THE UNIVERSITY OF CONNECTICUT

REQUEST FOR STATEMENT OF QUALIFICATIONS

QUALITY BASED SELECTION

LAW SCHOOL CAMPUS CENTER

PROJECT NUMBER: 201662

ISSUE DATE:
FRIDAY, MARCH 20, 2015

RFQ DUE DATE:
WEDNESDAY, APRIL 22, 2015

Issued By: Amy Allen
Purchasing Agent II, University of Connecticut
Office of Capital Projects and Contract Administration
3 North Hillside Road
Storrs, CT 06269-3047
Phone: (860) 486-4648, Fax: (860) 486-1953
Law School Campus Center – Site Plan

New Campus Center

Law Library

Hosmer Hall

Chase Hall

Starr Hall

MacKenzie Hall
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SECTION I

PURPOSE

The purpose of this RFQ is to solicit to experienced firms to provide qualifications for Architectural/Engineering Services to complete Phase 1 and to provide a fee structure to complete Phases 2-5 at a later date. Phase I consists of: a due-diligence report evaluating the best location with a feasibility analysis for a possible addition/renovation to the Law Library or to Hosmer Hall, along with a study that includes a definitive program, Concept Plans (fundraising / marketing documentation), a cost estimate and a construction schedule. Phase II will be the standard phases of design services for the process of design-bid-build (see scope of work below) and shall be contracted upon approval of Phase I. This project is located at the University of Connecticut School of Law in Hartford, Connecticut.

BACKGROUND

The University of Connecticut School of Law intends to create a central gathering place for intellectual interactions and social gatherings between students, faculty and staff. This includes a café, food servery, seating for 100, a full-service kitchen (breakfast, lunch and dinner), multifunctional meeting spaces and an outdoor terrace. It is envisioned that this “Campus Center” will be a central hub on the Law School campus. Therefore it must functionally and aesthetically link to the buildings adjacent to where it is placed. Preliminary planning has indicated an addition to the Law Library with a functional and landscaped connection to Hosmer Hall (as well as Chase Hall) may be the best scenario. An alternative to this location would be a direct addition to Hosmer Hall, where an existing, ground-floor cafeteria serves limited meals to students, faculty, and staff on the Law School campus.

A Student Services Center on the 2nd floor of the Law Library – due to be under renovation this summer – will provide for a “One-Stop” location experience, including: Registrar, Bursars Office, Financial Aid, Careers & Student Services. It could be opportunistic to plan for the Campus Center to be near to or adjacent to the Student Services Center. An alternate location at Hosmer Hall could take advantage of existing kitchen and loading facilities and serve a gathering space regularly used for receptions, faculty meetings, weekly workshops, and other events, on the 2nd floor. However, should this trigger a full code upgrade to Hosmer, the project cost may not be feasible.

The Law School campus consists of five buildings. Four of them – Chase (Hartranft) Hall, Knight Hall, Hosmer Hall, and Starr Hall – were constructed in the 1920s of granite and in the Collegiate Gothic style. These four are listed on the National Register of Historic Places, and have been widely praised for providing a cohesive campus feel. The fifth building is the Law Library, which was completed and occupied in 1996. Both Chase and Hosmer have had renovations over the years, and the Library had envelope repairs in 2008. Other major renovations in the last fifteen years have included technology upgrades, the renovation of the interior of Starr Hall, and envelope repairs for Starr, Knight, Hosmer, and Chase.

Currently, Hosmer Hall is predominantly used for faculty offices, but also houses a cafeteria, international programs, the Insurance Law Center, faculty support services, conference rooms, and most of the Law School’s in-house clinics (which third parties and members of the public visit for services). It also has a beautiful meeting space, Janet M. Blumberg Hall, which can host up to 100 people for receptions, or 72 people seated. Chase Hall is a combination of faculty and administrative offices and classrooms. Knight Hall consists of classrooms, the Connecticut Urban Legal Initiative (another Law School affiliated clinic), a student lounge, and the campus bookstore. Starr Hall is a mixture of staff offices, four classrooms, two large courtrooms, small classrooms in the basement, a large events room called the Reading Room, and a small kitchen.
If the Campus Center will be an addition to the Law Library, it is expected work will include demolition of a small parking area, the addition with minor renovations to connect to the 3rd floor and/or possibly the 2nd floor Student Services Center. If the Campus Center will be an addition to Hosmer Hall, it is expected work will include demolition of the same small parking area just mentioned, the addition with renovations to connect to the basement and/or the 1st floor as well as special attention towards the building’s historic façade and the mature shade trees in the area likely slated for construction. Special site considerations should be made when analyzing delivery access for any addition.

The proposed project budget is estimated at five million dollars, and the funds will be raised privately. The University desires to commence this work as soon as feasibly possible.

The successful A/E team shall demonstrate an ability to successfully design a Campus Center on a tight schedule and within a tight budget.

SCOPE OF WORK

The successful A/E team shall provide the following professional services:

PHASE I: Location Analysis & Feasibility Report

Part A: Location Analysis of Three Possible Sites for the Campus Center

Part A is needed to provide the team with an evaluation for the best location for the Campus Center, chosen between the Law Library, Hosmer and Chase Halls. The location analysis should consider (but not be limited to) existing conditions, programming, cost, timeline, and overall feasibility of the Law School’s achieving its goals.

Part B: Feasibility Report with preliminary study including Concept Plans, cost estimate and project schedule

Part B is needed to determine the definitive scope and direction of the project once a site is approved through Part A. The Report shall include:

1. Verification of existing conditions:
   • Study of site conditions and preliminary building massing layout and alternatives.

2. Program:
   • Work with the Leadership Team to further develop the program.

   • Assess the feasibility of an addition with regards to Code Compliance, Fire Safety, building access, etc.

3. Develop conceptual ideas, plans and renderings:
   • Present ideas with clear graphics and develop into 3 schematic designs.
   
   Upon selection of approved design, develop plans and renderings for marketing materials: 1 colored perspective rendering and 1 colored rendering of overall site plan showing the terrace/outdoor patio seating.

4. Provide a detailed construction cost estimate and schedule:
   • The schedule is to be a Gant chart indicating tasks and timelines.
PHASE II: Schematic Design, Design Development, Construction Documentation, Bidding, Construction Administration and Closeout

Phase II’s work will include the development of complete contract documents (plans and specifications). It is anticipated that this project will be delivered using a Construction Manager at Risk (CMaR) delivery method. Included in this RFP package is the “Standard Fixed Fee Architect Contract” which defines all expected deliverables and services.

1. Details of the specific design project requirements are described in the “Standard Fixed Fee Architect Contract”. The architect’s proposal shall contain any and all qualifications to the standard contract.

2. Basic Services - The following services will be a part of the architect’s contract:
   - Architectural Design
   - Interior Design
   - Civil Engineering (including underground utilities - if applicable, basic parking & building access)
   - Landscape Architecture
   - Survey (as needed)
   - Geotechnical – Borings and Evaluation (as needed)
   - Structural Engineering
   - Mechanical, Electrical, Fire Protection and Plumbing Engineering
   - Lighting
   - Telecommunications Engineering (IT)
   - Code Compliance/Plan Review with the University OFMBI and local code officials - if applicable
   - LEED Compliance documentation (minimum LEED Silver Required) and associated LEED certification process
   - CT High Performance Buildings design and certification
   - Security
   - Signage and wayfinding design (with-in the existing signage standards)
   - Cost Estimating
   - Professional Renderings: The architect’s basic services include all presentations that are normally used to obtain university approval of design concept, in resolution sufficiently fine for use on construction signs and/or fence banners.)
   - Environmental and other regulatory permitting
   - Construction Administration
   - Provide FF&E design and specifications for the new building - as an additional service
   - The proposer can recommend supplemental work tasks that would aid the University in solving the specific needs.

Design: Prepare plans and specifications suitable for renovation and construction. The design will proceed based on the program developed in Phase I and approved by the University. The design shall include all required site work, utilities, architectural and engineering work. The work includes coordinating and obtaining necessary project approvals. The design is to be completed through schematics, design development and construction documents. An estimate of probable construction costs is to be included at the end of each design phase. This estimate will be reconciled with the CMaR’s.

Bidding Phase: In consultation with the University Office of Capital Projects and Contract Administration (CPCA) the design team will provide construction drawings to the
Construction Manager for bidding by General Contractors. The successful design firm will be required to prepare the plans and specifications suitable for this process. The design firm will have to supply a minimum of two completed sets of plans and specifications with appropriate professional engineering and architectural stamps. The successful firm will have to attend the pre-bid conference for Contractor selection, respond through CPCA to all requests for information from Contractors (within 5 calendar days), prepare addenda as required, and review bids.

Construction Administration: Unless otherwise directed, the team will be responsible for on-site construction administration. They will be responsible for review and approval of all construction submittals, attending weekly construction meetings, responding to Requests for Information, Addenda to the drawings and final punch list inspections.

Post Construction: The successful firm will be responsible to submit final as-builts to the University within 3 months of project completion. The as-builts will be in hard copy and ACAD drawings submitted on electronic disk. The as-builts will be in conformance to the University’s Planning and Design CAD Standards which can be found at: http://www.paes.uconn.edu/CADStandards.html In addition, participate in the post-commissioning activities related to LEED compliance and per other contract duties.

Meetings: Participate in project meetings with the University, Project Manager, Planner, and other parties as required to review progress, address questions, and coordinate activities planned for the next interval.

University Approvals: The complete drawings, specifications, probable cost estimate, and other documents will be presented to the University for written approval at the end of the design phase. The Architect will also be required to obtain initial approvals from the UConn Fire, code compliance reviewers, and/or other University departments.

Regulatory Compliance: All work shall comply with applicable laws, regulations and building codes, including, where applicable, laws requiring the payment of prevailing wages.

SCHEDULE

The project will be implemented in two phases as shown in Scope of Work above. Any relocation of existing occupants to other spaces on campus will be captured in other enabling projects and is not part of the scope of this project.

1. The Feasibility Report with preliminary study and Concept Plans, cost estimate and project schedule must be completed no later than ninety (90) calendar design after issuance of executed contract and PO.

2. The design phase will be determined based on the results of the Feasibility Report and the schedule of the University.

SECTION II

PROPOSAL PROCESS

This Quality Based Selection (QBS) will be a two part process. The first part will be the receipt & evaluation of all Technical (Qualifications & Experience) Proposals with the intent of developing a short list of the most qualified firms that possess the type of experience required in this document. Applicants shall use GSA form SF-330 available at http://www.gsa.gov. At the second part of the process, the University will define the short list and provide those firms with additional information.
CONTENTS OF APPLICATION

Interested firms are required to submit proposals in the following format:

- University Cover Sheet Form - provided to Applicants at the end of this Instructions to Applicants package. Applicant must mark the original signature document as the “original” and then subsequently check off the provided number of copies.
- Tab One – Letter of Transmittal; Letter of Interest.
- Tab Two – Qualifications of Consulting Firms and Sub-Consultants.
- Tab Three – Complete a fillable PDF of the GSA Form SF330.
- Tab Four - Provide narrative of project approach.
- Tab Five - Provide Applicant’s site proximity to the Law School Campus – 55 Elizabeth Street; Hartford, CT. If certified, provide Applicant’s Connecticut certificate of Small Business Enterprise and/or Minority Business Enterprise (SBE/MBE).
- Tab Six – Professional Hourly Rates (All Inclusive); and References
- Tab Seven – Provide the following documents:
  - Original Certificate of Legal Existence issued by the Connecticut Secretary of the State.
  - Formal Acknowledgement that Applicant has reviewed the contract and its terms and accepts it without exception.
  - Affidavits (use the following website to obtain and execute the listed forms) http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038&opmNav_GID=1806
  - OPM Ethics Form 1 Gift and Campaign Contribution Affidavit
  - OPM Ethics Form 5 Consulting Agreement Affidavit
  - OPM Ethics Form 6 Affirmation of Receipt of State Ethics Laws Summary
  - OPM Ethics Form 7 Iran Certification Form
  - LLC Documentation (if required)
- Tab Eight – Certifications (If Applicable)

SUBMISSION GUIDELINE/CONSIDERATIONS

The University of Connecticut advises Applicants to reflect upon the following prior to submitting its proposal:

- The University is a signatory to the President’s Climate Commitment and as such recommends that Applicants demonstrate a similar commitment by eliminating redundancy, non-recyclable dividers, and irrelevant materials in their submission;
- Read and review the RFQ carefully. Respond clearly and fully to technical criteria listed. Scoring is based on the criteria. Applicant must be clear about the relevance of work presented in its SOQ;
- Organize your relevant experience to the SOQ in a manner that assists the reader in the evaluation process;
- Provide information that is complete and transparent, indicating whether a proposed team member worked on a relevant project while at another firm; and
- Once contracted and at the point of assignment, sub-consultants are subject to the approval of the University.

Section G of the GSA Form SF330, Key Personnel Participation in Example Projects, provides evaluators with a clear, visual presentation of the experience of the firms and the individuals proposed by the Applicant.
If the Applicant is a LLC the following must be provided with the RFQ submission:

1. Certificate of legal existence from the state of organization/formation of the entity proposing to the University.

2. For entities that are organized/formed in a State other than Connecticut, in addition to #1, a copy of a Certificate of Authority to do business in the State of Connecticut from the Secretary of the State of Connecticut.

Applicants are hereby reminded that Joint Ventures or other associations should be clearly identified and relevant experience provided on GSA Form SF330.

PART ONE – TECHNICAL CRITERIA – QUALIFICATIONS AND EXPERIENCE

The Technical Qualification/Experience criteria shall address the following:

**Letter of Transmittal/ Letter of Interest** – Include a Letter of Transmittal, a brief statement of firm’s technical qualifications to complete this project. Prepare a narrative which clearly demonstrates the firms’ understanding of the specific needs of the University and which concisely presents a technical approach to completing the proposed scope of work.

**Qualifications of Prime Consulting Firm and Sub-Consultants** – Describe the overall qualifications of the firm (and any sub consultants) including background in this field and the services that it provides. The firm shall:

1. Provide ten (10) examples of similar projects: comparable in size and building type, with an emphasis on sustainable design – under construction or completed within the past 5 years.
2. Provide documentation on team experience for applicable relevant programs.
3. Identify the prime firm for contracts and communication on an organizational chart.
4. If a joint venture is proposed, provide the proposed joint venture arrangement between the parties outlining the percentage of responsibilities and the organizational structure associated with a joint venture established for the project.

The prime firm should also highlight its experience with its sub consultants and the successful projects completed together. The firm should also demonstrate:

1. Their experience in University Dining Facilities.
2. A mastering of contextual design solutions for renovations and additions to campus buildings.

**Qualifications and Responsibilities of Key Personnel** – Describe the professional qualifications and responsibilities of the key project team personnel who will be assigned to the project including their experience on similar assignments (campus environments and their specific responsibilities on the proposed project). The proposal shall include complete resumes for each principal as well as resumes of sub consultants that the Architect deems necessary to complete the purposes of this project. Utilize Federal Form 330 to provide documentation on team experience for applicable relevant programs.
**Project Team Staffing Changes** - If after technical proposals are submitted to the University there are staffing changes to the proposed project team, the firm must notify the University immediately and submit resumes’ of replacements. Lack of notification could be grounds for disqualification.

**Project Approach** – Prepare a narrative which demonstrates the firms’ understanding of the needs of this project. All work shall be informed by the results of a Preliminary Program. Concisely present a technical approach to completing the proposed scope of work.

**Site Proximity 100 Miles/SBE/MBE** – The driving distance from the Applicant’s primary office (where the majority of design services are completed) should be provided via internet mapping from that office to 3 North Hillside Road, Storrs, Connecticut 06269. In an effort to foster a more diverse pool of experienced firms, the University encourages Connecticut certified Small Business Enterprise and Minority Business Enterprise (SBE/MBE) participation.

**References** – The firm shall submit five (5) references for which the firm has performed work within the past five (5) years. Include the name, title, address and telephone number of each reference and description of duties.

Note - The University may choose to interview firms as part of the selection process, however, the proposer should not assume that this will be done. The technical proposal shall be “stand alone” document and may be the sole basis of selection. The University reserves the right to award the project based on the qualifications submitted or what best serves the needs of the University.

**PART TWO – DEFINE SCOPE / PROVIDE FEE MATRIX**

Only short-listed firms will proceed through this part of the process. The University will provide those firms with detailed scope information, request fee proposal/fee matrix and possibly conduct interviews/presentations. *Note that fees are not required at this submission in the RFQ process.*

**EVALUATION PROCESS**

The award of an agreement to the successful proposer will be based upon a comprehensive review. All proposals will be evaluated by a committee which will use the specific evaluation criteria listed in this document with the University reserving the right to base award on proposal presentation and subsequent interviews.

The University also reserves the right to reject any or all proposals, in whole or in part, to award any item, group of items, or the total proposal, to waive any informality or technical defects, or otherwise proceed under Connecticut General Statutes Sections 10a-109a through 10a-109y in accordance with University procedures and guidelines if it is deemed to be in the best interests of the University.
SECTION III

Request for Information (RFI’s) are due no later than 2:00PM on:

Tuesday April 7, 2015

RFQ’s are due no later than 2:00PM on:

Wednesday April 22, 2015

Under no circumstances may any applicant or its representative contact any employee or representative of the University regarding the RFQ prior to the closing date, other than as provided in this section. Strict adherence to this important procedural safeguard is required and appreciated. Any violation of this condition may result in the applicant being considered non-compliant and ineligible for award.

SUBMISSION FORMAT/RECEIPT OF SOQ

All SOQs must be submitted in a sealed envelope or box and labeled as noted above. No responsibility will be attached to any person for the premature opening of any SOQ that is not properly identified.

E-mail or electronic attachments are not acceptable means of submitting a proposal and will be rejected as non-conforming. If you intend to use an express delivery service, it is recommended that you stress the need to deliver your package to the building and office designated above. Packages delivered by express mail to other locations might not be re-directed to the appropriate address in time to be considered.

An original and seven (7) copies and one (1) electronic copy (CD or Flash Drive) of STATEMENT OF QUALIFICATION must be submitted in a sealed envelope / box and must be sent to:

Amy Allen  
Capital Projects and Contract Administration  
3 North Hillside Rd  
Storrs, CT 06269-6076  
Fax: (860) 486-1953  
Labeled: “RFQ – Project 201662 – Law School Campus Center”

On or before 2:00 PM Local time Wednesday, April 22, 2015

Any submittal received after the time specified for the receipt of RFQs shall not be opened or considered and will be marked “LATE” and shall be returned unopened.
4. The University may request that any applicant clarify or supplement any information contained in the SOQ. Applicants are required to provide a written response within five (5) business days, or sooner, of receipt of any request for clarification by the University.

COMMUNICATION

Request for Information (RFI’s):

All Requests for Information (“RFI”) must be received in writing no later than 2:00PM on Tuesday April 7, 2015 and sent electronically to amy.allen@uconn.edu. Include in the subject line: “RFI–201662”. All responses will be posted on our website where you obtained the RFQ. It is the Applicant’s responsibility to retrieve the clarifications posted. No RFI’s will be answered after the date and time specified. No RFI’s will be answered verbally, no phone calls please.

Informal Communications

From the date of receipt of this RFQ by each applicant, until a binding contractual agreement exists with the selected Firm or Firms and all other applicants have been notified or when the University rejects all SOQs, informal communications regarding this procurement shall cease. Informal communications shall include, but are not limited to:

A. Requests from the applicants to any department(s) at the University, for information, comments, speculation, etc.; and
B. Requests from any department at the University, or any employee of the University for information, comments, speculations, etc.

Formal Communications

From the date of receipt of this RFQ by each applicant until a binding contractual agreement exists, as noted above, communications between the University and the applicants will be formal. Formal communications shall include but not be limited to oral presentations, if required.

VENDOR CODE OF CONDUCT:

In furtherance of its longstanding commitment to fundamental human rights, to the dignity of all people, and to the environment, the University has developed the Code of Conduct for University of Connecticut Vendors (the “Vendor Code of Conduct”). Contractor hereby acknowledges receipt of the Vendor Code of Conduct. A copy of the Vendor Code of Conduct is available at http://csr.uconn.edu/. The Vendor Code of Conduct is hereby incorporated herein by reference to the extent Contractor is required to comply with the same pursuant to this section. Contractor agrees to comply with the “Principal Expectations” described in the Vendor Code of Conduct. Contractor further agrees to comply with the “Preferential Standards” described in the Vendor Code of Conduct, to the extent a commitment to so comply, or a representation of compliance, was provided by Contractor to the University in writing. Any such commitment or representation is hereby incorporated herein by reference. Contractor agrees to provide the University with such evidence of Contractor’s compliance with this section as the University reasonably requests and to, at the request of the University, provide a comprehensive, annual summary report of Contractor’s corporate social and environmental practices.

NOTIFICATION

All Applicants will be notified of the status of their Application. Successful firms will be issued a Letter of Intent to Award by the University.
CONTRACT

Applicants will have an opportunity to review the contract template in its entirety prior to the Application deadline. The Contract will be posted at the time the RFI responses are posted to the website. In submitting applications in response to this RFQ, Applicants will be deemed to have accepted the terms of the contract without exception, as well as any modifications to the contract that the University deems necessary prior to execution.

DEFINITION OF TERMS

“SOQ”  Statement of Qualifications

“RFQ”  Request for Qualifications

“Purchaser”, “Buyer”, “UConn”  The University of Connecticut

“University of Connecticut”, or “University”

“Bidder”, “Applicant”, “Vendor”  Person, firm or corporation submitting SOQ to this RFQ

“Seller”, or “Firm(s)”

“Coordinator”  Amy Allen

END OF INSTRUCTIONS TO APPLICANTS
ALL INCLUSIVE HOURLY RATES

All inclusive hourly rates for the Applicants shall be based on all inclusive prices per hour, which prices shall be in effect for the duration of the contract. The University will not pay or reimburse the Applicant for any costs or expenses that are not included in the proposed professional hourly rates.

Professional, all inclusive hourly rates include, but are not limited to, base salary, fringe and other benefits, insurance, taxes, miscellaneous personnel expenses, meals, travel, travel time, training, holidays, sickness, medical, lost time, general and corporate supervision and management expenses, overhead charges or expenses, legal costs, consumables, accounting costs and profit, all costs of living, per diem expenses, transportation, communication, including cellular communication and laptop computer for document management and written communication, and all mailings.

The University will not provide office space, desks, copiers, office supplies or telecommunications equipment. The Applicant shall be responsible for providing computer equipment and support compatible with the University computing environment.

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RESPONSE TO THE REQUEST FOR QUALIFICATIONS FOR
LAW SCHOOL CAMPUS CENTER:

PROJECT # 201662

RFQ Due Date: No Later than 2:00PM on
Wednesday April 22, 2015

Name of the Firm Submitting: ________________________________

Street Address: _____________________________________________

City, State, Zip: _____________________________________________

Phone #: ___________________________ Fax #: ____________________________

Print Name of Authorized Agent Submitting as Point of Contact: _________________

Signature of Authorized Agent: __________________________________

Point of Contact E-Mail Address and/or URL: ________________________________

Applicant acknowledges it has reviewed and accepted the Contract for Consulting Services:

________________________________________________________

(Signature) (Date)

Firm _____ is / _____ is not an LLC:

________________________________________________________

(Signature) (Date)

If Firm is an LLC, required documentation is included under Tab 6:

________________________________________________________

(Signature) (Date)