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# CITY OF MAULDIN REQUEST FOR QUALIFICATIONS (RFQ: 2021–11)

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## On-Call Stormwater Engineering Services

**Issue Date:** December 6, 2021

**Submittals Due:** January 13, 2022 by Noon, 12pm EST

**Contact:** Matt Fleahman, Public Works Director

**E-mail:** [mfleahman@mauldincitysc.com](mailto:mfleahman@mauldincitysc.com)

**Phone:** (864) 289-8904

**CITY OF MAULDIN**  
5 E. Butler Road, Mauldin, SC 29662

**A. Introduction**

The City of Mauldin, SC, is requesting statements of qualifications from interested and qualified engineering firms that have the ability to provide planning, engineering design, permitting, bidding and award assistance, and construction administration/observation for multiple stormwater projects within the City for the City’s Public Works Department.

The initial purpose of this Request for Qualifications (“RFQ”) is to obtain information about firms interested in providing professional stormwater engineering services on an “as needed” basis for the City of Mauldin’s Public Works Department. The professional services may include, but not limited to the design of one or more of the following: consultation, design, construction management, plan review, general support for the City’s MS4 program for stormwater and public works related projects. The firm chosen will work with the City on selected engineering projects with an emphasis on stormwater improvements.

This RFQ is for on-call services, in which the selected firm(s) will be listed for a period of up to a maximum of two (2) years to be contracted by the City for various engineering consulting services on an as-needed basis. The number of firms selected for the services will be based on the diversity of the teams submitting responses to the RFQ and any specific disciplines identified by the firms, if any.

**B. Scope of Work**

To be considered for selection, the Firm shall be qualified and capable to deliver the following services for the identified projects. If sub-consultants are to be used for any portion of the work, the sub-consultant should be identified and pertinent information related to their aspect of the team should be provided. The selected firm(s) will be expected to complete the following deliverables on projects but not limited to any combination of the services below:

1. Preparation of plans and specifications for construction projects for a portion or the entire project. This may include but not limited to:
  - a. Cost Estimates
  - b. Surveying
  - c. Field Work
  - d. Design
  - e. Permitting
2. Professional engineering services, which may include, but are not limited to review and approval of submittals as well as review for permit submittals
3. Construction management, which may include, but is not limited to daily construction observation and documentation, coordinating contractor’s work and enforcing schedule commitments.
4. Stormwater experience relating to the development of stormwater management plans to meet National Pollution Discharge Elimination System (NPDES) requirements.
5. Stormwater consultation, which may include, but is not limited to design, analysis, reports, studies, investigations, and preparation of documents.

6. Preparation of permit applications for local, state and federal requirements applicable to the projects.
7. Ability to work effectively with City staff, the public, and regulatory and funding agencies.

**C. Qualifications Statement Submittal Requirements**

The following components shall be submitted to the City in a concise manner as part of the response to this RFQ. Failure to include all of the elements specified below may be cause for rejection. Additional information may be provided, but shall be succinct and relevant to this RFQ. Submittals shall be limited to 50 pages. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size. Qualifications Statements shall correspond to the sections below:

**1. Attachment "A" Certification Form**

- a. An authorized representative of the firm is required to certify the accuracy of all information contained in your firm's submittal by executing the certification form attached to this RFQ and titled **Attachment "A" Certification**.

**2. Firm Information**

- a. Firm name, mailing address (include physical location if mailing address is a P.O. Box), contact person, telephone number, and e-mail address.
- b. Type of organization (joint venture, partnership, limited partnership, corporation, etc.). If submitting as a joint venture, firm shall provide a summary of the draft agreement terms.
- c. Firm history, including background of firm's executive management and number of years the firm has been in business.
- d. Financial information:
  - i. Firm's total annual construction volume for the past five (5) years.
  - ii. Name and contact information of the firm's bonding company.
  - iii. Letter from the surety indicating the firm's current bonding capacity and the surety's willingness to bond the Project.
  - iv. A.M. Best rating for the firm's surety, and its status to do business in South Carolina.
- e. Has the firm, or joint venture partner, ever been involved in litigation or arbitration with an owner of a similar facility? If so, please describe each instance, giving specific detail regarding the reasons for the claim and amount in dispute. Explain how the claim was resolved.

**3. Relevant Experience and Capabilities**

- a. Provide confirmation that the firm and its team members are licensed to provide engineering services in South Carolina.

- b. Demonstrate the firm's experience in construction stormwater projects. Provide three (3) or more examples where the firm has provided engineering services for stormwater design, permitting, or construction management. The selected projects should demonstrate the firm's capability, creativity and unique problem-solving skills, budget and schedule compliance, and added value. The following information shall be provided for each project:
  - i. Owner and location of the project
  - ii. Completion date or status of the project
  - iii. Brief project description highlighting its key elements
  - iv. Capacity and square footage of the project
  - v. Key personnel proposed for this project that were involved in the project
  - vi. E-mail and telephone number for client references
  - vii. Initial project budget, final cost, and type of contract

**4. Project Team**

- a. Identify the key personnel who will be assigned to the Project.
- b. Identify the firm's single point of contact for the entire Project.
- c. Provide an organization chart clearly defining all individuals proposed for the Project.
- d. Provide resumes for each individual listed above, including the following:
  - i. Name and title
  - ii. Years of experience
  - iii. Years with firm
  - iv. Office location
  - v. Education, certifications, licenses, and/or special training
  - vi. Description of role and key responsibilities for the Project and level of involvement in each phase
  - vii. Listing and description of relevant project experience

**5. Project Approach:** Provide a narrative describing the firm's approach to the Project. The following items shall be addressed specifically:

- a. Discuss approach to project controls, including scope, schedule, budget and cost control, and construction quality control with examples of past success.
- b. Describe procurement plan to ensure completion of the Project on a timely basis.
- c. Describe practices and processes in monitoring and managing construction activities and subcontractor performance so as to minimize requests for change orders and avoid or mitigate construction related disputes.
- d. Indicate whether the firm would propose to self-perform any work on projects and, if so, the nature of the work and the firm's capability to self-perform.
- e. Describe how the firm will ensure competitive pricing and on-time, quality performance by its subcontractors.
- f. Describe the firm's approach to creating a competitive procurement environment for the benefit of the Project.

- g. Describe the firm’s experience implementing apprenticeship and/or work for development programs.

**D. Selection Criteria**

The City’s Evaluation Committee (Evaluation Committee) will review, score and rank all proposals and make a recommendation to City Council on who will best serve the City. City Council will make the final decision on selecting a Firm. During the evaluation process, the Evaluation Committee and the City reserve the right to request additional information or clarification from proposers, or to allow corrections of errors or omissions.

The Evaluation Committee reserves the right to disqualify any proposal for, but not limited to, person or persons it deems as non-responsive and/or non-responsible. The Evaluation Committee reserves the right to make such investigations of the Proposals as it deems appropriate. The evaluation committee may elect to interview firms short listed but reserves the right to award the contract based upon the City’s review and ranking of proposals.

Award of any proposal may be made without discussion with proposers after responses are received. The City reserves the right to cease contract negotiations if it is determined that the proposer cannot perform services specified in their response.

Qualifications Statements will be evaluated by the Selection Committee based on the firms’ ability to meet the requirements of this RFQ. The Evaluation Committee will review each proposal using the primary criteria below:

<b>Category</b>	<b>Maximum Points</b>
Firm’s Background Information & Client References (e.g., an office in South Carolina, and/or extensive experience in South Carolina)	<b>25</b>
Relevant Experience and Capabilities (e.g., experience with construction stormwater projects, engineering services for stormwater design, permitting, and/or construction management.)	<b>25</b>
Approach to the Project	<b>25</b>
Qualifications and abilities of key individuals proposed for the Project	<b>25</b>
<b>Proposal Evaluation Total</b>	<b>100</b>

**E. Submission Process and Timeline**

Qualifications Statements shall be submitted electronically no later than **Noon (12:00 pm EST on January 13, 2021)**. Responses must be prepared in conformance with the guidelines described in this RFQ. Responses received after the deadline will **not** be considered.

- Electronic qualification statements shall be submitted electronically in PDF format to [mfleahman@mauldincitysc.com](mailto:mfleahman@mauldincitysc.com). E-mail subject line must be as follows: **“On-Call Stormwater Engineering Services”**

All responses are subject to public disclosure under the South Carolina Public Records Law. To the extent permissible by law, the City agrees to keep confidential any confidential proprietary information included in a response, provided that: 1) the respondent identifies the confidential proprietary portions of the response; 2) the respondent identifies as confidential and proprietary only those portions of the submittal that actually are confidential and proprietary; and 3) the respondent states why protection is necessary. Respondents shall not designate their entire response as confidential and proprietary, nor shall they so designate information that is already public.

In submitting a Qualifications Statement, each firm agrees that the City may reveal any materials contained in such response to all the staff and the officials involved in the selection process and to any outside consultant or other third parties who serve on the Selection Committee or who are hired by the City to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless the City and each of its officers, employees and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret.

**F. Contract Negotiation**

Fee negotiations shall be conducted for performance of the contract at a price which is fair and reasonable. Should the City be unable to negotiate a contract at a price that is fair and reasonable, negotiations shall be formally terminated with the highest ranked Firm and the City shall have the option to commence negotiations with the second ranked Firm.

The selected firm will be responsible for developing and submitting a detailed Project Scope and Time Schedule to be included in the contract documents. This scope and schedule shall be consistent with the requirements of this RFQ and is subject to approval by the City of Mauldin.

**G. General Terms and Conditions**

**1. Competition**

It is the intent and purpose of the City that this solicitation permits competition. It shall be the Firm's responsibility to advise the City in writing if any language, requirements, etc. or any combination thereof, inadvertently restricts or limits the requirements stated in this solicitation to a single source. Such notification shall be submitted in writing and must be received by City Hall at least ten (10) calendar days prior to proposals receipt date. A review of such notification shall be made.

**2. Confidentiality and Proprietary Information**

All submissions become the property of the City and will not be returned to the Firm. The City will consider all proposals submitted as confidential but reserves the right to make copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical consultants. Firms should be aware that the City of Mauldin is a "public body" as defined in and subject to the provisions of the Freedom of Information Act.

**3. Conflict of Interest**

The Firm shall disclose in its proposal any actual or potential conflicts of interest and existing business relationships it may have with the City of Mauldin, its elected or appointed officials or employees, any property ownership direct or indirect in the jurisdiction. Firm certifies by submission of proposal that neither it nor its principals, nor its perspective subcontractors are presently debarred, suspended, or proposed for debarment by the City of Mauldin or any state or federal department or agency.

**4. Compliance, Assurance and Non-collusion**

Except as otherwise specified or as arising by reason of the provision of the contract documents, no person whether natural, or body corporate, other than the Firm has or will have any interest or share in this proposal or in the proposed contract which may be completed in respect thereof. By responding to this RFQ, the Firm agrees that there is no collusion or arrangement between the Firms and any other actual or prospective Firms in connection with proposals submitted for this project and the Firm has no knowledge of the contents of other proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

During the period between publication of the solicitation and award, you must not communicate, directly or indirectly, with the using department, its employees, agents or officials regarding any aspect of this procurement activity, unless otherwise approved in writing to the City's designated point of contact for this RFQ.

Each Firm shall comply with all applicable Federal, State and Local laws and shall meet all requirements imposed upon this service industry by regulatory agencies. Firms will submit the Statement of Assurance, Compliance and Non-collusion with its proposal submittal which is enclosed as Attachment B.

**5. Drug-Free Workplace**

Firm(s) will submit the Drug-Free Workplace Certification with its proposal submittal which is enclosed as Attachment C.

**6. Insurance**

The Firm shall procure and maintain for the duration of the contract all such insurance, as required by the laws of the State of South Carolina, against claims for injuries to persons or damages to property which may arise from, or be in connection with the performance of the work hereunder by the Firm or its individuals, Firms, agents, representatives, or employees. The cost of such insurance shall be included in the fee proposed. A breach of the insurance requirements shall be material. Firms will submit and minimally the below listed insurance. The Firm will submit the Insurance Certification with its proposal submittal which is enclosed as Attachment D.

**7. Litigation**

Firms who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against the City in connection with any contract for works or services, may be considered ineligible. Receipt of proposals from such Firms may be disqualified from the evaluation process.

**8. No Contract**

This RFQ is not a tender and does not commit the City in any way to select a preferred Firm. By submitting a proposal and participating in the process as outlined in this RFQ, Firms expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on the City of Mauldin by this RFQ or submissions prior to the completed execution of a formal written Contract.

**9. Proposal Guarantees, Warranties and Schedule**

The Firm must furnish items and services identified under Scope of Work in accordance with Conditions, requirements and all other terms as set forth elsewhere herein. Firms must execute and include Attachment E with its proposal which agrees to and acknowledges the acceptances of the responsibility to provide all as specified.

The City reserves the right to refuse and reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of the City in its sole and exclusive discretion. The City reserves the right to waive technicalities and informalities. The City reserves the right to negotiate with one or more firms and is not obligated to enter into any contract with any respondent on any terms or conditions.

A response to this RFQ shall not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit the City to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of the State of South Carolina.

Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of the City unless the City and your firm execute a contract.

## **ATTACHMENT A - CERTIFICATION**

**CERTIFICATION**

I \_\_\_\_\_ (print full name), being an authorized representative of  
\_\_\_\_\_ (print full legal name of firm), certify that all information

contained in the following qualification package for On-Call Stormwater Engineering Services, including its forms and other documents, delivered or to be delivered to the City of Mauldin, is true, accurate and complete. This qualification package includes all information necessary to ensure that the statements therein do not in whole or in part mislead the City of Mauldin as to any material facts.

Represented and Warranted By: \_\_\_\_\_ (Signature)

Title: \_\_\_\_\_ (Print)

Contact: \_\_\_\_\_ (Phone)  
\_\_\_\_\_ (Email)

Date Certified/Signed: \_\_\_\_\_

**ATTACHMENT B – COMPLIANCE, ASSURANCE AND NON-COLLUSION**

**Statement of Assurance, Compliance and Non-collusion**

State of \_\_\_\_\_ County of \_\_\_\_\_  
 City of \_\_\_\_\_, being first duly sworn, deposes  
 and says that:

1. The undersigned, as Vendor, certifies that every provision of this Submittal have been read and understood.
2. The Vendor hereby provides assurance that the Firm represented in this Submittal:
  - a. Will comply with all requirements, stipulations, terms and conditions a stated in the Submittal/Submittal document; and
  - b. Currently complies with all Federal, State, and local laws and regulations regarding employment practices, equal opportunities, industry and safety standards, performance and any other requirements as may be relevant to the requirements of this solicitation; did not participate in the development or drafting specifications, requirements, statement of work, scope of work etc. relating to this solicitation; and
  - c. Is not guilty of collusion with other Vendors possibly interested in this Submittal in arriving at or determining prices and conditions to be submitted; and
  - d. No person associated with Vendor’s Firm is an employee of the City of Mauldin. Should Vendor, or Vendor’s Firm have any currently existing agreements with the City, Vendor must affirm that said contractual arrangements do not constitute a conflict of interest in this solicitation; and
  - e. That such agent as indicated below is officially authorized to represent the Firm in whose name the Submittal is submitted.

<b>Company name:</b>	
<b>Name of Agent (Print or Type):</b>	
<b>Title:</b>	<b>Date:</b>
<b>Signature of Agent:</b>	
<b>Telephone #</b>	<b>Fax #:</b>
<b>Federal Identification Number:</b>	
<b>Email address:</b>	
<b>Subscribed and sworn to me this            day of</b>	
<b>my commission expires:</b>	<b>Title:</b>

**(Must be notarized by a Notary Public)**

**SEAL**

**ATTACHMENT C – DRUG-FREE WORKPLACE CERTIFICATION**

**DRUG-FREE WORKPLACE CERTIFICATION**

In accordance with Section 44-107-30, South Carolina Code of Laws (1976), as amended, and as a condition precedent to the award of the above-referenced contract, the undersigned, who is a member of the Firm of (hereinafter contractor) certifies on behalf of the contractor that the contractor will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensations, possession, or use of a controlled substance is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violations of the prohibition;
2. Establishing a drug-free awareness program to inform employees about:
  - a. The dangers of drug abused in a workplace;
  - b. The person’s policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug violations.
3. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by item (1);
4. Notifying the employee in the statement required by item (1) that, as a condition of employment onthe contract or grant, the employee will:
  - a. Abide by the terms of the statement; and
  - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction;
5. Notifying the City of Mauldin within ten days after receiving notice under item (4) (b) from an employee or otherwise receiving actual notice of the conviction;
6. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee convicted as required in Section 44-107-50; and
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of items (1), (2), (3), (4), (5), and (6).

<b>Company name:</b>	
<b>Name of Agent (Print or Type):</b>	
<b>Title:</b>	<b>Date:</b>
<b>Signature of Agent:</b>	
<b>Telephone #</b>	<b>Fax #:</b>
<b>Federal Identification Number:</b>	
<b>Email address:</b>	
<b>Subscribed and sworn to me this            day of</b>	
<b>my commission expires:</b>	<b>Title:</b>

*(Must be notarized by a Notary Public)*

**SEAL**

## **ATTACHMENT D – INSURANCE**

## INSURANCE – PROFESSIONAL SERVICES

The Offeror shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from, or be in connection with the performance of the work hereunder by the individual or the Firm, his agents, representatives, or employees. The cost of such insurance shall be included in the fee proposed.

For the purpose of this clause, the term "professional individual or Firm" shall also include the individual's or Firm's respective officers, agents, officials, employees, volunteers, boards and commissions.

### A. Minimum Scope and Limits of Insurance

1. Broad Form Comprehensive General Liability  
\$1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, to include products and any completed operations.
2. Automobile Liability  
\$1,000,000 combined single limit per occurrence for bodily injury and property damage
3. Umbrella Liability  
\$1,000,000 per occurrence, following form.
4. Workers' Compensation  
Limits as required by State of South Carolina.
5. Employers' Liability
  - \$100,000 each accident
  - \$500,000 disease/policy limit
  - \$100,000 disease/each employee
6. Professional Liability (if used on a claims-made basis, insurance coverage shall be maintained for the duration of the contract and for two years following contract completion.)
  - \$1,000,000 per occurrence
  - \$2,000,000 aggregate
7. Personal Property Coverage  
Adequate insurance to cover the value of personal property belonging to the Vendor while located on City of Mauldin property, while in use or in storage, for the duration of the contract.
8. Liability (General, Automobile, Professional) Coverage;
  - a. "The City of Mauldin and its respective officers, agents, officials, employees, volunteers, boards and-commissions" are to be named as additional insured's with regards to liability arising out of activities performed by or on behalf of the Vendor; products and completed operations of the Vendor; premises owned, leased or used by the Vendor. The coverage shall contain no special limitations on the scope of protection afforded to the City.

- b. The Vendor's insurance coverage shall be the primary insurance as regards to this contract with the City. Any insurance or self-insurance maintained by the City shall be in excess of the Vendor's insurance and shall not contribute with it.
- c. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City.
- d. Coverage shall state that the Vendor's insurance shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the insurer's liability.

9. Workers' Compensation and Employer's Liability Coverage

- a. The insurer shall agree to waive all rights of subrogation against City of Mauldin for losses arising from the work performed by the Vendor for the City.
- b. If State statute does not require the Vendor to obtain Workers' Compensation insurance, then the Vendor shall furnish the City with adequate proof of the self-employment status. The Vendor agrees to waive all rights of claims against the City for losses arising from the work performed by the Vendor. In the event that during the contract this self-employment status should change, the Vendor shall immediately furnish proper notice to the City and a certificate of insurance indicating that Workers' Compensation insurance and Employer's Liability coverage has been obtained in the correct amounts by the Auditor as required by this Attachment.

10. Acceptability of Insurers

- a. Insurance is to be placed with insurers which have a Best's rating of at least A.
- b. Insurance companies must either be licensed to do business in the State of South Carolina or be deemed to be acceptable by the City Administrator.

11. Verification of Coverage

The Vendor shall furnish the City with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the City Administrator before work commences. Renewal of expiring certificates shall be filed thirty days prior to expiration. The City reserves the right to require complete, certified copies of all required policies, at any time.

B. Aggregate Limits

Any aggregate limits must be declared to and be approved by the City of Mauldin.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and be approved by the City in writing. At the option of the City, the insurer shall reduce or eliminate such deductibles or self-insured retentions as regards the City or the Vendor shall procure a bond which guarantees

payment of the losses and related investigations, claims administration and defense expenses. At no time will the City be responsible for the payment of deductibles or self- insured retentions.

D. Notice of Cancellation or Non-renewal

Each insurance policy required by this Attachment shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced, either in coverage or in limits, except after thirty days prior written notice by certified mail, return receipt requested, has been given to the City.

E. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions. All insurance documents required by this Attachment shall be mailed to Mark Putnam, PO Box 249 Mauldin SC 29662.

<b>Company name:</b>	
<b>Name of Agent (Print or Type):</b>	
<b>Title:</b>	<b>Date:</b>
<b>Signature of Agent:</b>	
<b>Telephone #</b>	<b>Fax #:</b>
<b>Federal Identification Number:</b>	
<b>Email address:</b>	
<b>Subscribed and sworn to me this            day of</b>	
<b>my commission expires:</b>	<b>Title:</b>

**(Must be notarized by a Notary Public)**

**SEAL**

**ATTACHMENT E – PROPOSAL GUARANTEES, WARRANTIES  
AND SCHEDULE**

PROPOSAL/PROPOSER GUARANTEES, WARRANTIES AND SCHEDULE

**Proposer Guarantees**

The proposer certifies it can and will provide and make available, at a minimum, all services set forth in this RFQ.

**Proposer Warranties**

1. Proposer warrants that it is willing and able to comply with State of South Carolina laws with respect to foreign (non-state of South Carolina) corporations.
2. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
3. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission and consent of the City of Mauldin.
4. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

**Proposer Schedule**

The Offeror also understands by executing and dating this document their proposed prices/costs shall hold Firm for a period of not less than *ninety (90)* calendar days after the date of the solicitation award.

<b>Company name:</b>	
<b>Name of Agent (Print or Type):</b>	
<b>Title:</b>	<b>Date:</b>
<b>Signature of Agent:</b>	
<b>Telephone #</b>	<b>Fax #:</b>
<b>Federal Identification Number:</b>	
<b>Email address:</b>	
<b>Subscribed and sworn to me this            day of</b>	
<b>my commission expires:</b>	<b>Title:</b>

**(Must be notarized by a Notary Public)**

**SEAL**