



REQUEST FOR PROPOSALS

Property Appraisal Services

City Well Field Project

Issue Date: December 22, 2009

Deadline for receipt of bids: Tuesday, February 2, 2010, 2:00 PM EST

Public Opening: Tuesday, February 2, 2010, 2:00 PM EST

I. PROCEDURES

A. SUBMISSION AND RECEIPT OF PROPOSAL

In order for a proposal to receive consideration, it must be received prior to the deadline above. No proposals will be accepted after the time specified as the deadline for proposals. The City reserves the right to postpone the proposal opening for its own convenience. Proposals must be clearly labeled **"PROPERTY APPRAISAL SERVICES PROPOSAL"** and shall be sealed when submitted. Proposals shall be mailed or delivered to the City of Cadillac, Attn: Owen Roberts, Director of Finance, 200 N. Lake Street, Cadillac, MI 49601. Proposals are considered received when in the possession of the City Clerk's office. It is the proposer's responsibility to ensure that proposals are received in the proper location.

B. OFFICIAL DOCUMENTS

The City of Cadillac, Michigan officially distributes proposal documents from the Financial Services Department through the Michigan Intergovernmental Trade Network (MITN). Official documents can be obtained on-line at www.mitn.info. Copies of all official documents will also be available at the Cadillac Municipal Complex, 200 N. Lake Street, Cadillac, MI 49601. The City of Cadillac cannot guarantee the accuracy and is not responsible for any errors contained in any information received from alternate sources.

C. INTERPRETATION OF PROPOSAL AND/OR CONTRACT DOCUMENTS

Any interpretation to a proposer regarding the Proposal or any part thereof is valid only if given by the City's Director of Finance. Any information given by departmental contacts is unofficial. Interpretations may or may not be given orally (may be written) depending on the nature of the inquiry. Interpretations that could affect other proposers will be in writing and issued by the Director of Finance. All inquiries shall be made within reasonable time prior to the stated deadline in order that a written response in the form of an addendum, if required, can be processed before proposals are opened. Inquiries received that are not made in a timely fashion may or may not be considered. Any inquiries related to bid or product specifications should be sent to the Director of Finance, 200 N. Lake Street, Cadillac, MI 49601 or made by phone at (231) 775-0181.

D. CHANGES AND ADDENDA TO PROPOSAL DOCUMENTS

Each change or addendum issued in relation to this proposal will be posted on the MITN website and will also be on file in the City Clerk's Office. It shall be the proposer's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all proposers shall be bound by such changes or addenda.

E. ALTERNATES

Proposers are cautioned that any alternate proposal, unless requested by the City, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements or this proposal, may be considered non-responsive, and at the opinion of the City, may result in rejection of the proposal.

F. AWARD

The contract will be awarded to that responsible, responsive firm whose proposal, conforming to this solicitation, will be most advantageous to the City, price and other factors considered. **The City reserves the right to accept or reject any or all proposals, in part or whole and to waive informalities and minor irregularities in bids received.** Unless otherwise specified in the document the City reserves the right to accept any item in the proposal on an individual basis. Proposers may submit proposals on any item or groups of items provided unit prices are clearly shown and a notation is made on the document clearly indicating Proposer's intent.

G. WITHDRAWAL

Proposals may only be withdrawn by written notice prior to the date and time set for the opening of proposals. No proposal may be withdrawn after the deadline for submission.

H. DEFAULT

No bid or proposal shall be accepted from any party (contractor) who is in default on the payment of taxes, licenses or other monies due the City.

I. TO COMPLY

For failure to deliver or perform in accord with the accepted proposal, the City may consider the contractor in default and take steps to protect the City's interest. The City may, without impairing its other rights and benefits, purchase all or part of the contract goods or services on the open market and charge any additional costs to the contractor or his surety.

J. NON-COLLUSION CLAUSE

By signing and submitting this proposal, proposer states that his proposal is genuine and not collusive or sham; such proposer has not colluded, conspired, connived, or agreed, directly or indirectly, with any proposer or person, to put in a sham bid, or that such other person will refrain from proposing and has not in any manner, directly or indirectly, colluded, conspired, connived, or agreed, with any person, to fix the price of affiant or any other proposer, or to fix any overhead, profit or cost element of said proposal price.

K. NON-DISCRIMINATION CLAUSE

By signing and submitting this proposal for consideration of an award by the City of Cadillac, the contractor and any subcontractor covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the contract.

II. SPECIFICATIONS

A. Introduction

The city of Cadillac is in the process of exploring sites for the future location of municipal drinking water wells to supplement the city's existing municipal water system. Nine sites have been identified for well field purposes. All sites are in private ownership and located within, or adjacent to, the city.

Should the city acquire any of these sites for well field use it may do so utilizing funds obtained through the Drinking Water Revolving Fund (DWRF, Part 54 of P.A. 451, 1994) administered jointly by the Michigan Department of Environmental Quality and the Michigan Municipal Bond Authority. In compliance with DWRF requirements, the city requests proposals from qualified real estate appraisers to complete appraisals of the properties to determine the fair market value of each.

B. Special Requirements

In addition to conformity with industry standards for the preparation of real estate appraisals, all appraisals must be completed in compliance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended, commonly known as the Uniform Act. (49 C.F.R. §24.103). Refer to Attachments B and C.

C. Proposal Information

All proposals shall be organized in the following manner with the information as noted provided:

1. Name, address, telephone number, fax number, and e-mail address of the individual or firm responding to this RFP. If a firm, the name and title of the individual authorized to negotiate contract terms shall be included.
2. Professional qualifications of the individual or firm.
3. Name, title, and qualifications of the project manager and the names, titles, and qualifications of all principal individuals who will be assigned to the project.
4. Narrative description of the project manager's experience with the Northwest Michigan real estate market in general and the Cadillac area in particular.
5. Three to five examples of relevant appraisal experience prepared in compliance with the provisions of the Uniform Act detailing the following items for each:
 - a) Client name and address, date of appraisal, and location of the appraised property.
 - b) Brief description of the project including parcel size, use of parcel at the time of the appraisal, the proposed future use of the parcel (if known), and the state and/or federal agencies associated with the project for which the appraisal was required.
 - c) The name of the project manager responsible for preparing the appraisal.
 - d) References for each of the above examples (name, title, address, and telephone number) whom the city may contact to verify services rendered.
 - e) Two relevant appraisal report samples (with confidential information redacted) to be reviewed for form, clarity, and thoroughness. The samples should be comparable to the type of appraisal report to be provided to the city in fulfillment of this project. At least one of the samples must reflect the work of the project manager assigned to this project.
 - f) Project schedule detailing the length of time to complete the project following the authorization to proceed.
 - g) Fee schedule with the information provided on Attachment D to be signed and dated. Fees for each appraisal shall be lump sum and fully inclusive of all costs.

D. Site Access

The city has not made provisions for accessing any of the sites for purposes of proposal preparation. This RFP shall not be construed as express or implied permission to trespass on any site. Site access, if needed, must be arranged with the property owners. Further, all property owners have been informed that RFP respondents do not represent the city and may not speak on behalf of the city regarding any matter associated with this project.

E. Project Deliverables

The following products shall be submitted:

- a. Twelve (12) printed and bound copies of each appraisal report.
- b. An electronic version of each appraisal report provided in Microsoft Word.

F. Expenses Incurred in Preparation and Submittal of Proposal

Respondents shall be fully responsible for any and all expenses incurred in the preparation and submittal of this proposal. The city will accept no financial responsibility whatsoever as it relates to this proposal.

G. Proposal is a Public Record

All proposals shall become part of the public record following the official opening of same.

H. Appraisal Review

Pursuant to DWRP requirements, all appraisals are subject to examination by a qualified reviewing appraiser or employee retained by the city to assure consistency with the requirements of 49 C.F.R. §24.103. In the event corrections or revisions are determined necessary to meet the requirements of 49 C.F.R. §24.103, said corrections and revisions shall be made at no additional cost to the city.

I. Inquiries and Selection Criteria

The city will not conduct a pre-submittal conference. Written inquiries and questions regarding this RFP shall be submitted no later than January 19, 2010 to Owen Roberts, Director of Finance, City of Cadillac, 200 N. Lake Street, Cadillac, MI 49601. Faxed inquiries will be accepted at (231) 775-8755 subject to the above date restriction. Any necessary addendums will be posted at www.mitn.info.

Proposals will be reviewed by an evaluation team composed of city staff. All proposals will be fully considered and rated by the evaluation team. The selection will be based on completeness, experience with the completion of appraisals meeting the requirements of the Uniform Act, experience with public agencies, technical merit, cost competitiveness, and time of completion. The final selection of a consultant will be made by the Cadillac City Council, following receipt of the staff's recommendation.

J. Appraisal Sites

The sites to be appraised include (common name followed by their local tax identification number):

1. Gerald Lutz Property

- a) Property Tax Identification Number: 10-095-00-015-00

2. Calvin Lutz Properties

- a) Property Tax Identification Number: 10-095-00-013-00
- b) Property Tax Identification Number: 10-095-00-014-00
- c) Property Tax Identification Number: 10-095-00-016-00
- d) Property Tax Identification Number: 10-095-00-022-00

These are contiguous parcels under common ownership. It is proposed the four parcels would be acquired as a group.

3. E.S. Fawcett Properties

- a) Property Tax Identification Number: 10-095-00-007-00
- b) Property Tax Identification Number: 10-095-00-009-00
- c) Property Tax Identification Number: 10-095-00-010-00

These are contiguous parcels under common ownership. It is proposed the three parcels would be acquired as a group.

4. John Putvin Property

- a) Property Tax Identification Number: 10-095-00-003-00

5. Herbert Joynt Property

- a) Property Tax Identification Number: 2109-08-1401

General information regarding each property is found in Attachment A.

K. Terms and Conditions

- 1. The city reserves the right to reject any and all proposals and to determine and waive minor irregularities in any proposal.
- 2. The city reserves the right to request clarification of information submitted and to request additional information from any proposer.
- 3. The city reserves the right to determine the most qualified contractor based on the city's evaluation of the above selection criteria and any factors relevant thereto.
- 4. ***The city reserves the right to award contracts for all or some of the appraisals to one or more individuals or firms. Appraisals should be bid on an individual basis as not all of them may be conducted based on actual property acquisition needs.***
- 5. Any proposal may be withdrawn up until the date and time set above for opening of the proposal. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide to the city the services described in the specification, or until one or more of the proposals have been approved by the city council, whichever occurs first.
- 6. The contract resulting from acceptance of a proposal by the city shall be in a form supplied or approved by the city, and shall reflect the specifications in the RFP. The city reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP.

ATTACHMENT A
SITE INFORMATION
WELL-FIELD APPRAISAL SITES

GERALD LUTZ PROPERTY

ITEM	DETAIL
Name	Gerald Lutz Property
Tax I.D.	10-095-00-015-00
Legal Description	LOT 3 BLK 3 SAMUEL S THORPE SUB-DIVISION CITY OF CADILLAC
General Location	Roland Street, north of East Division (M-55)
Approximate Size	1.74 acres
Zoning Designation	R-1, One-Family Residential
Master Plan Designation	Low Density Residential
Above Ground Improvements	Vacant land. No known improvements.
Municipal Water	Available to property
Sanitary Sewer	Available to property
Street Frontage	Unimproved paper street.

CALVIN LUTZ PROPERTY – NO: CL-1

ITEM	DETAIL
Name	Calvin Lutz Property
Tax I.D.	10-095-00-013-00
Legal Description	LOT 1 BLK 3 SAMUEL S THORPE SUB-DIVISION CITY OF CADILLAC
General Location	Lincoln Street, north of East Division (M-55)
Approximate Size	1.76 acres
Zoning Designation	R-1, One-Family Residential
Master Plan Designation	Low Density Residential
Above Ground Improvements	Vacant land. No known improvements.
Municipal Water	Available to property
Sanitary Sewer	Available to property
Street Frontage	Unimproved paper street.

CALVIN LUTZ PROPERTY – NO: CL-2

ITEM	DETAIL
Name	Calvin Lutz Property
Tax I.D.	10-095-00-014-00
Legal Description	LOT 2 BLK 3 SAMUEL S THORPE SUB-DIVISION CITY OF CADILLAC
General Location	Lincoln Street, north of East Division (M-55)
Approximate Size	1.79 acres
Zoning Designation	R-1, One-Family Residential
Master Plan Designation	Low Density Residential
Site Improvements	Vacant land. No known improvements.
Municipal Water	Available to property
Sanitary Sewer	Available to property
Street Frontage	Unimproved paper street.

CALVIN LUTZ PROPERTY – NO: CL-3

ITEM	DETAIL
Name	Calvin Lutz Property
Tax I.D.	10-095-00-016-00
Legal Description	LOT 4 BLK 3 SAMUEL S THORPE SUBDIVISION, CITY OF CADILLAC
General Location	Roland Street, north of East Division (M-55)
Approximate Size	1.78 acres
Zoning Designation	R-1, One-Family Residential
Master Plan Designation	Low Density Residential
Above Ground Improvements	Vacant land. No known improvements.
Municipal Water	Available to property
Sanitary Sewer	Available to property
Street Frontage	Unimproved paper street.

CALVIN LUTZ PROPERTY – NO: CL-4

ITEM	DETAIL
Name	Calvin Lutz Property
Tax I.D.	10-095-00-022-00
Legal Description	LOT 3 EXC COM AT NE COR OF LOT 3 TH S 110 FT, TH NWLY 170 FT, TH E 130 FT, BLK 4 SAMUEL S THORPE SUB-DIVISION, CITY OF CADILLAC
General Location	Francis Street, north of East Division (m-55)
Approximate Size	1.56 acres
Zoning Designation	R-1, One-Family Residential
Master Plan Designation	Low Density Residential
Above Ground Improvements	Vacant land. No known improvements.
Municipal Water	Available to property
Sanitary Sewer	Available to property
Street Frontage	Unimproved paper street.

E.S. FAWCETT – NO: ESF-1

ITEM	DETAIL
Name	E.S. Fawcett Property
Tax I.D.	10-095-00-007-00
Legal Description	LOTS 1 & 3 BLK 2 SAMUEL S THORPE SUB-DIVISION CITY OF CADILLAC
General Location	Lincoln Street, north of East Division (M-55)
Approximate Size	3.55 acres
Zoning Designation	R-1, One-Family Residential
Master Plan Designation	Low Density Residential
Above Ground Improvements	Vacant land. No known improvements.
Municipal Water	Available to property
Sanitary Sewer	Available to property
Street Frontage	Unimproved paper street.

E.S. FAWCETT – NO: ESF-2

ITEM	DETAIL
Name	E.S. Fawcett Property
Tax I.D.	10-095-00-009-00
Legal Description	E 1/2 OF LOT 2 & LOT 4 EXC N 30 FT OF E 50 FT, BLK 2 SAMUEL S THORPE SUBDIVISION CITY OF CADILLAC
General Location	Lincoln Street, north of East Division (M-55)
Approximate Size	2,63 acres
Zoning Designation	R-1, One-Family Residential
Master Plan Designation	Low Density Residential
Above Ground Improvements	Vacant land. No known improvements.
Municipal Water	Available to property
Sanitary Sewer	Available to property
Street Frontage	Unimproved paper street.

E.S. FAWCETT PROPERTY – NO: ESF-3

ITEM	DETAIL
Name	E.S. Fawcett Property
Tax I.D.	10-095-00-010-00
Legal Description	W 1/2 LOT 2 BLK 2 SAMUEL S THORPE SUB-DIVISION, CITY OF CADILLAC
General Location	Lincoln Street, north of East Division (M-55)
Approximate Size	0.89 acres
Zoning Designation	R-1, One-Family Residential
Master Plan Designation	Low Density Residential
Above Ground Improvements	Vacant land. No known improvements.
Municipal Water	Available to property
Sanitary Sewer	Available to property
Street Frontage	Unimproved paper street.

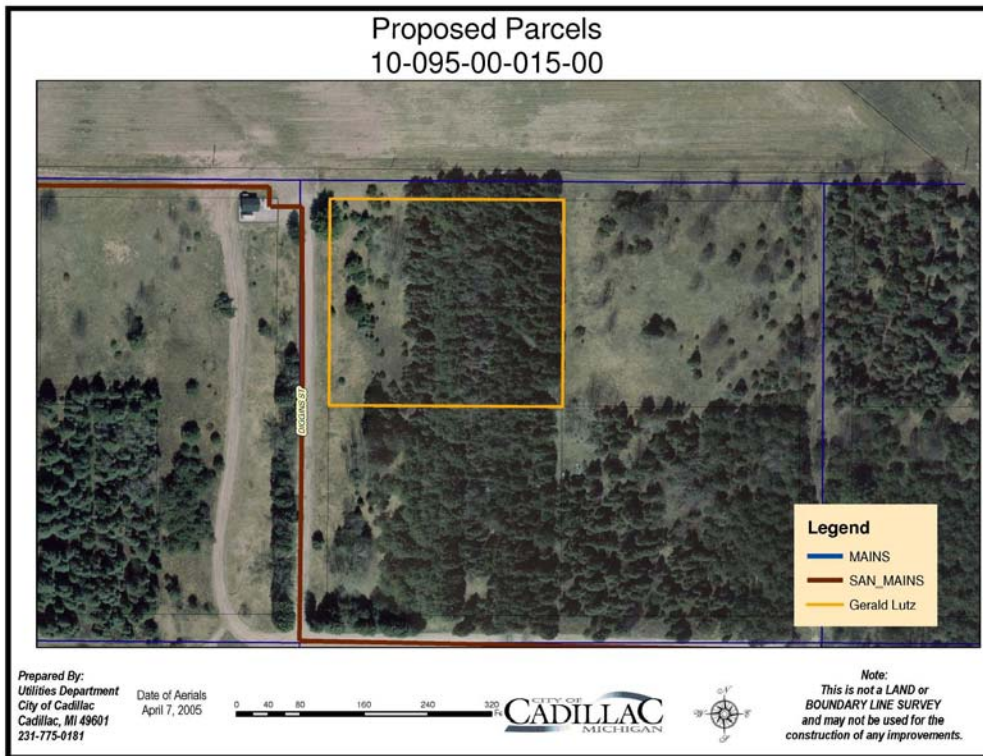
JOHN PUTVIN PROPERTY

ITEM	DETAIL
Name	John Putvin Property
Tax I.D.	10-095-00-003-00
Legal Description	LOT 2 BLK 1 SAMUEL S THORPE SUB-DIVISION CITY OF CADILLAC
General Location	Lincoln Street, north of East Division (M-55)
Approximate Size	2.63 acres
Zoning Designation	R-1, One-Family Residential
Master Plan Designation	Low Density Residential
Above Ground Improvements	Vacant land. No known improvements.
Municipal Water	Available to property
Sanitary Sewer	Available to property
Street Frontage	Unimproved paper street.

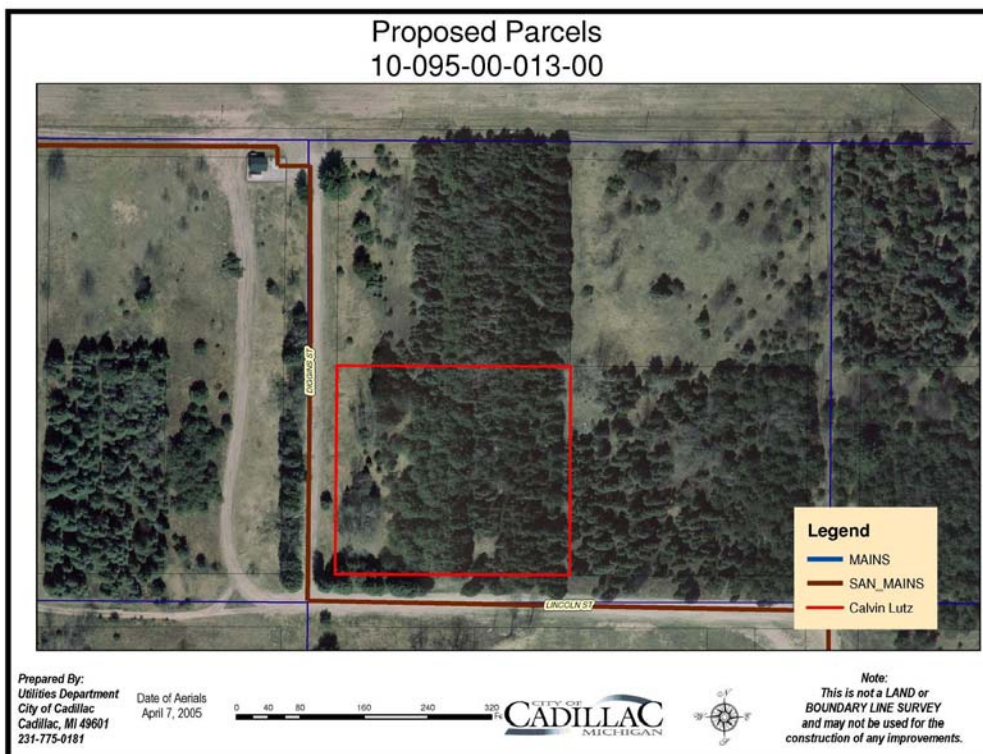
HERBERT JOYNT PROPERTY

ITEM	DETAIL
Name	Herbert Joynt Property
Tax I.D.	2109-08-1401
Legal Description	SE 1/4 OF NE 1/4 W OF WHITE PINE TRAIL R/W EXC E 210 FT OF N 150 FT; & EXC COM 210 FT W OF E SEC LINE ON N 1/8 LINE; S 150 FT; W 130 FT; N 150 FT; E TO POB & EXC W 262.5 FT OF N 200 FT; & EXC E 572.09 FT OF W 900.59 FT OF N 350 FT. --30 A. M/L CL. SEC. 8 T21N R9W -CAPS-
General Location	West of 41 Road, south of Sunnyside Drive
Approximate Size	23.91 acres (site is 26.61 acres – 2.7 acres around barn to stay)
Zoning Designation	AR, Agricultural Residential
Master Plan Designation	Agricultural and Low Density Residential
Above Ground Improvements	Vacant land. No known improvements.
Municipal Water	Available to property
Sanitary Sewer	Available to property
Street Frontage	Limited – refer to aerial photo

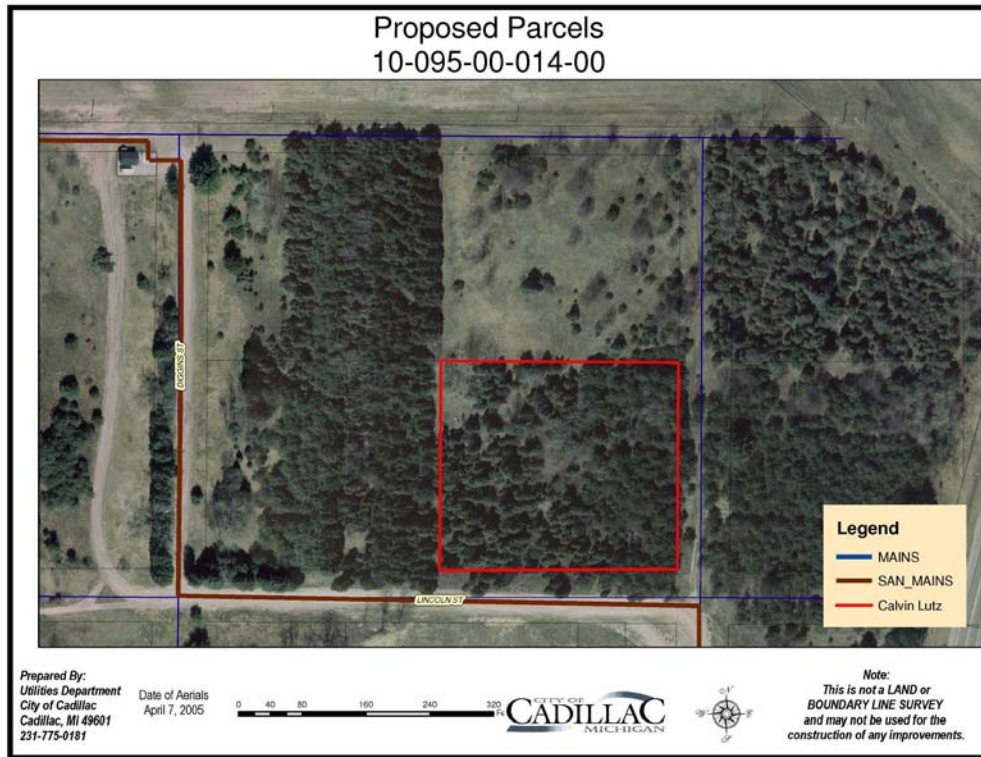
AERIAL PHOTOGRAPHS OF SITES



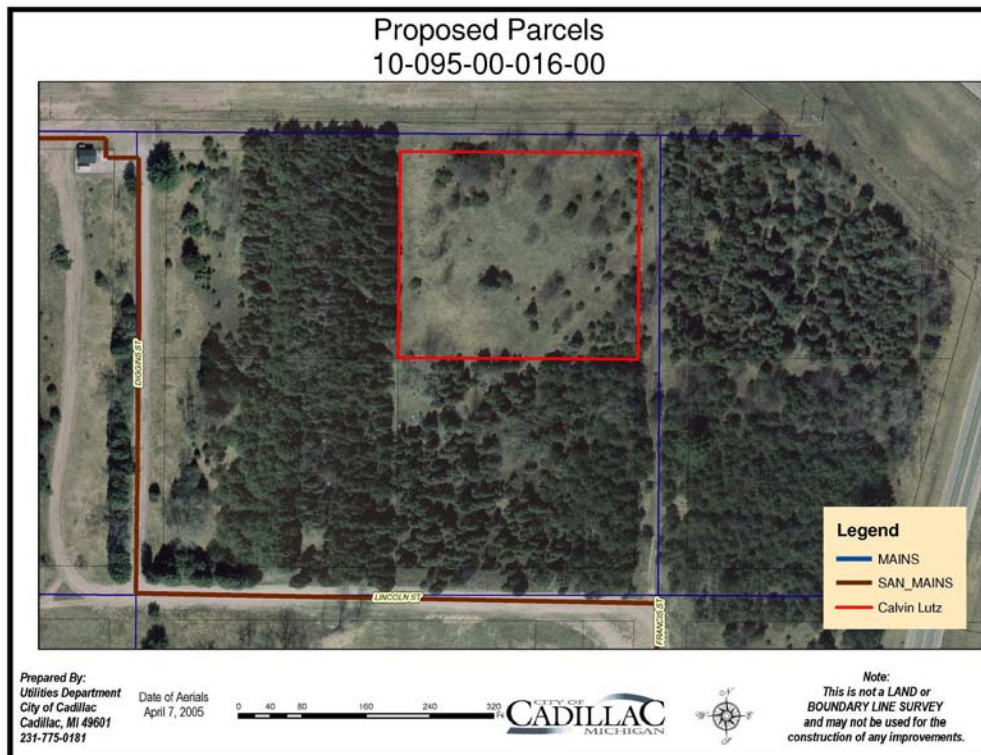
Gerald
Lutz
Property



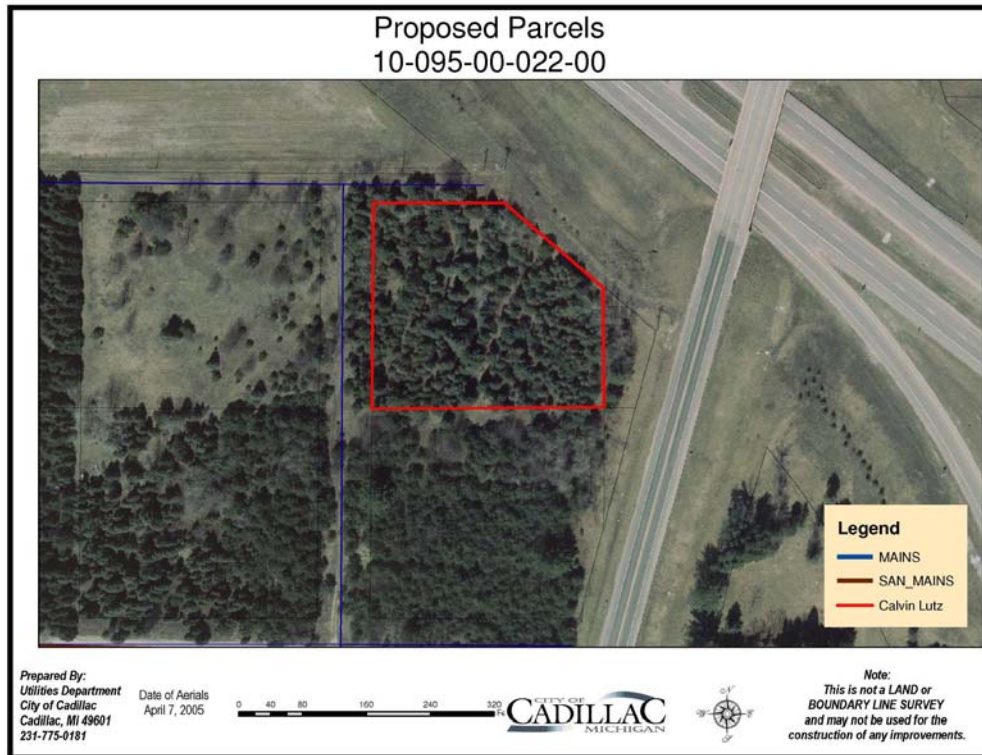
Calvin
Lutz
Property
CL-1



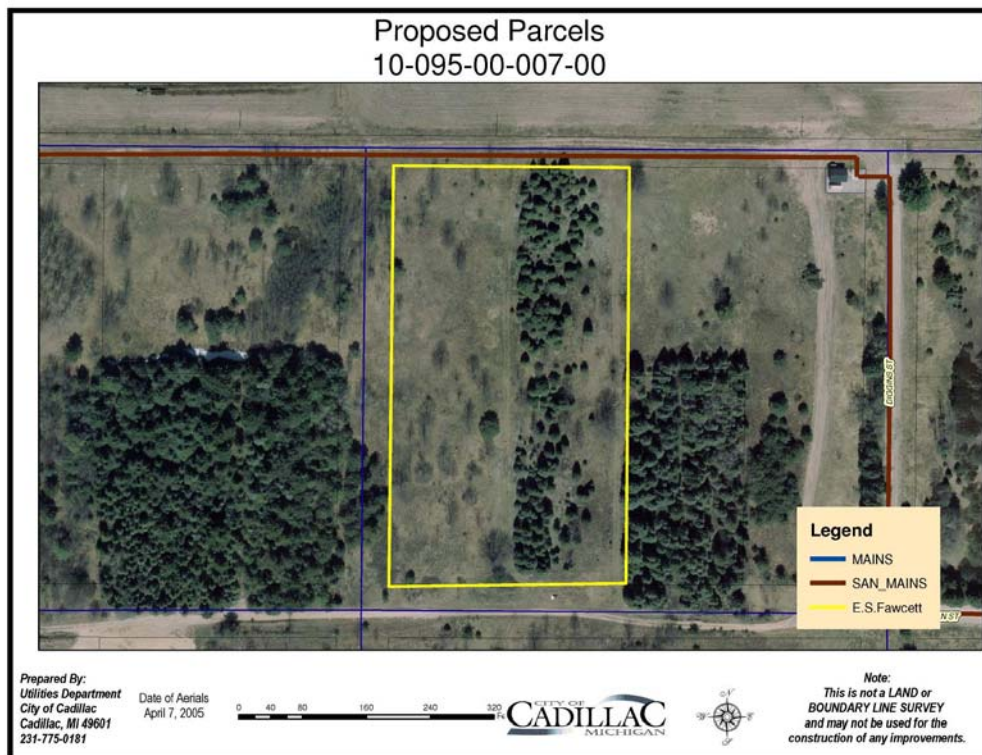
Calvin
Lutz
Property
CL-2



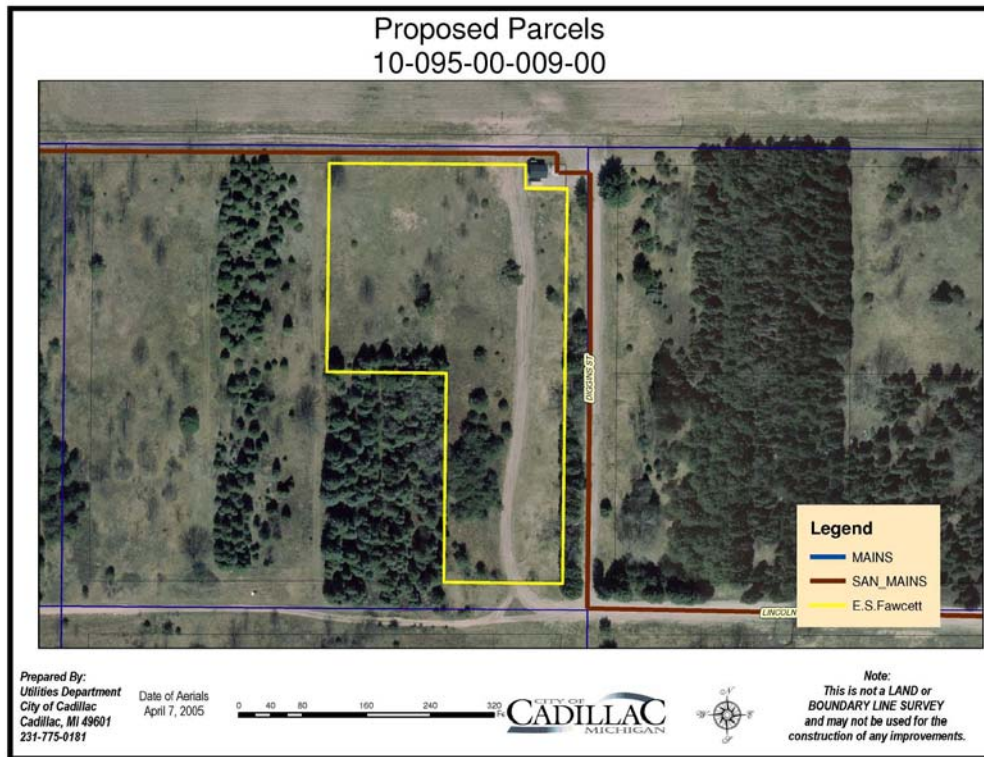
Calvin
Lutz
Property
CL-3



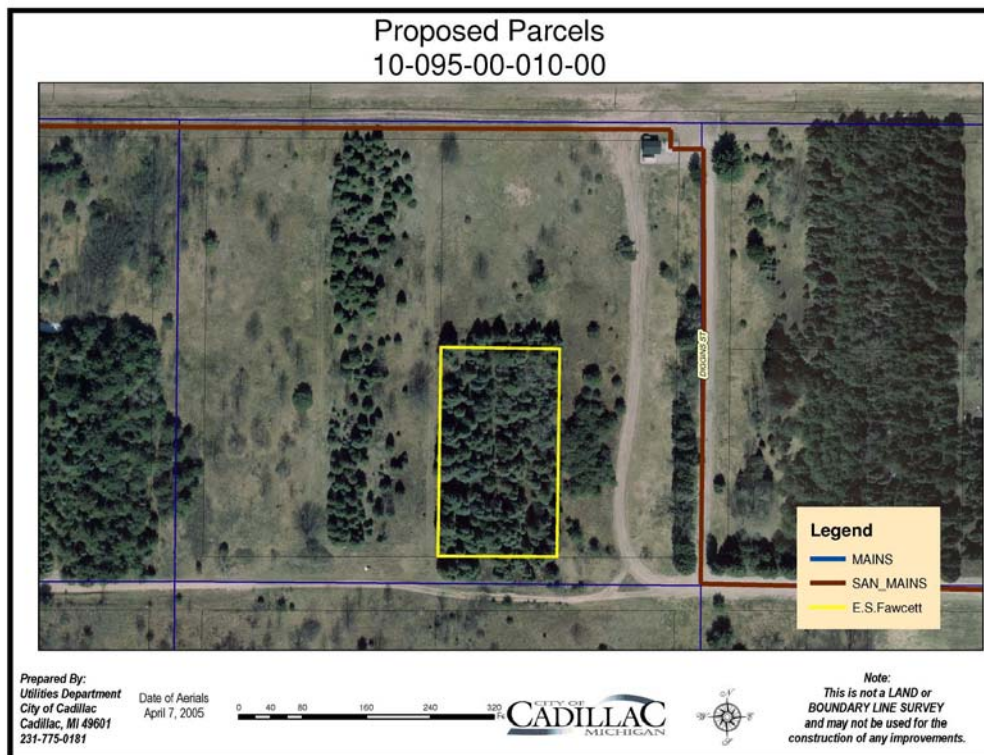
Calvin
Lutz
Property
CL-4



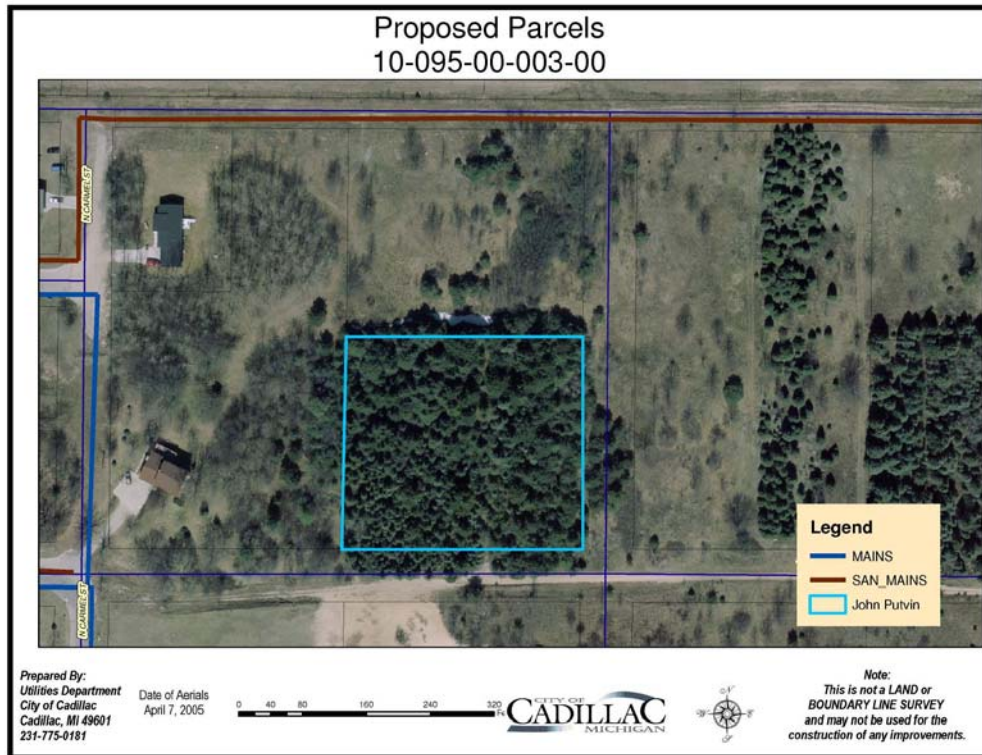
E.S. Fawcett
Property
ESF-1



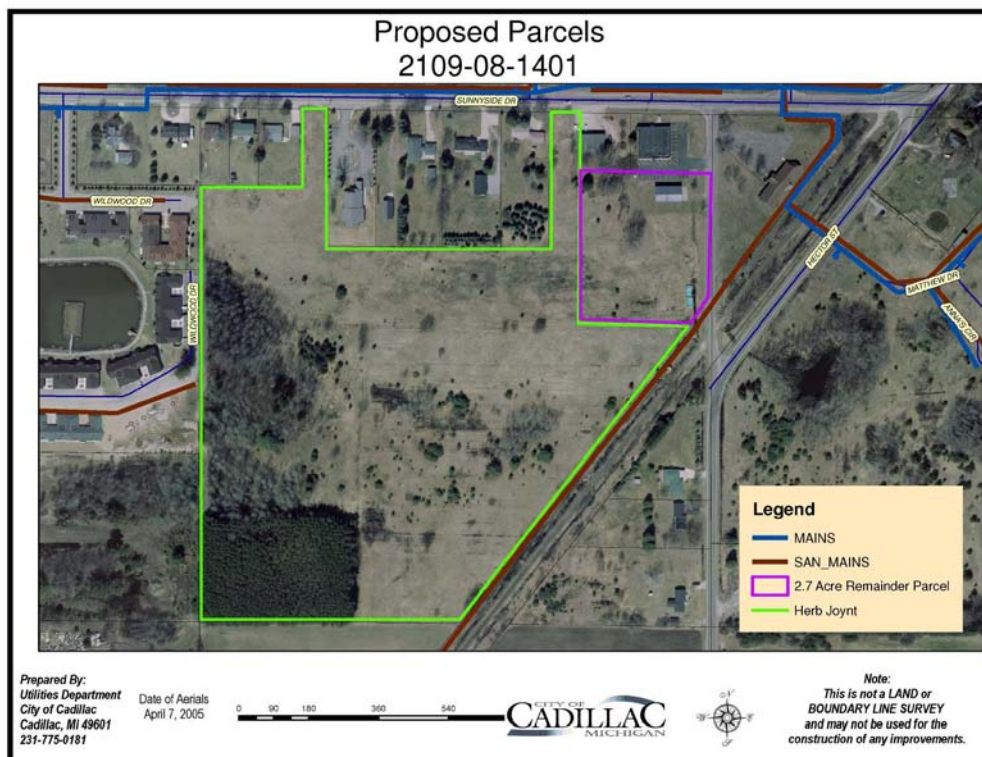
E.S. Fawcett
Property
ESF-2



E.S. Fawcett
Property
ESF-3



John
Putvin
Property



Herbert
Joynt
Property

ATTACHMENT B
Appraisal Requirements
Federal and Federally-Assisted Programs
(49 C.F.R. §24.103)

A. Appraisal requirements.

This section sets forth the requirements for real property acquisition appraisals for Federal and federally-assisted programs. Appraisals are to be prepared according to these requirements, which are intended to be consistent with the Uniform Standards of Professional Appraisal Practice (USPAP). The Agency may have appraisal requirements that supplement these requirements, including, to the extent appropriate, the Uniform Appraisal Standards for Federal Land Acquisition (UASFLA).

- 1) The Agency acquiring real property has a legitimate role in contributing to the appraisal process, especially in developing the scope of work and defining the appraisal problem. The scope of work and development of an appraisal under these requirements depends on the complexity of the appraisal problem.
- 2) The Agency has the responsibility to assure that the appraisals it obtains are relevant to its program needs, reflect established and commonly accepted Federal and federally-assisted program appraisal practice, and as a minimum, complies with the definition of appraisal in §24.2(a)(3) and the five following requirements:
 - i. An adequate description of the physical characteristics of the property being appraised (and, in the case of a partial acquisition, an adequate description of the remaining property), including items identified as personal property, a statement of the known and observed encumbrances, if any, title information, location, zoning, present use, an analysis of highest and best use, and at least a 5-year sales history of the property.
 - ii. All relevant and reliable approaches to value consistent with established Federal and federally-assisted program appraisal practices. If the appraiser uses more than one approach, there shall be an analysis and reconciliation of approaches to value used that is sufficient to support the appraiser's opinion of value.
 - iii. A description of comparable sales, including a description of all relevant physical, legal, and economic factors such as parties to the transaction, source and method of financing, and verification by a party involved in the transaction.
 - iv. A statement of the value of the real property to be acquired and, for a partial acquisition, a statement of the value of the damages and benefits, if any, to the remaining real property, where appropriate.
 - v. The effective date of valuation, date of appraisal, signature, and certification of the appraiser.

B. Influence of the project on just compensation.

The appraiser shall disregard any decrease or increase in the fair market value of the real property caused by the project for which the property is to be acquired, or by the likelihood that the property would be acquired for the project, other than that due to physical deterioration within the reasonable control of the owner.

C. Owner retention of improvements.

If the owner of a real property improvement is permitted to retain it for removal from the project site, the amount to be offered for the interest in the real property to be acquired shall be not less than the difference between the amount determined to be just compensation for the owner's entire interest in the real property and the salvage value of the retained improvement.

D. Qualifications of appraisers and review appraisers.

- 1) The Agency shall establish criteria for determining the minimum qualifications and competency of appraisers and review appraisers. Qualifications shall be consistent with the scope of work for the assignment. The Agency shall review the experience, education, training, certification/licensing, designation(s) and other qualifications of appraisers, and review appraisers, and use only those determined by the Agency to be qualified.
- 2) If the Agency uses a contract (fee) appraiser to perform the appraisal, such appraiser shall be State licensed or certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA).

**ATTACHMENT C
CERTIFICATE OF APPRAISER**

I hereby certify that on _____ (Date) I personally made a field inspection of the property herein appraised and have afforded the owner or a designated representative the opportunity to accompany me on this inspection. I have also personally made a field inspection of the comparable sales relied upon in making said appraisal. The property being appraised and the comparable sales relied upon in making this appraisal were as represented in the appraisal.

That to the best of my knowledge and belief the statements contained in the appraisal herein set forth are true, and the information upon which the opinions expressed therein are based is correct; subject to the limiting conditions therein set forth.

That I understand that such appraisal may be used in connection with the acquisition of property for a project utilizing the Drinking Water Revolving Fund (DWRf) loan program. That such appraisal has been made in conformity with appropriate laws, regulations, and policies and procedures applicable to appraisal of property for such purposes including compliance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended, commonly known as the Uniform Act (49 C.F.R. §24.103); and that to the best of my knowledge no portion of the value assigned to such property consists of items which are non-compensable under the established laws of the State of Michigan and the United States.

That any decrease or increase in the fair market value of real property prior to the date of valuation caused by the project for which such property is acquired, or by the likelihood that the property would be acquired for such project, other than that due to physical deterioration within the reasonable control of the owner, was disregarded in determining the compensation for the property.

That neither my employment nor my compensation for making this appraisal and report are in any way contingent upon the values reported herein.

That I have no direct or indirect present or contemplated future personal interest in such property or in any benefit from the acquisition of such property appraised.

That I have not revealed the findings and results of such appraisal to anyone other than the proper officials of the acquiring agency and/or officials of the DWRf Loan Program and I will not do so until so authorized by said officials, or until I am required to do so by due process of law, or until I am released from this obligation by having publicly testified as to such findings.

That I have not given consideration to, or included in my appraisal, any allowance for relocation assistance benefits.

That my opinion of the fair market value of the property to be acquired as of the _____ day of _____, 20 _____ is \$ _____ based upon my independent appraisal and the exercise of my professional judgment.

Name: _____

Signature: _____

Date: _____

**ATTACHEMENT D
FEE SCHEDULE
DWRF APPRAISAL PROJECT
CADILLAC, MI**

Property	Tax I.D.	Appraisal Fee
Gerald Lutz	10-095-00-015-00	
Calvin Lutz (CL-1)	10-095-00-013-00	
Calvin Lutz (CL-2)	10-095-00-014-00	
Calvin Lutz (CL-3)	10-095-00-016-00	
Calvin Lutz (CL-4)	10-095-00-022-00	
E.S. Fawcett (ESF-1)	10-095-00-007-00	
E.S. Fawcett (ESF-2)	10-095-00-009-00	
E.S. Fawcett (ESF-3)	10-095-00-010-00	
John Putvin	10-095-00-003-00	
Herbert Joynt	2109-08-1401	
Total Fee		

(Please see section II(K)5 for special bidding requirements)

By: _____
Printed Name and Title

Signature

Firm Name: _____

Date: _____