



SAN FRANCISCO REDEVELOPMENT AGENCY

Request for Qualifications

Community Facilities Demonstration Project

**RFQ Available
December 16, 2009**

**Deadline for Submission
January 6, 2010**

**Issued by:
San Francisco Redevelopment Agency
1 South Van Ness Avenue, Fifth Floor
San Francisco, CA 94103**

**Contact: Thor Kaslofsky
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COMMUNITY FACILITIES DEMONSTRATION PROJECT

I. SUMMARY

The San Francisco Redevelopment Agency (“Agency” or “SFRA”) is inviting firms to submit qualifications to design, manufacture, and install an approximately 7,500 square foot sustainable design modular type pre-fabricated building to be installed on Parcel A of the Hunters Point Shipyard (“Shipyard”). The building will serve as a Community Facilities Demonstration Project (“Community Facilities Demonstration Project” or “Demonstration Project”) providing community-based public meeting and event space as well as support a range of potential other uses, including arts and arts education, job training facilities, recreation and open space-type uses. The site improvements and the building need to be designed with maximum flexibility to accommodate a range of uses that will change over time.

Agency staff will review the submitted statements and select a pool of qualified firms to submit a sealed-bid fee proposal for the design, fabrication, installation and construction management for the modular building. In accordance with Federal procurement requirements, the contract will be awarded to the lowest responsible bidder among the selected pool of firms. Following completion of all required Agency processes and receipt of all Agency approvals, the Agency will issue a Notice of Award to the successful bidder.

This opportunity is open to all businesses, both for-profit and non-profit. Applicants are advised that the Agency is committed to vigorous equal opportunity employment.

II. IMPORTANT DATES AND SUBMISSION PROCESS

A. Important Dates

Statements of Qualifications are due by 4:00 p.m., January 6, 2010

****All dates are subject to change.***

RFQ available at the Agency	9:00 a.m., December 16, 2009
Pre-submission meeting at the Agency	10:00 a.m., December 22, 2009
Deadline for questions and requests for additional information	4:00 p.m., December 30, 2009
Submission deadline for Statements of Qualifications	4:00 p.m., January 6, 2010
Applicant interviews (if held)	the week of January 11, 2010
Request for Fee Proposals transmitted to selected firms	the week of January 11, 2010
Fee Proposals due	4:00 p.m., January 25, 2010
Agency Commission consideration	4:00 p.m., February 16, 2010

B. Pre-Submission Meeting

A pre-submission meeting will be held at the Agency, located at 1 South Van Ness Avenue in San Francisco on the fifth floor, or if the Agency prefers at the site location on the date and time shown in Section II. A. The meeting will include an overview of the Demonstration Project and provide an opportunity to ask questions. Although attendance is not mandatory, it is highly recommended.

C. Questions and Requests for Additional Information

All questions and requests for additional information regarding this RFQ must be received in writing by the Agency, by hand, overnight delivery, mail, fax, or e-mail on or before the date and time as shown in Section II. A. All addendums, responses and additional information will be distributed to all registered RFQ Holders. The Agency reserves the sole right to determine the timing and content of the response, if any, to all questions and requests for additional information. Questions and information requests should be submitted to:

**Attention: Thor Kaslofsky
San Francisco Redevelopment Agency
1 South Van Ness Avenue, Fifth Floor
San Francisco, CA 94103
Telephone: (415) 749-2464
Fax: (415) 749-2585
E-Mail: Thor.Kaslofsky@sfgov.org**

D. Registration

Although it is not necessary to register to receive a copy of the RFQ or to submit a Statements of Qualifications, it is strongly recommended as it will permit the Agency to mail addenda information and respond to inquiries. Only registered firms will receive responses to all written questions, addendums and any additional information distributed prior to the Statements of Qualifications submission date.

E. Submission Time, Place, Date, Contact

Submission of one original and seven (7) copies of the Statements of Qualifications must be received by the Agency receptionist no later than **January 6, 2010 at 4:00p.m.** and be addressed to:

**Community Facilities Demonstration Project RFQ
San Francisco Redevelopment Agency
1 South Van Ness Avenue, Fifth Floor
San Francisco, California 94103
Attention: Thor Kaslofsky**

III. BACKGROUND

The Redevelopment Agency of the City and County of San Francisco seeks responses of qualification with the goal of contracting with a firm to design, manufacture and install a 7,500 square foot sustainable design modular type pre-fabricated building with the goal of achieving Leadership in Energy and Environmental Design (LEED) Green Building Rating SystemTM Silver Certification for use as a Community Facilities Demonstration Project in the Shipyard. The Agency expects the Demonstration Project building to be developed as a component of an overall strategy for an Arts and Technology District on the Shipyard that brings tangible economic and community benefits for the existing and future Bayview Hunters Point (“BVHP”) community, a long underserved and physically isolated part of San Francisco.

As part of the Phase 1 development of the Shipyard, the Agency’s development partner was required to provide 1.2 acres of land for the purposes of providing critical community resources such as education, job-training facilities, small-business development opportunities, and other community services for the benefit of existing and new residents of the community.

Over the last five years, Agency staff, consultants and the community have been working to define a development for this parcel that would best match the needs of existing and future residents in the area and would also expand over time. Through this process, it has become clear that the needs for this land, and the sources to fund its construction upon it, would evolve with the build-out of the Shipyard and that while planning for the parcel should be continued, the planning process would also benefit from the opportunity to observe the range of initial users for community facilities at this location. In addition, the evolution of the market in this area will in almost all cases require the phased build-out of the parcel.

The Agency would like to construct an approximately an approximately 7,500 square foot building to serve as a demonstration space for community uses proposed for the adjacent 1.2 - acre Community Facilities Parcel set aside for community uses. Such uses may include but are not limited to:

- Meeting and event space
- Office space for non-profits providing services to the community
- Arts and arts education
- Job Training
- Recreation

A. Location

The building would be located on a 0.69 acre lot within the first phase of the Shipyard development. The parcel will be provided with limited site improvements, including utilities.

The Community Facilities Parcel is one near-term component of a broader multi-year vision for the adjacent Shipyard Arts and Technology District. The Demonstration Project will seed the identity and early economic activity for the ultimate vision of the Shipyard Arts and Technology District, which calls for 2.5 million square feet of commercial research & development space for emerging technologies such as clean technologies and life sciences. The Demonstration Project will also allow the Agency and the City to position other assets, such as Building 813 and the

1.2- acre Community Facilities Parcel, in a way that best responds to the emerging needs of this new mixed-use community.

B. Project Objectives

The Agency seeks to achieve the following objectives with the Community Facilities Demonstration Project:

1. Demonstration of commitment to the highest green building standards: The facility should represent an intense commitment to sustainable building and design, which may include natural ventilation, natural lighting sources, net-positive energy usage, potable water and storm water strategies, and high energy performance.
2. The building shall demonstrate interior functional flexibility in both usage and potential for growth and re-programming.
3. The building shall meet the minimum requirements of either the U.S. Green Building Council's Leadership in Energy and Environmental Design ("LEED®") Green Building Rating System™ Silver Certification or shall be capable of achieving a LEED® Platinum Certification equivalent standard as measured through a pro-rata allocation of LEED® credits for the building and its systems.
4. The vast majority of the proposed building components and systems will have been tested in an integrated manner in a relevant site.
5. The building shall exceed Title 24 Energy Requirements by a minimum of 50%.
6. The building shall meet the minimum requirements of the 2010 California Green Building Standards.
7. The building shall contain a net usable area of no less than 5,000 square feet. An additional minimum of 64 net square feet shall be set aside to accommodate an accessible restroom, storage and/or similarly functional support space without disrupting the general area layout.
8. The building shall be readily capable of accommodating one or more of the following sustainable enhancements: photovoltaic cells, green (living) roofing system, displacement ventilation, radiant heating/cooling, sun shading devices or other proven energy efficient systems.
9. The building will comply with all applicable codes, regulations, and standards.

Envelope Specifications

1. The building shall have a minimum average of R19 insulation, and shall be sealed and protected from any infestation.
2. Roofing shall be U.S. Environmental Protection Agency Energy Star Rated and certified by the Cool Roof Rating Council.

3. Exterior window area shall be a minimum of 30% of the interior floor area.
4. Windows shall be high performance, low-E assemblies. Operable window area shall achieve a minimum of 10% of interior building floor area.

Indoor Environment/Air Quality

1. Building design shall provide functionally flexible interior spaces.
2. The building shall utilize natural ventilation and, if required, mechanical systems to meet the minimum requirements of Sections 4 through 7 of ASHRAE Standard 62.1-2004, Ventilation for Acceptable Indoor Air Quality.
3. Airflow Analysis shall be provided showing adequate airflow simulation through the building without the assistance of mechanical systems.
4. Restrooms, storage, and similarly functional spaces which may produce strong fumes shall be separately ventilated.

Lighting

1. Priority shall be placed on the use of Indirect Natural Light to achieve the appropriate light standards of 25 - 50 f/c. Demonstrate that a minimum daylight illumination level of 25 footcandles will be achieved in a minimum of 75% of all regularly occupied areas.

Thermal Comfort

1. The building shall provide a high level of thermal comfort system control to both individual- and multi-occupant spaces, with separate controls for each room.
2. HVAC systems and the building envelope shall meet the requirements of ASHRAE Standard 55-2004, Thermal Comfort Conditions for Human Occupancy.

The Community Facilities Demonstration Project will serve as a community center to host community-based organizations, meetings, and events. Thus, the site improvements need to be designed with maximum flexibility to accommodate a range of uses that will change over time. The installation of the pre-fabricated modular building will need to preserve the sloping terrain of the existing lot and still maximize usability of the outdoor open-space.

C. Funding and Budget

This project is funded by a \$2.33 million grant from the U.S. Department of Commerce, Economic Development Administration (“EDA”). In order to be awarded this contract the selected consultant (“Recipient”) will need to comply with the requirements in this RFQ. The EDA funding source requires that all work, including design, fabrication, engineering, installation and substantial completion, be completed no later than August 15, 2010. Firms submitting proposals should prepare a scope of work including tasks and deliverables that the firm believes will best achieve the objective of the study. Key elements of this study are defined in Section IV, Scope of Services.

IV. SCOPE OF SERVICES

The Agency seeks to enter into a contract with a firm to design, manufacture, and install on the Shipyard, an approximately 7,500 square foot state-of-the-art modular facility demonstrating the latest advances in sustainability and green building technology. The Agency requires this building to be installed on-site and substantially completed by August 15, 2010. The Agency is expecting the creation of a long-life, flexible pre-fabricated, aesthetically unique modular building that can adapt to changes in tenant requirements.

A. Services

The services that the Firm will be required to perform include, but are not limited to, the following:

- Design, fabricate, and install according to Agency design guidelines an approximately 7,500 square foot pre-fabricated modular building by August 15, 2010.
- Construct on-site infrastructure improvements, which could include lighting, plumbing, electrical distribution, and fixtures.
- Construct additional hardscape and open space features.
- Construct permanent multi-use sustainable-design modular building containing public restroom facilities.
- Construct integrated outdoor open-space area.
- Provide summary information regarding community priorities for the Community Facilities Parcel.

B. Deliverables

The result of the above scope of work will include the following deliverables:

- Summary of community priorities for the project area;
- Engineering studies;
- Basic concept design documents;
- Schematic drawings;
- Site improvements, including on-site utilities, hardscape, and landscape improvements; and site structures, including multiuse building, performance area; and
- Final completion of an approximately 7,500 square foot pre-fabricated modular building to be installed and completed by August 15, 2010.

The Agency wishes to engage the project stakeholders in review of conceptual designs immediately and complete all plans and specifications within a one month period of contract selection by the Agency Commission.

C. Timeline

- Release of RFQ December 16, 2009
- Responses Due January 6, 2010
- Respondent Interviews (if held) week of January 11, 2010
- Release Fee Proposal week of January 11, 2010
- Sealed Bids due to Agency January 25, 2010
- Agency Award and Execution of Contract February 16, 2010
- Schematic Drawings due to Commission March 4, 2010
- Schematic Drawings Approval at Commission March 16, 2010
- Construction Drawings Due to SFRA March 26, 2010
- Production Begins April 1, 2010
- Substantial Completion August 15, 2010

**All dates subject are to change.*

V. SELECTION PROCESS AND CRITERIA

The selection of a qualified firm to complete this work will occur in a two-step process. First, applicants will be asked to submit their qualifications as described in this RFQ. A pool of qualified firms which will be asked to submit a sealed-bid fee proposal (“bids”) for the design, fabrication, installation and construction management for the modular building as the second step in this process. In accordance with Federal procurement requirements, the contract will be awarded to the lowest responsible bidder. Following completion of all required SFRA procedures and receipt of all SFRA approvals, SFRA will issue a Notice of Award to the successful bidder.

A. Step One: Qualification

- a) Submissions of Statements of Qualifications by applicants wishing to be considered by the Agency to provide these services will be accepted at the Agency’s offices until the date and time shown in Section II. A.
- b) Submissions must be complete with one original and seven (7) hard copies to be considered. No submissions received by facsimile or electronic mail will be considered. Agency staff will evaluate all submissions for completeness and minimum qualifications. Applicants may use the Submission Checklist **(Attachment #9)** as an aid in preparing the Statement of Qualifications. Please note that the Checklist is merely an aid. Each Applicant is solely responsible for ensuring that all information requested in Section VI. Submission Requirements is submitted even if it does not appear on the Checklist.
- c) Agency staff will contact references.
- d) All or some of the applicants who have submitted complete and responsive Statements of Qualifications may be interviewed. If interviews are scheduled, they will be held during the time(s) shown in Section II. A. ***These dates are***

subject to change. Interviews will be held at the Agency's offices located at 1 South Van Ness Avenue on the fifth floor.

- e) Further written material regarding qualifications or submittals may be requested prior to or following interviews, including conceptual plans or rendering.
- f) Agency Staff will select a qualified pool of firms to submit a sealed fee-proposal.

B. Step Two: Fee Proposal

- a) This phase will seek to obtain the lowest responsive bid for the product among the pre-qualified pool of firms.
- b) Pre-qualified firms will receive an invitation to submit a Fee Proposal which includes further specificity in terms of design guidelines, site-specific requirements, planning requirements, and the overall style and concept that the Agency seeks to achieve.
- c) Pre-qualified firms will receive performance specifications further outlining the finished requirements for the building. The Fee Proposal will include a bid form, form of contract, and various bid requirements, including but not limited to insurance, performance bonds, guaranty, warranty, copyright, and EDA requirements.

B. Selection Criteria

The Firms must submit in response to the RFQ the following items. The Agency will make the selection of the firm based on the following factors:

- 1. Design and Performance Specifications for at least two relevant and comparable projects completed by the Firm in the last five years;
- 2. Budget Schedule for the two completed projects;
- 3. Timeline from Contract Award to Project Completion for the two completed projects;
- 4. Construction and Completion Photographs of the two completed projects;
- 5. Clients and References for the two completed projects;
- 6. Firm shall provide preliminary proposed conceptual design in response to the RFQ;
- 7. Ability to interact courteously and professionally with the public; demonstrated ability to work effectively with diverse populations;
- 8. Overall expertise regarding the specific tasks in the scope of services and overall quality and completeness of the submittal; and
- 9. Demonstration of Firm's understanding of and ability to meet the demands of the timeline. The Agency requires Substantial Completion by August 15, 2010.

The Hunters Point Shipyard Citizens' Advisory Committee ("CAC") is the lead community organization advising the Mayor and the Agency on matters related to the reuse of the Shipyard. The CAC is comprised of residents of the 94124 zip code, tenants or business operating on the Shipyard and experts who have professional expertise in a variety of sectors. As directed by the Agency, the selected firm will be required to consult with the CAC.

VI. SUBMISSION REQUIREMENTS

The Statement of Qualifications must contain all of the following information:

1. A description of qualifications and any areas of specialty and professional capabilities.
2. A portfolio of two completed projects that provides detailed descriptions of work performed that is of a similar or related nature to the subject scope of services, providing the following:
 - a. Client name and contact information for each;
 - b. Design and performance specifications;
 - c. Final budget schedule;
 - d. Start and completion dates for each project;
 - e. Construction and completion photographs of projects;
 - f. Clients and references; and
 - g. Preliminary proposed conceptual design.

Submission of Statements of Qualifications

The Statement of Qualifications must contain all of the following information:

- a. A signed review of the EDA procurement checklist (**Exhibit A-1**).
- b. A signed Declaration of Nondiscrimination in Contracts and Benefits (**Attachment #2**).
- c. A signed Minimum Compensation Policy Declaration (**Attachment #3**).
- d. A signed Health Care Accountability Declaration (**Attachment #4**).
- e. Complete responses to all Disclosure Questions (**Attachment #5**).
- f. A signed Statement of Compliance with Agency Policies & Certification of Applicant (**Attachment #6**).

VII. AGREEMENT TO COMPLY WITH AGENCY POLICIES

Each applicant shall acknowledge receipt and understanding of the following Agency's contracting requirements and policies and state its ability and willingness to comply with each of them:

A. Small Business Enterprise Program

Federal procurement guidelines apply to this Contract since federal funds from EDA are being used. Therefore, status as an Agency certified Small Business Enterprise (“SBE”) may be considered in the evaluation of qualifications for this proposal, but will not prevent a bidder from submitting a solicitation and/or being considered for the job.

B. Applicant’s Duty of Loyalty

Applicant for itself and its subcontractors, if any, agrees to abide by the Agency’s duty of loyalty, which appears at Section IX.H. (Prohibited Activities of Present and Former Employees, Commissioners and Consultants) of the Agency’s Personnel Policy and which states in part the following: “Unless approved in advance in writing by the Agency, no present or former employee, Commissioner or consultant of the Agency shall knowingly act for anyone other than the Agency in connection with any particular matter in which the Agency is a party, or has a direct and substantial interest, and in which he or she participated personally and substantially as an Agency employee, Commissioner or consultant whether through decisions, recommendations, advice, investigation or otherwise. Violation of this section by a present employee, consultant or Commissioner may, in the case of an employee or consultant, be grounds for discharge or termination of the consultant contract, and in the case of a Commissioner, be considered misconduct in office pursuant of California Health and Safety Code Section 33115.”

C. Limitations on Contributions

Through execution of this Agreement, Applicant acknowledges that it is familiar with section 1.126 of the San Francisco Campaign and Governmental Conduct Code, which prohibits any person who contracts with the Agency for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, or for a grant, loan or loan guarantee, from making any campaign contribution to (1) the Mayor or members of the Board of Supervisors, (2) a candidate for Mayor or Board of Supervisors, or (3) a committee controlled by such office holder or candidate, at any time from the commencement of negotiations for the contract until the later of either the termination of negotiations for such contract or six months after the date the contract is approved. Applicant acknowledges that the foregoing restriction applies only if the contract or a combination or series of contracts approved by the same individual or board in a fiscal year have a total anticipated or actual value of \$50,000 or more. Applicant further acknowledges that the prohibition on contributions applies to each prospective party to the contract; each member of Applicant’s board of directors; Applicant’s chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 20 percent in

Applicant; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Applicant. Additionally, Applicant acknowledges that Applicant must inform each of the persons described in the preceding sentence of the prohibitions contained in section 1.126.

D. Nondiscrimination in Contracts and Benefits

The Agency has established a policy prohibiting discrimination in contracting, which includes a prohibition on discrimination in providing benefits between employees with spouses and employees with domestic partners.

The applicant shall complete **Attachment #2**. Entities that have received certification from the San Francisco Human Rights Commission regarding their compliance with the Equal Benefits Ordinance of the City and County of San Francisco will be deemed in compliance with the Agency's policy. For further information, see instructions contained in **Attachment #2** or contact the Agency's Contract Compliance Department at 415-749-2400.

E. Minimum Compensation Policy and Health Care Accountability Policy

The Agency has adopted a Minimum Compensation Policy ("MCP") for all contractors under personal services contracts that require the payment of a minimum level of compensation to employees (**Attachment #3**). In addition, the Health Care Accountability Policy ("HCAP") requires that contractors offer certain health plan benefits to their employees or participate in a health benefits program developed by the City's Department of Public Health, or make a payment in lieu of such benefits to the City's Department of Public Health (**Attachment #4**).

The applicant shall either submit a completed MCP Declaration Form and HCAP Declaration Form or state its intent to comply with these Agency policies.

F. Insurance

From the time of selection, the successful respondent must procure and maintain insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work under the Agency contract by the respondent, the general and subcontractors, their agents, representatives, and employees. The respondent must provide current certificates of insurance and the required endorsements as evidence of coverage.

Unless otherwise approved by the Agency, the selected respondent must maintain insurance with an insurance company that has an A.M. Best rating of A:VII with at least the following coverages, limits, and endorsements:

1. Commercial General Liability:	\$1,000,000 per occurrence. Additional insured endorsement required.
2. Automobile Liability:	\$1,000,000 per accident for bodily injury and property damage. Additional insured endorsement required.
3. Workers' Compensation and Employer's Liability: (Required only for Applicant team members with employees)	Workers' Compensation as required by the State of California and Employer's Liability with limits of \$1,000,000 for bodily injury by accident and \$1,000,000 per person and in the annual aggregate for bodily injury by disease. Waiver of Subrogation required.
4. Professional Liability (Errors and Omissions):	Each member of Applicant team including all architects, engineers and surveyors must submit proof of the following: \$1,000,000 each claim/\$2,000,000 policy aggregate covering all negligent acts, errors and omissions. Insurance must be maintained and evidence of insurance must be provided for at least ten years after completion of construction.
5. Course of Construction (Builder's Risk)/Property Insurance:	During the course of construction, Full Completed Value of the project. Following completion of construction, Full Replacement Value of the project with no coinsurance penalty provisions.

The insurance requirements may be modified by the Agency's Risk Manager in his/her sole discretion. Additional types of insurance that may be required by the Agency at a later date include, but are not limited to, latent defects and performance bonds.

G. Indemnity

The selected applicant shall defend, hold harmless and indemnify the Agency, the City and County of San Francisco and their respective commissioners, members, officers, agents and employees of and from all claims, loss, damage, injury, actions, causes of action and liability of every kind, nature and description directly or indirectly arising out of or connected with the performance of the Agency contract and any of the contractor's operations or activities related thereto, excluding the willful misconduct or the gross negligence of the person or entity seeking to be defended, indemnified or held harmless.

H. Disclosure Questions

Each consultant shall Complete **Attachment #5**, Disclosure Questions, and submit the completed form as part of its Statement of Qualifications.

I. Certification of Applicant

The selected applicant shall certify under penalty of perjury under the laws of the State of California that all the information provided in the **Statement of Qualifications** is true and correct (**Attachment #6**).

VIII. ADDITIONAL TERMS AND CONDITIONS

A. Applicant Expenses

Applicants responding to this RFQ do so at their own expense. The Agency will not consider any costs related to this RFQ or to negotiating a Personal Services Contract as reimbursable or as eligible costs under the contract.

B. Agency Right to Modify or Suspend RFQ

The Agency, through its Executive Director, reserves the right at any time and from time to time, and for its own convenience, in its sole and absolute discretion, to modify or suspend any and all aspects of the selection process, including, but not limited to this RFQ, and all or any portion of the firm selection process in or subsequent to the RFQ; to obtain further information from any applicant, to waive any defects as to form or content of the RFQ or any other step in the selection process; to reject any and all responses submitted; to reissue the RFQ; procure the desired services by any other means or not proceed in procuring the services; to negotiate with any, all, or none of the respondents to this RFQ as to fees, scope of services, or any other aspect of the RFQ or services; to negotiate and modify any and all terms of an agreement; and to accept or reject any applicant for entry into a contract.

C. Claims Against the Agency

Each applicant by responding to this RFQ, waives any claim, liability or expense whatsoever against the Agency and its respective officers, commissioners, employees and agents by reason of any or all of the following: any aspect of this RFQ the selection process or any part thereof, any informalities or defects in the selection process, the failure to enter into any agreement, any statements, representations, acts or omissions of the Agency, the exercise of any discretion set forth or concerning any of the foregoing, and any other matters arising out of all or any of the foregoing.

IX. ATTACHMENTS

- Exhibit A-1: U.S. Department of Commerce, Economic Development Administration's check-list for grant requirements
- Attachment #2: Declaration of Nondiscrimination in Contracts and Benefits and Instructions
- Attachment #3: Minimum Compensation Policy Declaration
- Attachment #4: Health Care Accountability Policy Declaration
- Attachment #5: Disclosure Questions
- Attachment #6: Statement of Compliance with Agency Policies & Certification of Applicant
- Attachment #7: INTENTIONALLY OMITTED
- Attachment #8: RFQ Registration Form
- Attachment #9: Submission Checklist Sheet