



**CITY OF WHEAT RIDGE
REQUEST FOR QUALIFICATIONS
RFQ-JN-16-26**

SUBMITTAL DUE DATE: THURSDAY, OCTOBER 6, 2016 BY 4:00 PM OUR CLOCK

ON-CALL LAND SURVEYING - GIS SERVICES

QUALIFICATIONS MUST BE MAILED OR DELIVERED TO:

City of Wheat Ridge Municipal Building
Attention: Jennifer Nellis, CPPB
Purchasing and Contracting Office
7500 W 29th Avenue
Wheat Ridge, CO 80033
303-235-2811

IMPORTANT: PLEASE READ ENTIRE DOCUMENT

FEIN/SSN (Required) _____
Federal I.D. Number

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

TYPED/PRINTED NAME _____

AUTHORIZED SIGNATURE _____
This is required. Must be in ink.

TITLE _____ EMAIL _____

ACKNOWLEDGEMENT OF EACH ADDENDUM: HOW MANY DID YOU RECEIVE? _____

DO NOT CONTACT THE REQUESTING DEPARTMENT OR MEMBERS OF THE EVALUATION COMMITTEE.

Signature acknowledges that Proposer: has read the documents thoroughly before submitting a proposal, will fulfill the obligations in accordance to the scope of work, terms and conditions and is submitting without collusion with any other individual or firm. Do not submit more than one proposal from your firm or both proposals will be disqualified. You must submit this page with an authorized signature.

POINT OF CONTACT: Jennifer Nellis, CPPB, Purchasing Agent, JNellis@ci.wheatridge.co.us or fax 303-234-5924 or phone 303-235-2811

MUST SUBMIT THIS SIGNATURE PAGE WITH YOUR QUALIFICATIONS

**REQUEST FOR QUALIFICATIONS
ON-CALL LAND SURVEYING - GIS SERVICES
RFQ-JN-16-26**

Project Description: The City of Wheat Ridge Public Works Department is seeking qualified individuals or firms to provide On-Call Land Surveying/ Geographical Information System (GIS) Services for the City. This is a one-year agreement with the option to renew for four (4) additional one year periods. Work is not guaranteed.

Minimum Requirements: Must be experienced and qualified in surveying services for a minimum of five (5) years and comply with the Illegal Alien Provisions of CRS8-17.5-101.

Deadline for Questions: September 23, 2016

Qualifications Due: THURSDAY, October 6, 2016 by 4:00 p.m. (our clock)

Submit To: City of Wheat Ridge Municipal Building
Attention: Jennifer Nellis, CPPB
7500 W 29th Avenue, Purchasing Division
Wheat Ridge, CO 80033

Mark Envelopes: RFQ-JN-16-26 ON-CALL LAND SURVEYING - GIS SERVICES

Comments: Firms must provide four (4) copies in order to facilitate the review process. Late receipt of submittals will not be considered regardless of postmark. Faxes and emails are not acceptable as submittals. All proposals will be validated. No submittals will be accepted after the due date. Submittals received after the due date will be filed unopened. The City of Wheat Ridge reserves the right to reject any parts of a submittal and to waive any formalities or irregularities to make an award in the best interest of the City.

Documents: May be obtained on the Rocky Mountain E-Purchasing System at www.BidNetDirect.com/colorado or the City website www.ci.wheatridge.co.us or at the Municipal Building, Purchasing Division, 7500 West 29th Avenue, Wheat Ridge, CO.

Point of Contact: Jennifer Nellis, CPPB, Purchasing Agent, JNellis@ci.wheatridge.co.us or fax 303-234-5924, or phone 303-235-2811. Do not contact the requesting department or members of the Selection Committee.

	Publish Dates:	9/12/16
Jennifer Nellis, Purchasing Agent	Daily Journal	9/14/16 9/19/16

RFQ-JN-16-26
CITY OF WHEAT RIDGE
ON-CALL LAND SURVEYING - GIS SERVICES

I. INTRODUCTION

The City of Wheat Ridge is located on the west side of the Denver metropolitan area, at 7500 W 29th Avenue, Wheat Ridge, CO 80033. The City's area consists of about nine square miles of rolling land adjacent to the Interstate 70 transportation corridor between Denver and the Rocky Mountains. The topography is somewhat unique, with a natural ridge traversing the City. It has a population of approximately 33,000 people. As an on-call service, work is not guaranteed. The City may award to multiple vendors.

II. STATEMENT OF SERVICES

A. Background

These services have most recently been provided by multiple vendors per RFQ-JN-12-22, a multi-year agreement that has recently expired.

B. General

The Contractor will make available the necessary resources to support the City on an on-call basis. The Contractor will provide Professional Land Surveying Services through its own forces, and may utilize sub-consultants for Asset Management, GIS, and aerial photography/ LiDAR services only. Contractor will, under the general direction of the Projects Supervisor or his designated representative, furnish experienced, professional surveying and/or GIS personnel who may function as if they were an extension of City staff, while remaining exclusively the employees of the independent contractor, or supply the necessary services to supplement City staff.

Presented below is a list of potential activities that may be issued to the Contractor as part of this On-Call Land Surveying/GIS Agreement. This list is not all-inclusive and will be subject to changes during the term of the Agreement when additional City needs are identified. The Contractor will not necessarily be the City's sole provider for all services listed.

C. Specific Activities & Range of Professional Land Surveying Services:

- 1) Various types of field surveys including, but not limited to, topographic, photogrammetric, horizontal and vertical control, construction staking, property boundary, profiles, and cross-sections, using conventional (total station) surveying equipment, 3D laser scanners, and/or static, fast-static, RTK or other GPS surveying equipment as necessary for Capital Improvement, cadastral (Right-of-Way boundary determination), aerial photography, and GIS-related projects.
- 2) Research subdivision plats, deeds, easements, Commissioner's Journals, and other county records to determine lot dimensions, ownership, and verification of public Right-of-Way.
- 3) Re-establish Section, Quarter-section, and other aliquot corner monuments, and file monument record forms with the State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors in compliance with current requirements.
- 4) Establish permanent or semi-permanent control monuments and/or set Permanent High Accuracy Control (PHAC) monuments in compliance with City-standards.
- 5) All land surveying work completed shall conform to the City of Wheat Ridge accepted Right-of-Way mapping information which is based upon a ground-based, modified form of the NAD83/92 (NAD83 HARN) State Plane Coordinate System, Central Zone 0502 for horizontal control, and the North American Vertical Datum of 1988 (NAVD88) for vertical control. The combined horizontal coordinate system and vertical datum is hereafter referred to as the "*Current City Datum*".
- 6) Prepare Quit Claim and Warranty Deeds for Right-of-Way and property acquisition.
- 7) Perform ALTA/ACSM Land Title surveys.
- 8) Prepare various types of Permanent or Temporary Easements as necessary for Capital Improvement Projects.

- 9) Prepare plats, maps, and graphical exhibits needed for property acquisitions, zone changes, and annexations.
- 10) Prepare new and/or update the existing City Half-Section Right-of-Way maps on the *Current City Datum*.
- 11) Update the Legal Description for the City corporate boundary subsequent to new annexation or map revisions, or as otherwise deemed necessary.

D. Specific Activities & Range Of General GIS Services:

- 1) Geodatabase creation/ modification.
- 2) Script writing using Visual BASIC, .NET, and Python; Modeling to automate processes.
- 3) Converting Autodesk Drawing files and/or Civil 3D Objects to ESRI ArcGIS compatible datasets.
- 4) Datum transformations/ metadata creation
- 5) Database management services.
- 6) Provide technical assistance to City staff for ArcGIS, ArcSDE, ArcPad, and ArcServer.
- 7) Provide technical assistance to City staff for the CarteGraph Asset Management System.

III. GENERAL REQUIREMENTS

This Section contains general requirements that will be necessary to provide the services required in a City Public Works Project. Other requirements may be included in a specific Public Works Project.

A. Document Format Requirements and Document Control

All documentation prepared by the Contractor shall be in written text to include, but not be limited to, manuals, plans, correspondence, drawings, graphs, charts, illustrations, etc. The deliverable media shall be standard 8.5 x 11 inch bound text documents, standard 22 x 34-inch drawings and half size 11 x 17-inch drawings. All documentation shall be written to industry standards, indexed, complete, accurate, legible and subject to review and approval by the City.

The Contractor shall be required to provide complete security and confidentiality for all data and information. Data and information shall not be released without specific City authorization. Requests for release of public information shall be referred to the City.

All information and documentation prepared by the Contractor shall be owned by the City for full City use and shall be surrendered to the City when requested.

B. Standard Computer Applications

All documents submitted by the Contractor shall also be provided in an electronic format acceptable to the City. The Contractor shall maintain compatibility with City applications and operating systems, logical electronic filing system and electronic files of all documents produced and provide such files to the City, when requested. Surveys provided via CAD shall be delivered in an AutoCAD-compatible DWG format and fashioned so that individual CAD layers match City drafting standards, if requested. All external reference and SHX files shall be included with the DWG delivery. If requested, electronic survey field book information shall be delivered in a Civil 3D FBK format or other format acceptable to the City.

Currently the City has recognized the following applications as standard for City work and submissions:

Operating Environment	Microsoft Windows 7 Professional (64-Bit) Microsoft Windows 10 Professional
MS Office Application	Microsoft 2010 Pro Suite (64-Bit)
Database Server	MS SQL Server 2008, R2 (64-Bit)
GIS	ESRI ArcGIS Server 10.3 (Service Pack 2)
Drafting	Autodesk Civil3D 2015 (64-Bit)
Digital Imagery	Adobe CS6 Suite (64-Bit)

The City may upgrade these applications throughout the term of the Agreement and the Contractor will be required to be compatible with City applications at all times. The City will provide the Contractor with sufficient prior notice of upgrades to allow the Contractor to become compatible when required. Reformatting of documents previously delivered to the City will not be required unless Contractor is paid for such reformatting.

C. Office Space

The Contractor may be provided office space at City Facilities for services under this Agreement. The Contractor may be required to share the space with other City staff, contractors, or consultants.

D. Other Requirements & Conditions

- 1) All Land Surveying work is to be based on the *Current City Datum* and shall be performed by or under the direct supervision of a Professional Land Surveyor licensed in the State of Colorado.
- 2) The City of Wheat Ridge Department of Public Works shall supply the *Current City Datum* and Right-of-Way map information as needed.
- 3) All GIS work completed shall be based on the NAD83/92 State Plane Coordinate System Central Zone 0502 for horizontal control and NAVD88 for vertical control.
- 4) Any Section and Quarter-Section Corner monument hardware needed during the performance of On-Call services shall be supplied by the City of Wheat Ridge upon request.
- 5) The attached Sample Agreement contains the City's standard terms, conditions, and other information that will apply to these services. Minor changes to this Sample Agreement may occur depending upon the final negotiations with the Contractor.

IV. SELECTION PROCESS

The selection process shall involve two stages: 1) written submittals shall be reviewed, scored and a short-list developed; and 2) short-listed firms may be invited to participate in oral interviews; or may be asked to provide fee schedules in lieu of an interview. The City will attempt to negotiate a contract with the highest ranked firm(s) following the interview stage. The City may award to more than one Contractor.

- 1) Specific requirements for submittals and scoring criteria are detailed in V. SUBMITTAL REQUIREMENTS. In order to facilitate review, four (4) copies of submittals must be provided. Submittals must be received at:

Address: City of Wheat Ridge Municipal Building
ATTN: Jennifer Nellis, Purchasing Agent
7500 W 29th Avenue
Wheat Ridge, CO 80033

Mark outside of envelope: RFQ-JN-16-26 ON-CALL LAND SURVEYING - GIS SERVICES

- 2) Review Panel/Short List: Submittals will be evaluated in accordance with the criteria by the Selection Committee. The panel will review and score the submittals. Firms ranked the highest will be invited to an oral interview.
- 3) Oral Interviews: It is anticipated that oral interviews will be conducted in accordance to the anticipated schedule. Interview times and location to be announced at the time of short list.

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 City staff.

- 4) **Fee Proposal:** The short listed firms will be ranked after the interviews. Top-ranked firms may be requested to submit a detailed fee proposal. Rates are negotiable. This fee schedule shall include job titles and billing rates to be honored for the term of the Agreement. Reasonable rate adjustments for renewal terms may be allowed by the City, or negotiated, but are not guaranteed.
- 5) **POINT OF CONTACT:** Firms are specifically requested to refrain from contacting individuals who may be members of the short-list screening and/or oral interview evaluation committee. All inquiries must be sent to Jennifer Nellis, CPPB, Purchasing Agent, JNellis@ci.wheatridge.co.us or phone 303-235-2811.

A. Schedule

Following is the anticipated schedule:

Advertisement	09/12/16 also 09/14/16 and 09/19/16
Deadline for questions	09/23/16
Final addendum	09/28/16
RFQ Due Date	October 6, 2016 by 4:00 pm
Short List	10/14/16
Interviews Scheduled	Week of 10/24/16
Council Approval	Not needed

B. Minority/Women Enterprise Participation

MBE/WBE participation is encouraged however not used as criteria for evaluation.

V. 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 Request for Qualifications document. Firms are not to submit fee proposals in their initial submittal. Submittals should be formatted to correspond exactly to the following information requirements. Clear and concise responses are appreciated. The total all-inclusive page limit is 75 pages letter size. Elements that will be considered by the panel when scoring your submittal:

A. Project Team Experience (35% of Total Score)

Identify the proposed project manager, key staff, and any sub-consultants. Present a brief discussion regarding how the team’s qualifications and experience relate to the specific project.

- 1 Qualifications and relevant experience of key personnel, identify project manager.
- 2 Unique knowledge of key team members relating to the project.
- 3 Experience of the proposed individuals on projects working together as a team. Include list of projects, original completion date and actual completion time.
- 4 Submit resumes

B. Firm Capabilities (30% Total Score)

- 1 Qualifications and capabilities of firm. Include work location where most of the work will be accomplished.
- 2 Experience on similar projects
- 3 Current and projected work load
- 4 Experience overseeing and coordinating multiple concurrent projects
- 5 Familiarity with government decision-making and review process
- 6 Capability to deliver electronic files, CD and 11 x 17 and 22 x 34 formats
- 7 References: Include the name and current phone number of the owner’s project manager for each project you have listed. Provide total dollar amount and a brief summary of the work performed.

C. Project Approach (35% of Total Score)

For the projects and services outlined describe how you plan to accomplish the following project control and management issues:

- 1 Approach toward client communication and reporting
- 2 Specific strategies for a phased project
- 3 Budget Methodology/Cost Control
- 4 Quality Control Methodology and Local and State compliances
- 5 Schedule and meeting deadlines

D. Checklist

Prepare, complete and submit the following in this order:

- Page 1 Signature Page
- Project Team Experience
- Firm Capabilities
- Project Approach
- Provide a statement agreeing to provide and maintain insurance per the agreement requirements
- Certificate of Illegal Aliens

**CITY OF WHEAT RIDGE, CO
CERTIFICATION STATEMENT FOR
ILLEGAL ALIENS, COMPLIANCE TO HB 1343**

The Vendor, whose name and signature appear below, certifies and agrees as follows:

1. The Vendor shall comply with the provisions of CRS 8-17.5-101 et seq.
2. The Vendor shall not knowingly employ or contract with an illegal alien to perform work under this purchase order or enter into a contract with a subcontractor that knowingly employs or contracts with an illegal alien.
3. The Vendor represents, warrants, and agrees that it (i) has verified that it does not employ any illegal aliens, through participation in the Basic Pilot Employment Verification Program administered by the Social Security Administration and Department of Homeland Security, or (ii) otherwise shall comply with the requirements of CRS 8-17.5-102(2)(b)(I).
4. The Vendor shall comply with all reasonable requests made in the course of an investigation by the Colorado Department of Labor and Employment. If the Vendor fails to comply with any requirement of this provision or CRS 8-17.5-101 et seq., the City may terminate the above referenced purchase order for breach and the Vendor shall be liable for actual and consequential damages to the City of Wheat Ridge.

CERTIFIED and AGREED to this _____ day of _____, 20_____

BID NUMBER: _____

FIRM: _____
(Print Full Legal Name)

Authorized Signature: _____

Print Name: _____

Print Title: _____ Date: _____

Attestation: (A corporate attestation is required.)

BY: _____
Corporate Secretary or Equivalent

Place corporate seal here, if applicable

Bidder must complete and SUBMIT this form with bid or will be considered Non-Responsive and/or Non-Responsible and therefore disqualified from bidding.

CITY OF WHEAT RIDGE
RFQ-JN-16-26
ON-CALL LAND SURVEYING - GIS SERVICES SAMPLE AGREEMENT

THIS AGREEMENT made this _____ day of _____ **2016**, by and between the City of Wheat Ridge, Colorado, hereinafter referred to as the “City” or “Owner” and **Contractor, Address**, a _____ Corporation, hereinafter referred to as the “Contractor”.

WITNESSETH, that the City of Wheat Ridge and the Contractor agree as follows:

ARTICLE 1 – SERVICES

The Contractor shall serve as the City’s Contractor and provide as a minimum all of the professional services necessary for completion of **RFQ-JN-16-26 ON-CALL LAND SURVEYING - GIS SERVICES**, as more fully described in the Request For Qualifications (Exhibit I) and the response of the Contractor to the RFQ (Fee Schedule) attached hereto and incorporated herein by reference.

ARTICLE 2 – TERM

The work to be performed under this Agreement shall commence promptly after receipt of a fully executed copy of this Agreement to the extent that the Contractor has been authorized to proceed by the City. The term of this agreement for on-call services is for **one year with the option to renew for four (4) one-year renewal periods**. No work is guaranteed.

ARTICLE 3 – PAYMENT AND FEE SCHEDULE

It is understood and agreed by and between the parties hereto, that the City shall pay the Contractor for services provided and the Contractor shall accept payment in accordance to the agreed fee schedule.

A. Invoices

Invoices will be submitted by the Contractor, on the City’s payment form, for services performed and expenses incurred pursuant to this Agreement. The timing and amount of the invoices shall be based on the completion of the work that meets the milestones specified in the individual task orders. The processing of payment will be expedited by the Treasurer’s Office through proper accounting procedures. Payment will be made to the Contractor within thirty (30) days of the receipt of the approved invoices. The payment form shall be provided by the requesting department at the kick-off meeting.

B. Funding

There is in effect within the City of Wheat Ridge, Colorado, a provision of the City’s Code of Laws which limits the amount for which the City shall be liable to the amount expressly appropriated by the City Council, either through budgeted appropriation, or contract or bid award. The consultant is specifically advised of the provisions of this portion of the Code of Laws of the City of Wheat Ridge, which was enacted pursuant to Ordinance 787, Series of 1989, and expressly incorporated herein. This contract is specifically subject to the provisions of said Ordinance and adopted Code Section.

ARTICLE 4 – INDEPENDENT CONTRACTOR

In performing the work under this Agreement, the Contractor acts as an independent contractor and is solely responsible for necessary and adequate worker’s compensation insurance, person injury and property damage insurance, as well as errors and omissions insurance. The Contractor, as an independent contractor, is obligated to pay federal and state income tax on monies earned. The personnel employed by the Contractor are not and shall not become employees, agents or servants of the City because of the performance of any work by this Agreement.

The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City will have the right to annul this Agreement without liability, or in its discretion to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

ARTICLE 5 – INSURANCE

In accordance with Article 4 above, the Contractor shall furnish a certificate of insurance upon notification of award and prior to performance. Work shall not commence under this Agreement until the Contractor has submitted to the City and received approval thereof, a Certificate of Insurance showing compliance with the following minimum types and coverage of insurance.

Type of Insurance	Minimum Limits of Liability
Standard Workers' Compensation Including Occupational Disease Coverage	Statutory in conformance with the compensation Laws of the State of Colorado
Employers' Liability	\$500,000 each person; \$500,000 each accident; \$500,000 each disease
Comprehensive General Liability Insurance	\$250,000 each person; \$2,000,000 each occurrence
Comprehensive Automobile	\$250,000 each person;
Professional Liability (errors and omissions)	\$1,000,000 each occurrence

All Liability policies and/or Certificates of Insurance shall include the City of Wheat Ridge as an additional named insured, except for Professional Liability.

Nothing herein shall be deemed or construed as a waiver of any of the protections to which the Agencies may be entitled pursuant to the Colorado Governmental Immunity Act, sections 24-10-101, C.R.S., as amended.

ARTICLE 6 – INDEMNIFICATION

The Contractor agrees to indemnify and to hold the City and its agents harmless for, from and against any and all claims, suits, expenses, damages or other liabilities, including reasonable attorney fees and court costs arising out of damage or injury to persons, entities, or property causes or sustained by any person or persons as a result of the negligent performance or failure of the Contractor to provide services pursuant to the terms of this Agreement.

ARTICLE 7 – CHANGE ORDERS OR EXTENSIONS

The City may, from time to time, require changes in the scope of services of the Contractor to be performed herein. Such changes, including any increase or decrease in the amount of the Contractor's compensation, must be mutually agreed upon in writing by the City and the Contractor. The Contractor shall be compensated for all authorized changes in services, pursuant to the Request for Proposal, or if no provision exists, pursuant to the terms of the Change Order.

ARTICLE 8 – EQUAL EMPLOYMENT OPPORTUNITY

The Contractor shall not discriminate against any employee or applicant for employment because of age, race, color, religion, sex, or national origin. The Contractor shall adhere to acceptable affirmative action guidelines in selecting employees and shall ensure that employees are treated equally during employment, without regard to their age, race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause.

The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

ARTICLE 16 – ILLEGAL ALIEN COMPLIANCE

ILLEGAL ALIENS – PUBLIC CONTRACTS FOR SERVICES. CRS 8-17.5-101 and Public Law 208, 104th Congress, as amended and expanded in Public Law 156, 108th Congress, as amended:

The Contractor certifies that he shall comply with the provisions of CRS 8-17.5-101 et seq. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this contract or enter into a contract with a subcontractor that knowingly employs or contracts with an illegal alien. The Contractor represents, warrants, and agrees: it has verified that it does not employ any illegal aliens through participation in the Basic Pilot Employment Verification Program administered by the Social Security Admin and Department of Homeland Security, or otherwise will comply with the requirements of CRS 8-17.5-101(2)(b)(I). The Contractor shall comply with all reasonable requests made in the course of an investigation by the CO Depart of Labor & Employment. If the Contractor fails to comply with any requirement of this provision or CRS 8-17.5-101 et seq., the City may terminate the contract for breach and the Contractor shall be liable for actual & consequential damages to the City.

ARTICLE 17 – AUTHORIZATION

Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein and to perform the duties and obligations described herein.

Dated this _____ Day of _____, 2016

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in two (2) copies, each of which shall be deemed an original on the date first written above.

OWNER

ATTEST TO OWNER:

CITY OF WHEAT RIDGE
7500 W 29TH AVENUE
WHEAT RIDGE, CO 80033
(303) 234-5900

JANELLE SHAVER, CITY CLERK
(Seal)

JOYCE JAY, CITY MAYOR

APPROVED AS TO FORM:

GERALD DAHL, CITY ATTORNEY
(SEAL)

CONTRACTOR

COMPANY NAME

ADDRESS

ATTEST TO CONTRACTOR:

SIGNATURE

NAME

TITLE

TITLE

PRINT NAME

DATE

PHONE NUMBER