for performing Professional Engineering services relating to the engineering design of the West Street and Arrowhead Avenue Improvement Project (the Project) for the City of Flagstaff, Arizona.

To be eligible for consideration, Professionals must submit an SOQ demonstrating appropriate competence, qualifications, and relevant design experience with this type of projects.

A. Project Description

The West Street and Arrowhead Avenue Improvement Project is located in East Flagstaff in the Sunnyside neighborhood. The project limits run from Cedar Avenue on the north boundary to the Route 66 corridor on the south boundary. Improvements generally consist of the following work:

Full asphalt road reconstruction
Sidewalk and curb/gutter improvements
Utility improvements
Stormwater drainage improvements
Street lighting
Landscaping

A Project corridor study was completed in August 2005. Developed documents include:

Preliminary Drainage Report
Design Concept Report

The final scope of the project will be based on the investigation and determination made in these documents. Due to the date of the study, and project needs that may have changed within the public sector or City Departments, final design may vary. Study documents are included in this solicitation as **Exhibit A**.

Stormwater design will give consideration to the recently completed City of Flagstaff Master Drainage Study. This document is included in this solicitation as **Exhibit B**.

B. Project Budget

The Owner's initial construction budget for this project is currently established at approximately \$6,500,000.

C. Scope of Services

The scope of design services required is consistent with the current City of Flagstaff standard Service Agreement contract. A copy of the contract template will be provided to firms requesting RSOQ packets and will also be posted on the City of Flagstaff website along with the RSOQ as a related document.

A. Design services by the Design professional will generally include, but may not be limited to:

- Complete and accurate set of construction plans, contract documents, construction specifications, and special provisions
- Cost estimates, bid schedule, and engineering data for construction of the proposed improvements
- Project area topo and boundary survey

- Drainage report, geotechnical report, and design reports as required
- Public Involvement
- Value engineering and alternatives analysis
- Development and adherence to design schedule
- Limited construction-phase services
- As-builts

It is expected that preparation of this information will require considerable coordination with the private property owners in the project area and City departments including Public Works, Utilities, Stormwater, and Community Development, as well as Arizona Department of Transportation, Arizona Department of Environmental Quality, and private utilities. It is anticipated that the construction services will be delivered through the Construction Manager at Risk delivery method and the engineer is expected to have experience coordinating the design development in cooperation with the contractor.

D. Project Schedule

It is planned that Phase I of the project (West Street from Cedar Avenue to Sixth Avenue) will be designed from July 2011 to February 2012 and constructed in the summer of 2012, followed by Phase II (West Street and Arrowhead Avenue from Sixth Avenue to Route 66) which will be designed for construction in the summer of 2013. The design award may be phased. **The awarded consultant is required to contribute adequate resources to produce the necessary design documents to complete construction in this timeline.**

E. The Use of the Construction Manager at Risk (CM@R) Process

The Owner intends to select a Design professional through a procurement process pursuant to A.R.S. Section 34-603 and wishes to employ the CM@R project delivery process during design to encourage a creative value engineering approach through the interactive efforts of an experienced, highly motivated team. The CM@R process is expected to foster a cooperative owner-design professional-constructor effort to review completed design documents, to identify potential value engineering concepts and to complete construction of the Project within the available budget and planned schedule. It is anticipated that the RSOQ for the CM@Risk Contractor will be advertised in the fall of 2011; however the City reserves the right to remove the CM@R construction process from the project and solicit lowest responsive construction bids.

A copy of the Construction Manager at Risk Contractor Services contract templates will be provided to firms requesting RSOQ packets and will also be posted on the City of Flagstaff website along with the RSOQ as a related document. Please note that the Construction Manager at Risk Contractor Services contracts are for informational purposes only and is not executed by the Design professional.

II. STATEMENT OF QUALIFICATIONS REQUIREMENTS

A. General Requirements

Responses to this RSOQ must be in the form of a Statement of Qualifications (SOQ), as outlined in this RSOQ and as allowed by A.R.S. Section 34-603(C). Submittals must be clear and concise, organized as indicated in the outline in Part III, and with all identified sections included. If, in the judgment of the Owner, a SOQ does not conform to the format specified herein, or if any section is absent or significantly incomplete, the Owner reserves the right to reject the submittal.

Interested firms are required to submit information relative to their qualifications, experience and ability to meet the project's goals and objectives and other criteria as listed. All information must be provided as requested for all firm members and their key personnel to be assigned to this project.

Wherever the word "Proposer" is used in this RSOQ, it shall mean each or any of the individuals, firms, partnerships, or corporations, submitting an SOQ for performance of the CM@R design services being sought by the Owner for this project.

B. Pre-Submittal Conference

A Pre-Submittal Conference will be held on the date indicated in the Public Notice. The purpose of this conference will be to clarify the contents of this RSOQ in order to prevent any misunderstanding of the Owner's intentions. Any doubts as to the requirements of this RSOQ or any omission or discrepancy should be presented to the Owner at this conference. The Owner will then determine the appropriate action necessary, if any, and issue a written addendum to the RSOQ. Oral statements or instructions will not constitute an addendum to this solicitation unless confirmed in writing by addenda.

C. Interpretation of RSOQ Documents/Communications with Owner

Proposers who desire clarifications of the Project, selection criteria, or submittal requirements after the Pre-Submittal Conference shall restrict their inquiries to **written communications only**.

Address all communications (other than delivery of the SOQ) to the Owner's project manager at the address noted below.

City of Flagstaff
Attn: Christine Cameron, Project Manager
211 W. Aspen Avenue
Flagstaff, Arizona 86001
ccameron@flagstaffaz.gov

Requests for clarifications/questions must be received no later than **3:00 P.M. Monday, May 16, 2011**.

The following procedures apply:

1. The Proposer submitting the question shall be responsible for its prompt delivery prior to the stated deadline for clarifications.
2. Interpretation or correction of the RSOQ Documents will be made only by issuance of a written addendum which will be made available to each known recipient of an RSOQ. The City is not responsible for any explanations or interpretations of the RSOQ documents other than those made by written addendum.

D. Delivery of Submittals

SOQs shall be delivered to the **City of Flagstaff Purchasing Division, (2nd floor, City Hall)** at 211 West Aspen, on or before the hour and date indicated in the Public Notice. SOQs shall be clearly marked as follows:

**Statement of Qualifications #2011-55
West Street and Arrowhead Avenue Professional Design Services
(The name of the Prime Proposer)**

Submittals received after the scheduled due date and time for receipt shall not be accepted and will be returned to the Proposer unopened. Proposers are solely responsible for the delivery of their submittals to the above location by the time and date specified. Please note that delivery services and "overnight mail" should not be relied upon to make timely deliveries. Telegraphic, telephonic, telecopy (facsimile), or electronic submittals or modifications of submittals will not be considered.

SOQ's received by the date and time listed above, will be opened and the name of the Respondents will be read aloud. All information regarding the content of the specific submittals will remain confidential until an award is made, or all are rejected.

III. STATEMENT OF QUALIFICATIONS ORGANIZATION AND FORMAT

A. General

The Statement of Qualifications should display clearly and accurately the experience, knowledge, and capability of the Proposer to meet the requirements of this project and RSOQ.

NOTE: EACH PROPOSER MUST SUBMIT SEVEN COPIES OF THE STATEMENT OF QUALIFICATIONS.

The Statement should be fully self-contained, without addenda, and should follow the format outlined below. Presentations within the Statement should reflect consideration of the specific evaluation criteria identified in Part IV of this RSOQ.

B. Format

The Selection Committee will evaluate firms submitting responses to this RSOQ based on the information provided in their Statements of Qualifications (SOQ) and interviews, if conducted. To allow for a standard basis of evaluation, all SOQs are requested to follow a similar format. SOQs shall not exceed fourteen (14) pages **total** in length excluding front and back cover pages, section dividers, title page, table of contents, signed transmittal letter and Affidavit of Non-Collusion. The section dividers shall not include text or graphics. Total allowable pages shall be single-sided 8 ½" x 11" with the exception that up to one page may consist of 11" x 17" fold-out. Standard text shall not be less than 10 Font.

Combinations of text and graphic material may be used at the Proposer's discretion. Proposers are encouraged to employ any methods they consider appropriate in communicating facts and qualifications.

Do not include any design concepts, fees, or pricing related to this project with SOQ submittals. These materials will not be considered, and failure to comply with this provision may result in the rejection of the submittal.

Proposers must submit with their Proposal a signed copy of the Non-Collusion affidavit included as Attachment "A".

C. Organization

SOQs should be organized with sections/dividers as follows (***Include all of the following***):

Cover:

The cover should contain the following relevant data as a minimum:

- Statement indicating response to: RSOQ for West Street and Arrowhead Avenue Improvement Project.
- RSOQ #2011-55
- Submittal due date and time
- Company name (and logo if desired)
- Other information/graphics as desired

Title Page:

(one page maximum)

Include company name, addresses, email/website addresses, phone and FAX numbers and name(s) of Principals.

Transmittal Letter:

(One page maximum)

Provide a transmittal letter on the Proposer's company letterhead identifying the Proposer and introducing key proposed Team members. Provide an expression of the firm's interest in being selected. Briefly summarize the Proposer's background and any distinguishing qualities or capabilities that uniquely qualify the Proposer for this project. Identify the key team members and their length of experience both in their respective industries and in their current companies. Confirm the availability of the key personnel identified in the SOQ. Specifically state that reasonable diligence has been exercised in the preparation of the SOQ and that all contents are true, accurate, and complete to the best of the signer's knowledge. Specifically state that no exceptions are taken to the contents of the RSOQ, or specifically identify and explain any RSOQ item to which an exception is taken. Note: Exceptions taken may render an SOQ non-responsive, or exceptions taken may be considered in scoring the SOQ under relevant scoring criteria.

This letter is to be signed by the individual with authority to bind the Proposer contractually. Please address the letter to:

**Patrick Brown, Senior Procurement Specialist
City of Flagstaff – Purchasing Division
211 W. Aspen Avenue
Flagstaff, AZ. 86001**

Table of Contents:

The Table of Contents shall include all SOQ sections as listed below. (***Please tab the following SOQ sections as indicated below***)

IV. EVALUATION CRITERIA

**A. Qualifications/Expertise of Firms on the Team
(25 points)**

This section provides information demonstrating the qualifications, expertise, and physical proximity of the firms included on the team. Please provide the following information:

1. **Team Composition:** Describe the team composition and provide a list the following information:
 - a. All firms on your team, include main office location
 - b. Expertise that each firm on your team will provide
 - c. Number of employees for each firm on your proposed team within the state of Arizona
 - d. List the Arizona professional licenses held by the team and the key personnel that will be assigned to this project. Provide the license number, and whether the firm or an individual holds the license.
 - e. Demonstrate the team's familiarity with relevant and current city, state and federal regulations and/or procedures.
 - f. Demonstrate your team's understanding and approach to participating in the CM@R delivery method.
 - g. During design and construction phases of a project, what is your response time (by a qualified person — decision maker in your firm) to meet with staff and/or the contractor to resolve concerns, explain the design intent, or adjust the design intent to accommodate unforeseen site conditions? **(5 points if less than 30 minutes, 0 points if over 30 minutes inclusionary of existing 25 points)**

2. **Organization Chart:**
Provide an organization chart of the proposed project team and include the respective roles that each firm will provide.

3. **Similar Project Experience of the team:**
For each firm and/or team, identify at least three projects of comparable character, size, budget and complexity in which the firms/teams have provided services in their field. For each project identified, provide the following information:
 - a. Description of the project
 - b. Role of the firm
 - a. The project's original contracted design cost and final design cost
 - c. The project's original contracted construction cost and the final construction cost
 - d. Design and Construction dates
 - e. Project Owner
 - f. Reference information (two current names with telephone numbers per project)
 - g. Value engineering items
 - h. Key issues and solutions

B. Experience of Project Manager and Key Personnel to be Assigned to the Project (40 points)

1. For each key person identified in the organizational chart, list at least two comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm/team above in A.3, provide just the project name and the role of the key person. For other projects, provide the following:
 - a. Description of the project
 - b. Role of the person
 - c. Employer during the project
 - d. The project's original contracted design cost and final design cost
 - e. The project's original contracted construction cost and the final construction cost
 - f. Design and Construction dates
 - g. Project Owner
 - h. Reference information (two current names with telephone numbers per project)
 - i. Value engineering items
 - j. Key issues and solutions

2. This section showcases the Project Manager's experience and expertise with similar projects.

Demonstrate the experience of the Project Manager to assemble and lead diverse, multi-disciplinary design teams with at least two similar projects. Include the following information for each example:

- a. Description of the project
- b. List of agencies and firms on Project team
- c. List of stakeholder agencies/firms/organizations
- d. Project Manager's responsibilities
- e. Employer during the project
- f. The project's original contracted design cost and final design cost
- g. The project's original contracted construction cost and final construction cost
- h. Design and Construction dates
- i. Project Owner
- j. Reference information (two current names with telephone numbers per project)
- k. Key issues and solutions

3. Demonstrate the Project Manager's experience with:
 - a. Public Involvement and public speaking
 - b. Working with a CM@R contractor
4. Explain why you or your firm is the most qualified to perform your services in the Flagstaff area for the City of Flagstaff. Describe the 3 most recent projects that were performed in the Flagstaff greater area or an area that demonstrates similar geological and climatological characteristics that demonstrate this qualification.

Key personnel identified and listed are required to perform the identified roles unless otherwise agreed to in writing by the City of Flagstaff.

C. Understanding of the Project and Approach to Performing the Required Services (40 points)

1. PROJECT STORMWATER DRAINAGE:

- a. The project is in an established floodplain that has undergone partial improvements. Surface drainage generally travels north/northwest to south/southeast from McMillian Mesa to Arrowhead/Route 66 intersection.

Localized drainage problem areas have been identified south of the block of Sixth Avenue between Izabel Street and West Street, the block of West Street between Sixth Avenue and Fourth Avenue, and the utility easement/alleyway (1/2 block east of West Street) from Fourth Avenue to the south. Understanding that the project will be phased over two seasons in construction and the first phase to be delivered will be the upstream phase between Cedar Avenue and Sixth Avenue, discuss the following:

- i. Approach to survey and design of the project
 - ii. Mitigation of neighborhood drainage issues between construction phases
 - b. Provide up to three example projects within the team to demonstrate experience on projects involving creative solutions to resolve drainage issues within existing residential neighborhoods and business districts and mitigation of flooding issues. Include the following information for each example:
 - i. Description of the project
 - ii. Employer during the project
 - iii. The project's original contracted construction cost and final construction cost
 - iv. Design and Construction dates
 - v. Project Owner
 - vi. Reference information (two current names with telephone numbers per project)
 - vii. Key issues and solutions
2. **PUBLIC INVOLVEMENT:** This project will include Public Involvement during design and construction of the project to facilitate integration of the improvements into the developed corridor. Describe your team's experience and approach with the following (list key staff and role):
- a. Informing the public
 - b. Gaining attendance and participation at public events
 - c. Presenting technical information to a non-technical audience
 - d. Gaining endorsement of a project
 - e. Presentations to Mayor and Council

3. Discuss any other major issues your team has identified on this project and how you intend to address those issues.
4. Identify critical schedule milestone activities for the project.

**D. Value Added Knowledge and Experience
(10 Points)**

The City of Flagstaff has determined that it is important to the success of the Project that the design team hired by the City be familiar with local community needs, standards and historical challenges as well as local codes and site conditions, and that the design team be accessible to City staff as needed during the design and construction phase of the Project. Therefore, each respondent should address

1. How will the firm's Project Manager (Responsible person in charge) maintain accessibility to City Staff, and
2. Demonstrate the Project Manager's (Responsible person in charge) knowledge of local geology, climate, practices, materials and codes by specifying in the submittal their past experience in working in the Northern Arizona region, or in a region with geology and climate conditions similar to those in the City of Flagstaff.

Required Attachment

Complete and include the Non-Collusion Affidavit form included in this RSOQ as Attachment A.

V. EVALUATION AND SELECTION PROCESS

A. Overview

This is a qualifications-based selection process as authorized by ARS Section 34-603. The initial activity will involve an evaluation and scoring of each Proposer's qualifications and relevant experience, as indicated in its SOQ. A minimum of three and a maximum of five firms, or as otherwise allowed by law, **may** be invited to participate in interviews pursuant to A.R.S. Section 34-603(C)(2)(b). Following the interviews, if interviews are elected to be conducted by the Owner, the selection committee shall rank three firms in order of preference to generate a Final List per A.R.S. Section 34-603(C)(1)(a) or as may be allowed by A.R.S. Section 34-603(C)(2)(c)(i-iii). Negotiations will commence with the highest ranked firm on the Final List in accordance with ARS Section 34-603(E) and will proceed as set forth therein; or the solicitation may be cancelled pursuant to 34-603(H).

B. Qualification for Evaluation

To qualify for evaluation, the SOQ must have been submitted on time and materially satisfy all requirements identified in this document.

C. Selection Committee

The Selection Committee will consist of up to seven members and will be composed of City staff and others.

D. RSOQ Evaluation and Ranking Process

The Owner intends to award a Contract to the most qualified firm on the basis of demonstrated competence and qualifications. SOQ submittals that are responsive to the requirements of this RSOQ will be evaluated by the Selection Committee and awarded points for each stated criteria item as follows:

Maximum Achievable Points

| | |
|--|----|
| Qualifications/Expertise of the Firms on the Team..... | 25 |
| Experience of Project Manager and Key Personnel to be Assigned to the Project..... | 40 |
| Understanding of the Project and Approach to Performing the Required Services..... | 40 |
| Value Added Knowledge and Experience..... | 10 |

Total Available Points 115

The Selection Committee SOQ ranking process may result in a list in order of rank of a minimum of three and a maximum of five firms with whom the Selection Committee may elect to conduct interviews.

E. Interviews

Selected Proposers/Teams may be required to participate in an interview, pursuant to A.R.S. Section 34-603(C)(2)(c)(i). If the city conducts interviews, each Proposer/Team is required to be represented in its interview by the key personnel with whom Owner staff will be directly conducting the day-to-day business of the Project including the project Team Leader.

If conducted, interviews will be sixty (60) minutes in duration. A formal presentation will be part of the interview. The presentation will be limited to twenty (20) minutes in duration. The remainder of the interview period will be dedicated to discussion of project specific criteria and response to questions from Selection Committee in attendance.

F. Interview Instructions:

Should interviews be elected by the Owner, a specific schedule and additional instructions for the interview will be provided to each firm selected for an interview.

Form of Agreement: The Owner will prepare an Agreement for CM@R Design Services to be used in connection with the Project. A review copy will be provided to each firm listed for interviews prior to the time set for their interview. At the time of the interview each firm will be required to provide, in writing, a statement of concurrence with the terms and conditions of the Agreement, or, a statement of any specific exception(s) to the terms and conditions of the Agreement. Exceptions may be considered in scoring under appropriate criteria.

G. Interview Ranking and Team Selection:

Following interviews with the listed Proposers/Teams, the Selection Committee will rank the Proposers/Teams. Final ranking criteria will be:

Maximum Achievable Points

- | | |
|-----------------------------------|------------|
| • Submitted RSOQ score | 115 points |
| • Team Presentation | 25 points |
| • Response to Interview Questions | 50 points |

Total Available 190 Points

Following the evaluation process the Selection Committee will select a Final List of three Teams (or as otherwise allowed by law) deemed most qualified to provide the CM@R services, ranked in order of preference based on the SOQ evaluation and/or the interview evaluation. The Owner will proceed to negotiate an Agreement with the highest ranked Final List firm, or will terminate the solicitation. If the Owner is unable to negotiate a satisfactory Agreement with the highest ranked firm, with terms and conditions the Owner determines to be fair and reasonable, negotiations with that firm will be formally

terminated. The Owner will then undertake negotiations with the next most qualified Final List firm in sequence, until an Agreement is reached or a determination is made to reject all SOQs and terminate the solicitation.

VI. ADDITIONAL INFORMATION

A. Instructions

The City of Flagstaff shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum to the Statement of Qualifications. The addendum will be transmitted to all registered Request for Qualifications document-holders.

B. City Rights

The City of Flagstaff reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

C. Release of Project Information

The City of Flagstaff shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City of Flagstaff.

D. Contact with City Employees and Consultants

All persons and/or firms that are interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This includes but is not limited to the evaluation panel, the City Manager, Assistant City Manager(s), Deputy City Manager(s), Department Directors or other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public, and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified in Section II.

E. Contact with Elected Officials (Mayor, City Council)

Any contact pertaining to this selection process with elected officials must be scheduled, in person, through the Flagstaff City Clerk's Office, 211 W. Aspen Avenue, Flagstaff AZ 86001, and are posted by the City Clerk at least twenty-four (24) hours prior to the scheduled meeting. The Clerk's posting shall include and detail the participants and the subject matter, and shall invite the public to participate. No contacts made by telephone, other than to schedule a public meeting, are permitted. Copies of contacts made by letter, facsimile, e-mail, or other written method shall be made available to the public, press, and all submitting firms.

F. Reservation of Rights

There shall be no express or implied intent to contract until expressly stated in writing by Owner, an award is made, and all conditions stated herein are satisfied. The Owner reserves the right to reject any or all SOQs, or to withhold the award for any reason it may elect, and to waive or decline to waive irregularities in any proposal.

ATTACHMENT A

Non-collusion Affidavit

ATTACHMENT A

NON-COLLUSION AFFIDAVIT

**WEST STREET AND ARROWHEAD AVENUE IMPROVEMENT PROJECT
ENGINEERING PROFESSIONAL SERVICES**

State of Arizona
County of _____

_____, affiant, the

_____ of
(TITLE)

(NAME OF COMPANY)

The person, corporation or company responsible for the accompanying Statement of Qualifications, having first been duly sworn, deposes and says:

That such Statement of Qualifications is genuine and not sham or collusive, nor made in the interest of or on behalf of any person not herein named, and that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a sham submittal, or any other person, firm or corporation to refrain from submitting, and that the Proposer has not in any manner sought by collusion to secure for itself an advantage over any other Proposer.

(TITLE)

Subscribed and sworn to before me this
____ Day of _____, 200__.

SIGNATURE OF NOTARY PUBLIC
IN AND FOR THE

COUNTY OF _____

STATE OF _____

(My Commission Expires _____, 200__).

ATTACHMENT B

Sample Professional Services Contract

END OF RSOQ