



REQUEST FOR
LETTERS OF INTEREST
H-20-11

PREPARATION OF STORMWATER MASTER
PLAN

RLI OPENING: FEBRUARY 3, 2011, 2:00 P.M.
PURCHASING OFFICE
1190 N.E. 3RD AVENUE, BUILDING C (Front)
POMPANO BEACH, FLORIDA 33060



January 11, 2011

CITY OF POMPANO BEACH, FLORIDA

REQUEST FOR LETTERS OF INTEREST

H-20-11

Pursuant to Florida Statutes, Chapter 287.055(2)(g) (Consultants Competitive Negotiations Act), the City of Pompano Beach, Florida invites qualified professional firms to submit Letters of Interest, qualifications and experience for consideration to provide:

PREPARATION OF STORMWATER MASTER PLAN

The City intends to issue a single contract to a firm to provide professional services to the City for the scope of services detailed herein.

Scope of Services

The scope of work to be performed includes an evaluation and inventory of the City's existing stormwater infrastructure, which will be developed through the utilization of the City's existing Geographic Information System (GIS)

The study will also look at the current Level of Service (LOS) of the existing systems, as well as, identify and prioritize problem areas. The study will also identify existing and future operation and maintenance needs, as well as, projected costs. The study will incorporate future sea-level change projections into the planning, engineering design, construction, and operations of the systems. Included also will be the development, validation, and application of comprehensive stormwater quantity and quality models; the evaluation of cost-effective alternatives for improvements on currently on-going Capital Improvement Projects (CIP) to desired LOS; and environmental applications to meet water quality criteria. The SWMMP will also make capital improvement plan projections as well as provide an outline of available funding options and opportunities, including but not limited to, grants, loans, stormwater utility rate revenues, and/or public-private partnerships. All work shall be submitted in digital formats in coordination with the City's Engineering Department.

The foregoing specifications identify the basic requirements and objectives of the SWMMP.

Proposers are encouraged to be innovative and provide new ideas or alternatives, which may further enhance or improve this undertaking. The following details the proposed scope of services for the subject RFQ:

- Review Existing 1999 Drainage Study and subsequent updates by PBS&J and Chen and Associates

- Provide elevation data and validate the City's existing data, GIS, and stormwater infrastructure;
 - Validate existing inventory data and update stormwater features to include incorporating data from other government agencies.
 - Confirm topographic information with an acceptable level of accuracy for all surface and underground stormwater infrastructure systems.
 - Develop Comprehensive Water Quality and Quantity Models.
 - Provide alternative Stormwater Management Solutions to meet Water Quality/Quantity Demands meeting all acceptable LOS.

Assessment of LOS of the existing system, identification and prioritization of problem areas;

- Assess the LOS of the existing system.
 - Identify the problem areas within the system.
 - Prioritize the drainage basins on level of flooding, system capacity, water quality, as well as any Federal, Regional, and Local Regulatory Requirements.
- Identification of O&M needs and costs;
 - Provide a projection of the operation and maintenance needs and costs associated with the recommended improvements.

Develop Standard Operating Procedures for NPDES related activities

- Develop a detailed responsiveness plan for significant storm events as well as associated flooding.
- Develop Standard Operating Procedures for NPDES activities

Evaluation of cost-effective alternatives for improvements to meet City-desired LOS and NPDES stormwater permit requirements, such as, Total Maximum Daily Load (TMDL) limitations, and Pollutant Load Reduction Goals (PLRGs);

Incorporation of future sea-level change projections into the planning, engineering design, construction, and operations of systems;

Development of a phased capital improvements plan based on City priorities and opportunities for coordination with other public and private entities;

- Develop a prioritized list of CIP projects that provides the City with an understanding of the areas of highest concern.
- Consider opportunities for coordination with other public and private entities when developing the prioritized list.
- Evaluation of funding options including grants, loans, stormwater utility rate options, and/or public-private partnerships to fund future capital program;
- Provide viable funding options the City can utilize to better finance stormwater improvements.
- Options to be considered should include grants, loans, stormwater utility rates, and/or public-private partnerships.

Minimum Requirements

Please note, for purposes of compliance with this minimum experience requirement, the term “Proposer” is hereby defined to mean the firm and/or business entity which is submitting a proposal pursuant to this RLI. Accordingly, the firm and/or business entity must meet the minimum requirements listed below in order to be deemed responsive.

Project Team’s Experience:

- List all projects undertaken in the past five (5) years, describe the scope of each project in physical terms and by cost, describe the respondent’s responsibilities, and provide the name and contact telephone number of an individual in a position of responsibility who can attest to respondent’s activities in relation to the project.
- Name(s) of the person, within the organization who was most actively involved with managing each project;
- All legal claims against any member of the project team alleging errors and/or omissions, or any breach of professional ethics, including those settled out of court, in the past five (5) years.

Project Manager’s Experience:

- Comprehensive summary of the experience and qualifications of the individual who will be selected to serve as the Project Manager.
- Affidavit and/or commitment letter prepared by respondent committing said Project Manager to Project.

Previous Similar Projects:

- List of a minimum of five (5) projects which demonstrates the project team’s experience in providing the services as required under this RLI including:
- Client name, address, phone number, e-mail address.

- Consultant/Client (Architect, Engineer, Other) name, address, phone number, fax and/or e-mail address.
- Description of the scope of the work.
- Month and Year the project was started and completed.
- Total construction cost and professional service fees paid.
- Role of the firm and the responsibilities.

Qualifications of Project Team:

- List of the personnel to be used on this project and their qualifications. A resume of each individual, including education, experience, and any other pertinent information shall be included for each team member to be assigned to this project.

A. SUBMITTAL FORMAT

The City of Pompano Beach, Florida will receive sealed proposals until 2:00 p.m. (local), February 3, 2011, in the City's Purchasing Office, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida, 33060. Late submittals, additions, or changes will not be accepted. Submittal packages should be marked on the exterior RLI # H-20-11 Preparation of Stormwater Master Plan.

Submit one (1) original unbound and five (5) bound copies of the proposal. All copies will be on 8 ½" x 11" plain white paper, typed, and signed by the Proposer's contractually binding authority. The text size used in the response shall be 11 point or larger.

To assure consistency, proposals must conform to the following format, and include the following items, in the order presented below, with tabs or dividers between the sections:

- 1) Table of contents with page numbers referenced.
- 2) Letter of Interest. In your letter, include the complete corporate name of the primary firm responding, address, telephone, fax number, and name of the person in your firm who the City should contact regarding your response.
- 3) Firms or teams shall submit their technical approach to the tasks described in the scope, including details of how each phase of the project would be completed, and how their firm proposes to maintain time schedules and cost controls.
- 4) Completed "Project Team" form.
- 5) Statement of Skills and Experience of Project Team as requested in "Minimum Requirements."
- 6) Resumes of key personnel as requested in "Minimum Requirements."
- 7) References as requested in "Minimum Requirements."

- 8) Location of the office from which services will be rendered, and the number of professional and administrative staff at the prime office location.
- 9) Location of office(s) of the prime and/or sub consultants that may be utilized to support any or all of the professional services listed above and the number of professional and administrative staff at the prime office location.
- 10) For any member of your team that is a certified minority business enterprise (as defined by the State of Florida) you must include copies of their certifications for them to be considered toward Item 5 in the evaluation criteria.
- 11) Completed SBE program forms, Exhibits A-D, if applicable for your team. Include copies of all certifications for firms listed on these forms.
- 12) Completed Local Business program forms, Exhibits E-H, if applicable.
- 13) All other information requested herein. Each item in the evaluation criteria must be addressed in your response.
- 14) Return all RLI pages, initialed where indicated.

If firms are situated outside the local area, (Broward, Palm Beach, and Miami-Dade counties) include a brief statement as to whether or not the firm will arrange for a local office during the term of the contract, if necessary.

Skills and experience of the Project Team must be included as indicated above. Describe the experience of the entire project team as it relates to these types of projects. Include the experience of the prime consultants as well as other members of the project team; i.e., additional personnel, sub-consultants, branch office, team members, and other resources anticipated to be utilized for this project. Name specific projects (successfully completed within the past five years) where the team members have performed similar projects previously.

Specifically identify the management plan (if needed) and provide an organizational chart for the team. The organizational chart will be in addition to the **Skills and Experience of the Project Team** as indicated above. The proposer must describe at a minimum, the basic approach to these projects, to include reporting hierarchy of staff and sub-consultants, clarify the individual(s) responsible for the co-ordination of separate components of the scope of services.

It is the intent of the City of Pompano Beach to encourage minority and women owned firms to participate in the process. The methods by which this is accomplished should be developed and presented by the respondents in their submissions.

Responses should include all pages of this solicitation properly initialed in the lower right hand corner.

B. SMALL BUSINESS ENTERPRISE PROGRAM

The Pompano Beach City Commission has established a voluntary Small Business Enterprise (SBE) Program to encourage and foster the participation of Small Business Enterprises in the central procurement activities of the City. The City of Pompano Beach is strongly committed to ensuring the participation of Small Business Enterprises (SBE's) as contractors and subcontractors for the procurement of goods and services. The definition of a SBE, for the purpose of the City's voluntary program, is taken from the State of Florida Statute 288.703(1).

As of the date of publication of this solicitation, a small business means an independently owned and operated business concern that employs 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in Florida that has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.

The City encourages all firms to undertake good faith efforts to identify appropriate Small Business Enterprise partners. Sources of information on certified Small Business Enterprises include the Broward County Small Business Development Division, the State of Florida Office of Supplier Diversity, South Florida Water Management District, and other agencies throughout the State. The City includes links to these organizations from the City's website www.mypompanobeach.org. Please indicate in your response if your firm is a certified Small Business Enterprise.

Please note that, while no voluntary goals have been established for this solicitation, the City encourages small business participation in *all* of its procurements.

Please indicate in your response if your firm, or a subconsultant, is a certified Small Business Enterprise, and include the completed "Good Faith Effort Report" form with your proposal. SBE forms are included at the end of this solicitation. Firms should submit Exhibit A, detailing the list of SBE firms to be used on the proposed contract, and a completed Letter of Intent, Exhibit B, for all participating SBE firms. Submit Exhibit C listing SBE firms that were solicited but not selected. Submit Exhibit D explaining your firm's good faith efforts to include SBE firms on this contract.

C. LOCAL BUSINESS PROGRAM

On March 23, 2010, the City Commission approved a Resolution establishing a Local Business Program, a policy to increase the participation of City of Pompano Beach businesses in the City's procurement process. You can view the list of City businesses that have a current Business Tax Receipt on the City's website, and locate local firms that are available to perform the work required by the RLI. The business information, sorted by business use classification, is posted on the webpage for the Business Tax Receipt Division: <http://mypompanobeach.org/directory/btr/index.html>

Please note that, while no voluntary goals have been established for this solicitation, the City encourages Local Business participation in *all* of its procurements.

The City of Pompano Beach is strongly committed to insuring the participation of City of Pompano Beach Businesses as contractors and subcontractors for the procurement of goods and services. Proposers are encouraged to participate in the City of Pompano Beach's voluntary Local Business Program by including, as part of their submittal package, the Local Business Participation Form, listing the local businesses that will be used on the contract, and the Letter of Intent Form from each local business that will participate in the contract. Proposers should utilize businesses that are physically located in the City of Pompano Beach with a current Business Tax Receipt. Proposers who are unable to meet the recommended voluntary goals should also provide the Local Business Unavailability Form, listing firms that were contacted but not available, and the Good Faith Effort Report describing the efforts made to include local business participation in the contract.

D. SELECTION/EVALUATION PROCESS

A Selection/Evaluation Committee will be appointed and will be responsible for selecting the most qualified firms. The Selection/Evaluation Committee will then present their findings to the City Commission and upon their approval, negotiate contract with the most qualified firm.

The Committee will rank responses based upon the following criteria:

1. Prior experience of the firm with projects of similar size and complexity: 0-30 points
 - a. Number of similar projects
 - b. Complexity of similar projects
 - c. References from past projects performed by the firm
 - d. Previous projects performed for the City (provide description)
 - e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)

2. Qualifications of personnel including sub consultants: 0-20 points
 - a. Organizational chart for project
 - b. Number of technical staff
 - c. Qualifications of technical staff:
 - (1) Number of licensed staff
 - (2) Education of staff
 - (3) Experience of staff on similar projects

3. Proximity of the nearest office to the project location: 0-10 points
 - a. Location
 - b. Number of staff at the nearest office

4. Technical approach to perform the tasks described in the Scope of Services: 0-30 points
 - a. Level of effort
 - b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control

5. Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.) 0-10 points

Value of Work Previously Awarded to Firm (Tie-breaker) - In the event of a tie, the firm with the lowest value of work as a prime contractor on City of Pompano Beach projects within the last five years will receive the higher ranking, the firm with the next lowest value of work shall receive the next highest ranking, and so on. The analysis of past work will be based on the City's Purchase Order and payment records.

The Committee will have the option to use the above criteria for the initial ranking to short-list proposers, and to use an ordinal ranking system to score short-listed proposers following presentations, with a score of "1" assigned to the short-listed proposer deemed most qualified by the Committee.

Each firm should submit documents that provide evidence of capability to provide the services required for the committee's review for shortlisting purposes. The shortlisted firms may be contacted to provide public presentations regarding their qualifications and ability to furnish the required services. When more than three responses are received, the committee shall furnish the City Commission (for their approval) a listing, in ranked order, of no fewer than three firms deemed to be the most highly qualified to perform the service. If three or less firms respond to the RLI, the list will contain the ranking of all responses.

The City Commission has the authority to (including, but not limited to); approve the recommendation; reject the recommendation and direct staff to re-advertise the solicitation; or, review the responses themselves and/or request oral presentations and determine a ranking order that may be the same or different from what was originally presented to the City Commission.

E. CONTRACT AWARD

It is the intent of the City to issue a single contract for the work described herein.

F. INSURANCE

The insurance described herein reflects the insurance requirements deemed necessary for this project by the City. It is not necessary to have this level of insurance in effect at the time of submittal, but certificates indicating that the insurance is currently carried or a letter from the Carrier indicating upgrade ability will speed the review process to determine the most qualified Proposer.

The successful Proposer shall not commence operations, construction and/or installation of improvements until certification or proof of insurance, detailing terms and provisions of coverage, has been received and approved by the City of Pompano Beach Risk Manager.

The following insurance coverage shall be required.

1. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440, regardless of the size of the company (number of employees). The Contractor further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.
2. Liability Insurance
 - a) Naming the City of Pompano Beach as an additional insured, on General Liability Insurance only, in connection with work being done under this contract.
 - b) Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.
3. Real & Personal Property Insurance

The Contractor is responsible for any loss or damage to tools, equipment and supplies at the job site and is also responsible for any loss or damage to buildings being constructed until that building is completed and a certificate of occupancy is issued.

LIMITS OF LIABILITY

Type of Insurance		each occurrence	aggregate	
GENERAL LIABILITY				
XX	comprehensive form			
XX	premises - operations	bodily injury	\$1,000,000.	\$1,000,000.
XX	explosion & collapse			
	hazard	property damage	\$1,000,000.	\$1,000,000.
—	underground hazard			
XX	products/completed			
	operations hazard	bodily injury and		
XX	contractual insurance	property damage		
XX	broad form property	combined	\$1,000,000.	\$1,000,000.
	damage			
XX	independent contractors			
XX	personal injury	personal injury	\$1,000,000.	\$1,000,000.

AUTOMOBILE LIABILITY		bodily injury		
		(each person)	\$1,000,000.	
		bodily injury		
XX	comprehensive form	(each accident)	\$1,000,000.	\$1,000,000.
XX	owned	property damage	\$1,000,000.	\$1,000,000.
XX	hired			
XX	non-owned	bodily injury and		
		property damage		
		combined	\$1,000,000.	\$1,000,000.

REAL & PERSONAL PROPERTY				
XX	comprehensive form		Organization must show proof they have this coverage.	

EXCESS LIABILITY				
XX	umbrella form	bodily injury and		
—	other than umbrella	property damage		
		combined	\$2,000,000.	\$2,000,000.

XX	PROFESSIONAL LIABILITY		\$2,000,000.	\$2,000,000.

The certification or proof of insurance must contain a provision for notification to the City ten (10) days in advance of any material change in coverage or cancellation.

The successful Proposer shall furnish to the City the certification or proof of insurance required by the provisions set forth above, within ten (10) days after notification of award of contract.

G. GOVERNING LAW

Interested vendors will agree that agreements shall be governed by the laws of the State of Florida, and the venue for any legal action will be Pompano Beach, Florida.

H. CONFLICT OF INTEREST

For purposes of determining any possible conflict of interest, each Proposer must disclose if any City employee is also an owner, corporate officer, or an employee of his business. If any City employee is also an owner, corporate officer, or an employee, the Proposer must file a statement with the Broward County Supervisor of Elections pursuant to Florida Statutes 112.313.

I. DRUG FREE WORKPLACE

The selected Proposer with whom an agreement will be negotiated will be required to verify they will operate a “Drug Free Workplace” as outlined in Florida Statute, Section 287.087.

J. PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

K. CONTACT INFORMATION

For additional information regarding this solicitation, please contact Ms. Leeta Hardin, General Services Director (954) 786-4098.

PROJECT TEAM

RLI NUMBER _____

Federal I.D.# _____

PRIME

Role	Name of Individual Assigned to Project	Number of Years Experience	Education, Degrees
Principal-In-Charge	_____	_____	_____
Project Manager	_____	_____	_____
Asst. Project Manager	_____	_____	_____
Other Key Member	_____	_____	_____
Other Key Member	_____	_____	_____

SUB-CONSULTANT

Role	Company Name and Address of Office Handling This Project	Name of Individual Assigned to the Project
Surveying	_____ _____	_____
Landscaping	_____ _____	_____
Engineering	_____ _____	_____
Other Key Member	_____ _____	_____
Other Key Member	_____ _____	_____

(use attachments if necessary)

EXHIBIT "A"
CITY OF POMPANO BEACH, FLORIDA
SMALL BUSINESS ENTERPRISE
PARTICIPATION FORM

RLI Number & Title: _____ Contractor's Name: _____

<u>Name of Firm</u>	<u>Contact Person, Telephone Number</u>	<u>Type of Work to be Performed</u>	<u>Contract Amount/Percentage</u>

(INCLUDE CERTIFICATES FOR ANY FIRMS LISTED ON THIS PAGE)

FOR CITY USE ONLY

Total SBE Contract Participation _____

Are documents requested submitted accordingly ___ YES ___ NO

EXHIBIT "B"
SMALL BUSINESS ENTERPRISE
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

RLI Number _____

TO: _____
(Name of Prime or General Contractor)

The undersigned intends to perform subcontracting work in connection with the above contract as (check below)

_____ an individual

_____ a corporation

_____ a partnership

_____ a joint venture

The undersigned is prepared to perform the following work in connection with the above Contract, as hereafter described in detail:

(Date)

(Name of SBE Contractor)

BY: _____

EXHIBIT "C"
SMALL BUSINESS ENTERPRISE
UNAVAILABILITY FORM

RLI # _____

I, _____
(Name and Title)

of _____, certify that on the _____ day of _____, _____, I invited the following SBE CONTRACTOR(s) to bid work items to be performed in the City of Pompano Beach:

SBE Contractor Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)

Said SBE CONTRACTOR(s):

_____ Did not bid in response to the invitation

_____ Submitted a bid that was not the low responsible bid

_____ Other: _____

Signature: _____ Date: _____

Note: Attach additional documents as available.

EXHIBIT "D"
SMALL BUSINESS ENTERPRISE
GOOD FAITH EFFORT REPORT

RLI # _____

1. What portions of the contract have you identified as SBE opportunities?

2. Did you provide adequate information to identified SBE? Please comment on how you provided this information.

3. Did you send written notices to SBEs?

_____ Yes _____ No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

_____ Yes _____ No

If yes, please attach copies of the ads, including name and dates of publication.

5. Did you contact any organizations with large constituents of SBE members for possible sub-contractors? Please attach list of resource organizations used.

6. What type of efforts did you make to assist SBEs in contracting with you?

7. List the SBEs you will utilize and subcontract amount/percentage.

8. Other comments: _____

Note: Please attach the unavailability letters with this report.

EXHIBIT E
CITY OF POMPANO BEACH, FLORIDA
LOCAL BUSINESS PARTICIPATION FORM

RLI Number & Title: _____

Prime Contractor's Name: _____

<u>Name of Firm, Address</u>	<u>Contact Person, Telephone Number</u>	<u>Type of Work to be Performed</u>	<u>Contract Amount</u>

EXHIBIT F
LOCAL BUSINESS
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

RLI Number _____

TO: _____
(Name of Prime or General Bidder)

The undersigned City of Pompano Beach business intends to perform subcontracting work in connection with the above contract as (check below)

_____ an individual

_____ a corporation

_____ a partnership

_____ a joint venture

The undersigned is prepared to perform the following work in connection with the above Contract, as hereafter described in detail:

at the following price: _____

(Date)

(Name of Local Business Contractor)

BY: _____

EXHIBIT G
LOCAL BUSINESS
UNAVAILABILITY FORM

RLI # _____

I, _____
(Name and Title)

of _____, certify that on the _____ day of _____, _____, I invited the following LOCAL BUSINESSES to bid work items to be performed in the City of Pompano Beach:

Business Name, Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Said Local Businesses:

- _____ Did not bid in response to the invitation
- _____ Submitted a bid which was not the low responsible bid
- _____ Other: _____

Signature: _____

Date: _____

Note: Attach additional documents as available.

EXHIBIT H
GOOD FAITH EFFORT REPORT
LOCAL BUSINESS PARTICIPATION

RLI # _____

1. What portions of the contract have you identified as Local Business opportunities?

2. Did you provide adequate information to identified Local Businesses? Please comment on how you provided this information.

3. Did you send written notices to Local Businesses?

____ Yes ____ No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

____ Yes ____ No

If yes, please attach copies of the ads, including name and dates of publication.

5. What type of efforts did you make to assist Local Businesses in contracting with you ?

7. List the Local Businesses you will utilize and subcontract amount.

_____	\$ _____
_____	\$ _____
_____	\$ _____

8. Other comments: _____

STATEMENT OF NO RESPONSE

If you do not intend to submit on this requirement, please complete and return this form by the submittal deadline to the City of Pompano Beach Purchasing Division, Building C, 1190 N.E. 3rd Avenue, Pompano Beach, Florida 33060; this form may be faxed to (954) 786-4168. Failure to respond, either by submitting a proposal, or by submitting a "Statement of No Response" form, may result in your firm's name being removed from our mailing list.

WE, the undersigned, have declined to submit on this solicitation for the following reason(s):

- _____ We do not offer this product or an equivalent
- _____ Our workload would not permit us to perform
- _____ Insufficient time to respond to the Request for Letters of Interest
- _____ Unable to meet specifications (explain below)
- _____ Other (specify below)

Remarks _____

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

SIGNATURE/TITLE _____

DATE _____