**STATE OF COLORADO**

**OFFICE OF THE STATE ARCHITECT**

**STATE BUILDINGS PROGRAM**



**REQUEST FOR QUALIFICATIONS**

**FOR**

**ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES**

**For:**

Arapahoe Community College

**For The**

2020-078M19 – Replace HVAC Primary Equipment, Main Building, Phase 1 of 3

##### REQUEST FOR QUALIFICATIONS

###### FOR

**ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES**

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**ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES**

**REQUEST FOR QUALIFICATIONS**

**For**

**Arapahoe Community College**

**2020-078M19 – Replace HVAC Primary Equipment, Main Building, Phase 1 of 3**

1. INTRODUCTION
2. PROJECT DESCRIPTION

Arapahoe Community College, ACC, seeks a firm to provide architectural and engineering services for the removal and replacement for phase one of three phases of the primary HVAC system consisting of a chiller, cooling tower, boiler and associated components. These systems serve both the Main and Annex buildings of ACC’s Littleton Main Campus.

The Main Building was built in 1974; with 4 floors and 221,080 sq. ft., it houses general classrooms, science labs, bookstore, library, IT department, Police Department, Records & Enrolment, Student Life, other departments and various offices.

The Annex Building is attached to the Main Building by a corridor on both level 1 and level 2. It was built in 1977, is 81,550 sq. ft. and houses general classrooms, an art gallery, automotive garages, a fitness center, other departments and various offices.

The Main Building chiller, cooling tower, boiler and associated components serve both the Main Building and the Annex Building. Given the scope of replacements associated with these system components, replacement will be addressed in three phased projects. Phase one project – chiller replacement; phase two project – cooling tower replacement; phase three project – boiler, air handler, coil replacements.

Project Problem by Phase:

Phase 1: One steam absorption chiller generates chilled water for cooling for the main building and annex. The chiller was manufactured by Carrier Corporation in 1973. The chiller was purchased as a used machine, and installed in the Main Building in 1988. It was refurbished in 2012. The industry standard for the expected life cycle for this unit is 25 years and this unit is now over 40 years old. Steam absorption chillers are essentially obsolete; the major chiller manufacturers no longer produce steam absorption chillers, and manufacturers of this type of unit are all located overseas. New modern electric chillers have efficiencies equal to, or better than, steam absorption chillers. Energy savings are anticipated with replacement of the chiller with a new electric chiller. In addition, the building codes have changed significantly since 1988, and the chiller room does not comply with current building code requirements. A code compliant refrigerant monitoring system, ventilation system, and controls interlocks are needed.

There are a number of components associated with this system that should be replaced in conjunction with the chiller. These components include the chilled water pumps, hydronic piping, and service valves. All of these components are nearing the end of, or exceed, their life expectancy. New components are needed to maximize the efficiency, ensure serviceability, and maximize the operating life of the new chiller.

Phase 2: The cooling tower that serves the chiller was manufactured by Baltimore Air Coil (BAC), and installed in 1999. Industry standard for the expected life cycle for a cooling tower is 15-20 years, as such this unit is nearing the end of its life cycle. Other components associated with this system are also at, or near the end of, their life expectancy that should be replaced in conjunction with replacement of this unit. These include the free-cooling (water-side economizer) plate and frame heat exchanger, condenser water pumps, service valves, and piping. The cooling tower is located indoors with no provision for replacement, i.e. no opening large enough to accommodate replacement. Therefore, in order to replace the cooling tower, the roof and secondary structure will require removal and re-installation.

Phase 3: Two boilers serve the facility, B-1 and B-2. B-2 was replaced in 2008 and is in good condition. B-1 is the oldest steam heating boiler and was manufactured by Cleaver Brooks in 1973. This boiler is original to construction of the building and is beyond its service life of 25 to 30 years, and needs to be replaced. B-1 was the main boiler. Due to its condition, B-2 is currently operated as the main boiler, and B-1 provides backup for B-2; whenever B-2 requires service, B-1 operates, and in the event of failure of B-2, B-1 operates. Repairs to B-1 include re-tubing a portion of the boiler in 2005, and again in 2007. Currently, repairs are needed to the firebrick. The feed water tank has recently required repair for leaks. Due to the age of B-1 and the associated feed water tank, along with its deteriorating condition, cannot be relied upon to provide redundancy for B-2. Boiler B-1 needs to be replaced.

There are two large, built-up air handlers serving the main building. The air handlers are rated at 94,500 CFM each. The heating and cooling coils located within these two main air handling units are original to construction of the building and are beyond their service life of 20 years. In the event of failure of the coils, the air handlers cannot maintain a comfortable environment for the facility.

There are a number of components associated with the coils that should be replaced in conjunction with replacement of the coils. These components are aging, and their reliability is questionable. These components include the heating water distribution pumps that serve the heating coils, and the coil service valves.

The boiler and coils are located in the penthouse mechanical room with no provision for replacement, i.e no opening large enough to accommodate replacement. Therefore, in order to replace the boiler and the coils, the exterior CMU wall will need to be removed and then replaced. Removal and replacement of interior walls are required to allow replacement of the heating and cooling coils.

Project Proposed Solution by phase:

Phase 1: The proposed scope of this project is to remove the existing chiller, and associated components, replace them, along with providing the code required refrigeration monitoring and ventilation system. The new chiller will be electric, and energy savings are anticipated with the new equipment. New refrigerants are coming available in fall 2017/early 2018, and final chiller selection can be made to maximize the energy savings. As part of this work, the chilled water pumps, hydronic piping, and service valves will be replaced to maximize the efficiency, ensure serviceability, and maximize the operating life of the new chiller. The chilled water pumps will incorporate variable speed operation.

Phase 2: The proposed scope of this project is to remove and replace the cooling tower, free-cooling (water-side economizer) plate and frame heat exchanger, condenser water pumps, service valves, and associated piping. The new cooling tower and pumps will incorporate variable speed operation to further improve the energy savings associated with Phase 1 chiller replacement. Included with this work, is removal and replacement of the roof and secondary structure to allow replacement of the cooling tower.

Phase 3: The proposed scope of this project is to remove and replace boiler B-1 and its associated components, the heating coils, cooling coils, heating water pumps, and associated service valves. Replacement of B-1, heating water pumps, and coils, will improve system reliability and operating efficiency. New pumps will incorporate variable speed operation to improve the energy savings of the heating system. As part of this work, the exterior CMU wall will need to be removed and then replaced to allow removal and installation of the new boiler. Removal and replacement of interior walls are required to allow replacement of the heating and cooling coils.

ACC considers project sequence planning for phases 1, 2 and 3 and energy efficiency as a major consideration in the design of phase one of this project.

A/E services for phase 1 of this project will address all issues described above including building structure and building envelope impact repairs. The A/E services will include schematic design, design development, construction documents, bidding, contract administration, and post construction services . Construction cost estimates will be required with each level of design submittal. All services will adhere to the Office of the State Architect policies and procedures.

Notice is hereby given to all interested parties that all firms will be required to meet all minimum qualifications to be considered for this project. To be considered qualified, interested firms shall have, as a minimum:

1. License to practice Architecture/Engineering in Colorado
2. Provided services within the last five (5) years for at least three (3) projects consisting of higher educational renovation and construction projects
3. Demonstrated design and management capability of a minimum of $2,000,000 for an individual project

Preferred qualifications:

1. Provided HVAC sector design preferably in Higher Education setting
2. Demonstrate an understanding of the Office of the State Architects procedures and policies
3. Experience designing phased projects

Additional Scope may include:

1. Assist in contractor selection process
2. Attend and facilitate meetings with the Owner, Architect and Contractor
3. Project scheduling to expedite the project completion and control budget
4. Coordinate long lead items
5. Site survey
6. Asses usage and other project needs
7. Charge and responsibility for design scheduling and cost estimating for construction documents

ACC anticipates using a Design/ Bid/Build process for the contractor selection process per the OSA policies and procedures.

B. SELECTION PROCESS

The selection of an architect/engineer/consultant will be conducted in accordance with the Colorado Revised Statutes, 24-30-1401 et. seq. The process will involve two stages: submittals will be screened and scored. A limited number of firms will be short listed and invited to participate in oral interviews. ACC will attempt to negotiate a contract with the highest ranked firm following the interview segment. Following is additional information relative to the selection process:

1. Mandatory Pre-submittal Conference: To ensure sufficient information is available to firms preparing submittals, a mandatory pre-submittal conference has been scheduled. The intent of this conference is to tour the site and to have ACC staff available to discuss the project. Firms preparing submittals must attend and sign-in to have their submittals accepted. The pre-submittal conference will be held at:

Arapahoe Community College

Main Building

Room # 4770

5900 S. Santa Fe Drive

Littleton, Colorado 80160

**November 1, 2019 @ 10:00 AM**

\*\*\*Please insure you give yourself enough time to get to the college, park and locate the room in time for the meeting.

1. Architect/Engineer/Consultant’s Submittals: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate review, three (3) copies of submittals must be provided. Maximum submittal document length to be thirty (30) pages double sided. Submittals must be received at:

**HAND DELIVERED**

Arapahoe Community College

Church Street Building

ATTN: Daniel Hohn

2625 Church Avenue

Littleton, CO 80160

**MAILED**

Arapahoe Community College

ATTN: Daniel Hohn

5900 South Santa Fe Drive

Littleton, CO 80120

Deadline for receipt (whether mailed or hand delivered) is: **November 22, 2019 @ 2:00 pm (Local Time)**

Late submittals will be rejected without consideration. ACC and the State of Colorado assume no responsibility for costs related to the preparation of submittals.

1. Screening Panel/Short List: Submittals will be evaluated by a panel of individuals selected in accordance with State policies. The panel will review and score the submittals. Firms ranked the highest will be invited to an oral interview. It is anticipated no fewer than three (3) or no more than six ( 6 ) will be interviewed.
2. Oral Interviews. It is anticipated that oral interviews will be conducted during the week of January 6, 2020. Interviews will be conducted at: Arapahoe Community College. The time for interviews is to be determined. Key personnel from the firm and major consultants who will be directly involved with the project should attend the interview. The interview panel will, in particular, be interested in knowing about the project approach proposed and in meeting the individuals who will act as the primary contacts with the ACC.

C. SCHEDULE

Following is a detailed schedule of events for the RFQ process and an outline of the schedule for the balance of the project.

Advertisement 10/18/2019

RFQ Document Available 10/18/2019

Pre-submittal Conference 11/01/2019 @ 10:00 am

Date Email Questions Due 11/08/2019 @ 12:00 pm

Date Answers Due to all Firms 11/15/2019 @ 4:00 pm

RFQ Submittal Due 11/22/2019 @ 2:00 pm

Submittal Screening 12/13/2019

A/E Interview List Released 12/20/2019

A/E Oral Interviews (TBD) week of: 01/06/2020

Negotiation of A/E Contract 01/14/2020

Contract Approval (projected) 01/31/2020

Anticipated Design Start 02/03/2020

Anticipated Construction Start/Finish 05/18/2020 to 01/15/2021

1. SUBMITTAL REQUIREMENTS

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document. **(Note that the primary focus of the prequalification evaluation will be the firm(s) capability and the primary focus of the oral interview will be the proposed Project Management Team members capabilities.)** Following are elements that will be used to evaluate each firm's qualifications:

1. PROJECT TEAM

Identify the project principal, the project manager, key staff and subconsultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

1. Qualifications and relevant individual experience.
2. Unique knowledge of key team members relating to the project.
3. Experience on projects as a team.
4. Key staff involvement in project management and on-site presence.
5. Time commitment of key staff.
6. Qualifications and relevant subconsultant experience.

**B. FIRM/TEAM CAPABILITIES**

1. Are the lines of authority and coordination clearly identified?
2. Are essential management functions identified?
3. Are the functions effectively integrated? (e.g., subconsultants’ role delineated)?
4. Current and projected work load.

Note: Organization charts and graphs depicting your capacity may be included.

C. PRIOR EXPERIENCE

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

1. Experience of the key staff and firm with projects of similar scope and complexity.
2. Demonstrated success on past projects of similar scope and complexity.
3. References.

Note: Include the name and current telephone number of the owner’s project manager for every project listed.

D. PROJECT APPROACH

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

1. Budget Methodology/Cost Control.
2. Establish and maintain estimates of probable cost within owner's established budget.
3. Control consultant contract costs
4. Coordinate value engineering activities
5. Quality Control Methodology.
6. Insure State procedures are followed
7. Improve energy efficiency through the use of an integrated design process, life cycle costing, the use of an energy standard (current OSA energy code) and the specification of energy efficient materials, systems, and equipment
8. Insure the project is designed for durability and maintainability
9. Schedule.
10. Manage the required work to meet the established schedule
11. WORK LOCATION

Describe where the prime and subconsultants will do the key work elements of this project.

1. Proximity of firms office as it may affect coordination with the State's project manager and the potential project location.
2. Firm's familiarity with the project area.
3. Knowledge of the local labor and material markets.

**Appendix A**

**STATE BUILDINGS PROGRAM**

**PRELIMINARY SELECTION/EVALUATION FORM**

**ARCHITECT/ENGINEERING/CONSULTANT SERVICES**

QUALIFICATION BASED SELECTION (This form is to be used in the first step, i.e. short listing, of an architectural/engineering/consulting services selection process.)

Evaluator #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Firm:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RFQ REFERENCE

MINIMUM REQUIREMENTS Y \_\_\_\_ N \_\_\_\_

If the minimum requirements have not been met, specify the reason(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acknowledgment and Attestation included: Y \_\_\_\_\_ N \_\_\_\_\_

**SCORE (PROJECT SPECIFIC QUALIFICATIONS):** Weight2 x Rating3 = Score

1. PROJECT TEAM1
2. Qualifications and relevant individual experience. \_\_\_\_\_x\_\_\_\_\_=\_\_\_\_
3. Unique knowledge of key team members relating to the

project. \_\_\_\_\_x\_\_\_\_\_=\_\_\_\_

1. Experience on projects as a team. \_\_\_\_\_x\_\_\_\_\_=\_\_\_\_
2. Key staff involvement in project management and on-

site presence. \_\_\_\_\_x\_\_\_\_\_=\_\_\_\_

1. Time commitment of key staff. \_\_\_\_\_x\_\_\_\_\_=\_\_\_\_
2. Qualifications and relevant subconsultant experience. \_\_\_\_\_x\_\_\_\_\_=\_\_\_\_
3. FIRM CAPABILITIES1
4. Are the lines of authority and coordination clearly identified \_\_\_\_\_x\_\_\_\_\_=\_\_\_\_
5. Are essential management functions identified? \_\_\_\_\_x\_\_\_\_\_=\_\_\_\_
6. Are the functions effectively integrated (e.g., subconsultants’

roles delineated?) \_\_\_\_\_x\_\_\_\_\_=\_\_\_\_

1. Current and projected work load. \_\_\_\_\_x\_\_\_\_\_=\_\_\_\_
2. PRIOR EXPERIENCE1
3. Experience of the key staff and firm with projects of similar

scope and complexity. \_\_\_\_\_x\_\_\_\_\_=\_\_\_\_

1. Demonstrated success on past projects of similar scope

and complexity. \_\_\_\_\_x\_\_\_\_\_=\_\_\_\_

1. References. \_\_\_\_\_x\_\_\_\_\_=\_\_\_\_
2. PROJECT APPROACH1
3. Budget methodology/cost control. \_\_\_\_\_x\_\_\_\_\_=\_\_\_\_
4. Quality control methodology. \_\_\_\_\_x\_\_\_\_\_=\_\_\_\_
5. Schedule maintenance methodology. \_\_\_\_\_x\_\_\_\_\_=\_\_\_\_
6. WORK LOCATION1
7. Proximity of firm’s office as it may affect coordination with

the state's project manager and the potential project location. \_\_\_\_\_x\_\_\_\_=\_\_\_\_\_

1. Firm's familiarity with the project area. \_\_\_\_\_x\_\_\_\_=\_\_\_\_\_
2. Knowledge of the local labor and material markets. \_\_\_\_\_x\_\_\_\_=\_\_\_\_\_

TOTAL SCORE: \_\_\_\_\_\_\_\_4

NOTES:

1. **Criteria**: Agencies/Institutions are encouraged to include additional criteria that reflect unique characteristics of the project under each category to help determine the submitter’s overall qualifications.
2. **Weights**: Agency/Institutions to assign weights, using whole numbers, to all criteria on evaluation forms for inclusion into RFQ document and prior to evaluations.
3. **Ratings**: Evaluator to assess the strength of each firms qualifications and assign a numerical rating of 1 to 5 with 5 being the highest rating. (Use whole numbers)
4. **Total Score**: Includes the sum of all criteria. Note: a passing score (as a percentage of the total points available) is optional and should be assigned by the agency/institution prior to evaluation.

**Appendix A1**

**STATE BUILDINGS PROGRAM**

**ORAL INTERVIEW SELECTION/EVALUATION FORM**

**ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES**

QUALIFICATION BASED SELECTION (This form is to be used in the second step, i.e. oral interview, of an architectural/engineering/consulting services selection process.)

Evaluator #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Firm:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCORE (OVERALL QUALIFICATIONS)1**: Weight2 x Rating3 = Score

1. PROJECT TEAM1 \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

2. TEAM CAPABILITIES1 \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

3. PRIOR EXPERIENCE1 \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

4. PROJECT APPROACH1 \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

5. WORK LOCATION1 \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

TOTAL SCORE: \_\_\_\_\_\_\_\_4

NOTES:

1. **Criteria**: Agencies/Institutions are encouraged to include additional criteria that reflect unique characteristics of the project under each category to help determine the submitter’s overall qualifications.
2. **Weights**: Agency/Institutions to assign weights, using whole numbers, to all criteria on evaluation forms for inclusion into RFQ document and prior to evaluations.
3. **Ratings**: Evaluator to assess the strength of each firms qualifications and assign a numerical rating of 1 to 5 with 5 being the highest rating. (Use whole numbers)
4. **Total Score**: Includes the sum of all criteria. Note: a passing score (as a percentage of the total points available) is optional and should be assigned by the agency/institution prior to evaluation.

**Appendix A2**

**STATE BUILDINGS PROGRAM**

**FINAL RANKING MATRIX**

QUALIFICATION BASED SELECTION

(This form is to be used separately to rank and determine the most qualified architectural/engineering/consulting services firm for both the preliminary and interview evaluations.)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FIRM | **QUALIFICATIONS SCORE1** | | | | | | **CUMULATIVE2**  **TOTAL SCORE** | **RANK3** |
|  | EVAL  #1 | EVAL  #2 | EVAL  #3 | EVAL  #4 | EVAL  #5 | EVAL  #6 |  |  |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

NOTES:

1. Insert total score from each evaluator's PRELIMINARY SELECTION AND INTERVIEW SELECTION/EVALUATION FORMS. DO NOT combine scores of the two evaluations.

2. Add all evaluators' total scores to determine the cumulative score. NOTE: Each firm's cumulative total score should be as a percentage of the total points available.

3. Rank all firms with the highest scoring firm being the most qualified.

**Appendix B**

**ARCHITECT/ENGINEER/CONSULTANT CONTRACT**

**(STANDARD OR CM/GC FORMAT)**

**Appendix C**

**CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS**

**Appendix D**

**ACKNOWLEDGEMENT AND ATTESTATION FORM**

By responding to these guidelines, the respondent(s) certify that he/she has reviewed the Agreement and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

I certify and declare that the foregoing is true and correct.

Subscribed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Date City

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

County State

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant or Corporate Officer Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Date

NOTE: Use full corporate name and affix corporate seal (if available).

(Seal)