



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

CAROL DIAGOSTINO
Agency Chief
Contracting Officer

July 29, 2011

ADDENDUM NO. 1

**PROJECT: P-3PNYC01, RESIDENT ENGINEERING INSPECTION SERVICES FOR THE
REHABILITATION OF HIGH BRIDGE, BOROUGH OF MANHATTAN AND
THE BRONX**

PIN: 8502011VP0041P

THE ADDENDUM IS ISSUED FOR THE PURPOSE OF AMENDING THE REQUIREMENTS OF THE
REQUEST FOR PROPOSALS AND IS HEREBY MADE A PART OF SAID REQUEST FOR
PROPOSALS TO THE SAME EXTENT AS THOUGH IT WERE ORIGINALLY THEREIN.

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REQUEST FOR PROPOSAL

The Request for Proposals is amended as set forth below.

- **Section II:** Delete in its entirety and replace with the revised Section II attached to this Addendum.
- **Section III:** Delete in its entirety and replace with the revised Section III attached to this Addendum.
- **Section IV:** Delete in its entirety and replace with the revised Section IV attached to this Addendum.
- **Attachment 2:** Delete in its entirety and replace with the revised Attachment 2 attached to this Addendum.

Contact: Jia Mei, meij@ddc.nyc.gov
Phone No.: 718-391-2264





By signing in the space provided below, the Proposer acknowledges receipt of this Addendum.

THIS ADDENDUM MUST BE SIGNED BY THE PROPOSER FOR THE CONTRACT AND ATTACHED TO THE TECHNICAL PROPOSAL.

Carol DiAgostino
Agency Chief Contracting Officer

Name of Proposer

By _____

Title _____



SECTION II. SUMMARY OF THE REQUEST FOR PROPOSALS**A. Background and Objectives of the Project:**

The New York City Department of Design and Construction (DDC), Division of Infrastructure, is seeking an Engineering firm to provide services for the project described in this RFP. The selected Engineer will be required to provide services throughout the duration of the project (i.e., pre-construction, construction and post-construction services). The selected Engineer will be required to provide all services necessary and required for the inspection, management, coordination and administration of the Project, from commencement through substantial completion, final acceptance, and project close-out. The project for which services are required is for resident engineering inspection services for the rehabilitation of High Bridge connecting the Boroughs of Manhattan and Bronx, a federally funded project. High Bridge is the oldest bridge in New York City, constructed between 1839 and 1848 and connects the neighborhoods of Highbridge in the Bronx and Washington Heights in Manhattan. High Bridge was designated an individual New York City landmark in 1970, and listed on the National Register of Historic Places in 1972. The purpose of the project is to open High Bridge to pedestrians and cyclists while respecting the work of the 19th century visionaries who originally created High Bridge and to restore the bridge's beauty, usefulness, and grandeur by careful rehabilitation.

The scope of the proposed project is (1) to rehabilitate the masonry arch spans, steel arch span, (including deleading and painting) brick arch deck, and brick walkway; (2) to stabilize and conserve the aqueduct pipe; (3) to provide barrier-free access and safety for pedestrian and wheeled users; (4) to rehabilitate historic railings and walkway lighting posts; (5) to provide architectural lighting (as funding allows); (6) to provide a visitor information system consisting of wayfinding signage and aqueduct interpretative signage.

B. Joint Ventures and Other Consultant Relationships:

There is no minimum requirement for the proportion of work by either of the two joint venture partners. Joint ventures must carry the required insurance either as policies written specifically for the joint venture entity, or by using their existing single entity policies with endorsements written for the joint venture activity.

DDC does not recognize the corporate configuration wherein one company is "in association with" another. Relationships between two or more firms shall be either as joint venture partners or prime consultant/subconsultant. In the event that a proposal is received wherein two or more firms are described as being "in association with" each other, DDC will treat the relationship as one of prime consultant/subconsultant(s). The RFP evaluation will be handled accordingly, and if chosen as a winner, the contract documents will show only the prime firm on the signature page, and all other firms will be relegated to Exhibit A, which lists any subconsultants.

C. Contract Term / Cost Estimate:

The term of the contract shall commence on the date of registration by the Comptroller and shall continue until completion of all required services. The anticipated time frame for completion of all required services is 850 consecutive calendar days (CCDs). The estimated cost of the required construction work for the Project is \$45,000,000.00.

D. Federal Aid Project

The Project is a Federal Aid Project. DDC is receiving funds from the United States Government for construction of the Project. Specifically, funding for the Project is being provided by the Federal Highway Administration ("FHWA"). DDC, in accordance with Title VI of the Civil Rights Act of 1962, 778 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, as amended, issued pursuant to such Act, hereby notifies all who respond to this RFP that it will affirmatively insure that in any contract entered into pursuant to this RFP, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this RFP and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability/handicap and income status in consideration for an award.

E. Insurance:

Requirements for insurance that must be provided by the Engineer and its subconsultants are specified in Article 7 of Appendix A, which is included as an Exhibit to the attached contract. The cost of all insurance is deemed included in payments to the Engineer, as set forth in the attached contract. The Proposer is advised to review such insurance requirements.

F. Payment Provisions:

Payments for all required services for the Project shall be in accordance with Article 7 of the Contract. As indicated therein, the Engineer shall be paid for staffing expenses for engineering personnel identified in the approved Staffing Plan. Staffing expenses shall be calculated based on Direct Salary Rates per hour for specified personnel, subject to a Multiplier for Overhead and Profit. The negotiation of Maximum Allowable Direct Salary Rates per hour for all required titles shall be based on the Actual Direct Salary Rates per hour submitted by the proposer, as well as the projected increase per year in such rates, based on the Employment Cost Index for Professional, Scientific and Technical Services, published by the U.S. Department of Labor, Bureau of Labor Statistics (the "Index").

1. The Direct Salary Rate per hour for an assigned employee shall be determined by the Commissioner and shall be the **LESSER** of (1) the assigned employee's actual annual direct salary, computed on an hourly basis, or (2) the Maximum Allowable Direct Salary Rate per hour for the assigned employee's title, as described in Attachment 3. The Engineer shall not be entitled to payment for staffing expenses for (1) any project executive(s), and/or (2) any personnel not included in the approved Staffing Plan.
2. The Multiplier for Overhead and Profit shall be negotiated with the selected proposer.

SECTION III. SCOPE OF WORK AND CONTRACT CONDITIONS**A. Scope of Services:**

The selected Engineer shall provide all services necessary and required for the inspection, supervision, management, coordination and administration of the Project, so the required construction work is properly executed, completed in a timely fashion and conforms to the requirements of the construction documents and to good construction practice. The Engineer shall provide the required services for the duration of the Project (i.e., pre-construction, construction and post-construction services). The proposer is advised to review the contract provisions.

B. Contract Provisions:

The services to be provided by the Engineer and all standards of performance applicable to the required work set forth in the form of contract, attached hereto and incorporated herein as part of this RFP. Any firm awarded a contract as result of this RFP will be required to sign this form of contract. For a more complete and thorough description of the scope of services summarized in this section of the RFP, the proposer is advised to review the contract.

C. Subcontracting:

Subcontracting is only permitted as set forth below:

- Resident Engineer and Office Engineer: The Engineer is not permitted to enter into any subcontract(s) for the services of the Resident Engineer and the Office Engineer. Individuals providing services as the Resident Engineer and the Office Engineer must be employees of the Engineer.
- Other Key Personnel: The Engineer is permitted to enter into subcontracts for the services of Key Personnel other than the Resident Engineer and the Office Engineer.
- Non-Key Personnel: The Engineer is permitted to enter into subcontracts for the services of non-Key Personnel.
- Reimbursable Services: The Engineer is permitted to enter into subcontracts for Reimbursable Services

D. Staffing Plan:

The Engineer shall be required to provide personnel for the Project in accordance with the Staffing Plan approved by the Commissioner. Such Staffing Plan must include the Key Personnel identified by the Engineer in its Proposal, as well as other engineering personnel required for the Project.

E. Qualification Requirements:**Resident Engineer:**

- Qualified for ASCE Grade V
- Baccalaureate degree in engineering from an accredited college

- Valid NYS P.E. License
- Ten years of experience in working with bridges, one of which must be with Landmark bridges.
- Experience with lead abatement on bridges
- Working knowledge of the following: (1) DDC policies and procedures, (2) NYSDOT Bridge Manual and AASHTO Standards (3) Familiarity with NYC Parks policies and standards (4) Familiarity with FHWA requirements
- Excellent written, communication, organization and time management skills
- Proficiency in Microsoft Word and Excel
- Valid driver's license
- Certified for OSHA 10-hour safety and confined space training

Office Engineer:

- Qualified for ASCE Grade III, or NICET Grade IV
- Baccalaureate degree from an accredited college
- Five years of experience in construction inspection of Bridges.
- Working knowledge of the following: (1) DDC policies and procedures, (2) Working knowledge of DDC record keeping, payment, and change order procedures (3) Working knowledge of FHWA requirements and NYSDOT standards including DBE requirements and payments.
- Proficiency in Microsoft Word, Excel, Project and PowerPoint
- Effective oral, written, organization, and time management skills
- Valid driver's license
- Certified for OSHA 10-hour safety and confined space training

Assistant Office Engineer

- Qualified for ASCE Grade II, or NICET Grade III
- Baccalaureate degree from an accredited college
- Three years of experience in construction inspection of Bridges.
- Working knowledge of the following: (1) DDC policies and procedures, (2) Working knowledge of DDC record keeping, payment, and change order procedures (3) Working knowledge of FHWA requirements and NYSDOT standards including DBE requirements and payments.
- Proficiency in Microsoft Word, Excel, Project and PowerPoint
- Effective oral, written, organization, and time management skills

Senior Inspector:

- Qualified for ASCE Grade II, or NICET Grade III
- Baccalaureate degree from an accredited college or four years high school diploma or its educational equivalent and ten years of experience in construction inspection or management on infrastructure construction projects.
- Three years of experience in construction inspection or management on infrastructure bridge construction projects
- Working knowledge of the following: (1) DDC policies and procedures, (3) NYSDOT specifications (for Highways and Bridges), and (3) DOT specifications (for Highway and Bridge projects)
- Working knowledge of DDC record keeping, payment, and change order procedures
- Effective oral, written, organization, and time management skills

- Valid driver's license
- Certified for OSHA 10-hour safety and confined space training

Environmental Engineer

- Qualified for ASCE Grade II, or NICET Grade III
- Baccalaureate degree in Environmental Engineering and at least three years of experience in hazardous material abatement supervision to oversee testing and monitoring
- Trained to detect visible emissions as per 40 CFR 60
- One year experience in hazardous material abatement worker safety to observe contractor compliance with United States Occupational Safety and Health Administration (OSHA)
- Valid Driver's License
- Must be familiar with Hazardous waste Management procedures.

Inspector:

- Qualified for ASCE Grade I, or NICET Grade II

Historic Preservation Specialist:

- Baccalaureate degree from an accredited college in architecture, engineering, construction management, preservation or a related field
- Five years of experience working with historic structures
- Knowledge of the properties of, and experience working with, stone masonry and brick masonry and historic metals
- Proficiency in Microsoft Word
- Effective written and oral communication skills
- Valid Driver's License
- Certified for OSHA 10-hour safety and confined space training

Notes:

1. ASCE: The applicable requirements for the title in question shall be the most current requirements promulgated by the American Society of Civil Engineers (ASCE), as of the date on which the Engineer submitted its Proposal for the Contract.
2. NICET: The applicable requirements for the title in question shall be the most current requirements promulgated by the National Institute for Certification in Engineering Technologies (NICET), as of the date on which the Engineer submitted its Proposal for the Contract.

F. Participation by Disadvantaged Business Enterprises in Federal Aid Projects

The proposer is advised that the Project is a Federal Aid Project. The City of New York, DDC, is receiving funds from the United States Government for construction of the Project. Specifically, funding for the Project is being provided by the Federal Highway Administration ("FHWA"). Since the Project is a Federal Aid Project, the proposer is required to provide the maximum possible contracting opportunities for Disadvantaged Business Enterprises (DBEs). The DBE program is a federally regulated program that is administered by the New York State Department of Transportation (NYSDOT). The requirements for participation by DBEs are set forth in Attachment 6.

G. Compliance with Local Law 34 of 2007:

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, vendors responding to this solicitation are required to complete the attached Doing Business Data Form and return it with this proposal submission, and should do so in a separate envelope. (If the responding vendor is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.) If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by the agency and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the agency. Failure to do so will result in a determination that the proposal submission is non-responsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or no later than five (5) days from the date of mailing or upon delivery, if delivered.

SECTION IV. FORMAT AND CONTENT OF THE PROPOSALProposal Subdivisions Instructions:

Proposers should provide all information required in the format below. The proposal should be typed on both sides of 8½" X 11" paper. The City of New York requests that all proposals be submitted on paper with not less than 30% post-consumer material content, i.e., the minimum recovered fiber content level for reprographic paper recommended by the United States Environmental Protection Agency (for any changes to that standard please consult: <http://www.epa.gov/cpg/products/printing.htm>). Pages should be paginated. The proposal will be evaluated on the basis of its content, not its length. Failure to comply with any of these instructions will not make the proposal non-responsive.

A. Stage One Proposal Requirements:

This stage serves to highlight each proposer's supervision of previously completed engineering/architectural projects that demonstrate construction quality, extraordinary creativity and insight in the solution to a given architectural/engineering problem. Proposers should provide projects that reflect this ability both in the construction of the bridges and other structures as well as in the project's relationship to its site and surrounding environment.

Portfolio (1 original and 5 copies):

Provide a portfolio of up to three bridge projects built within the last ten years with a construction value of over \$25 million each, one of which must be similar in scope to the High bridge. One complex high profile historic preservation project with a construction value of over \$25 million may be substituted for one bridge project.

For each project, include the following: (1) resume of the resident engineer of the project; (2) plans, sections, elevations, site plans and three dimensional views of the project; (3) a brief written description highlighting the salient characteristics of the project including construction cost, schedule and timeliness of completion (4) the construction philosophy and approach; (5) list any construction citations or awards and entries to competitions. For the Stage One submission only, present each project (including all items listed above) on a maximum of two (2) one-sided 11x17 inch sheets. All of the pages shall be bound in covers no larger than 11x17 inches. Format may be either landscape or portrait, but not both.

B. Stage Two Proposal Requirements (Applicable to Stage One Short-Listed Proposers Only):

For those firms short-listed in Stage One, the Stage Two Proposal will serve to highlight their management and technical ability to carry out a project of the scope and type that is the subject of this RFP. In addition to the Stage Two Proposal, short-listed firms will be required to make a 30-minute presentation. See Section V. (B) for a more detailed description of the presentation requirements.

Technical Proposal (1 original and 4 copies):

The Technical Proposal should contain the following information:

1. Cover Letter: Submit a maximum one-page cover letter, indicating the company name and address, and the name, address and telephone number of the person authorized to represent the firm. **(Be sure to refer to the proper DDC project number and title).**

2. A. Experience of Firm & Subconsultants: Provide further information on the team qualifications submitted in Stage 1. Provide examples of up to three projects, completed within the last ten years, which are similar in scope and type to the project described in this RFP. Visual materials can take the form of a printed brochure, photographs, drawings or similar images. For each project, the proposer shall provide information indicating whether the project was completed on time and within budget.

The projects submitted should highlight

- expertise in construction management, including field inspection, administration, and ability to complete project work within schedule and budget;
- expertise in bridge engineering;
- expertise in restoring historic structures;
- ability to coordinate with multiple involved agencies; and
- if applicable, lead firm's ability to manage a team of multi-disciplinary sub-consultant firms

B. Key Personnel for the Project:

- Submit qualification information for each member of the Project Team, including each sub-consultant and member of the sub-consultant's team.
- Submit a resume for each individual identified in Attachment 2. The resume shall detail the individual's managerial and technical qualifications, as well as his/her experience with similar projects.
- Individuals serving as the Resident Engineer and the Office Engineer must be employees of the proposer.

3. Strategic Approach: Provide a three page statement describing the proposer's strategic approach to the Project, including (1) its understanding of the technical issues and complexities of the Project, (2) its methodology for tracking and maintaining the Project's budget and schedule, (3) its techniques for problem solving and (4) its ability and methodology for communicating information with the contractor, the Agencies and the public.
4. Organizational Capability: Demonstrate the organizational capability of the firm. The proposer shall submit a SF-254 Form, which provides information concerning (1) the number of full-time people currently employed by the firm, (2) the projects on which the firm is currently working, (3) the projects the firm has completed, and (4) future projects to which the firm is committed. All project information shall include the dollar value of the contract, as well as the schedule.
5. Statement of Understanding: The Statement of Understanding form included as Attachment 1 of this RFP should be signed by a responsible partner or corporate officer of the proposing firm and submitted with the firm's Technical Proposal.

6. Acknowledgement of Addenda: The Acknowledgement of Addenda form (Attachment 4) serves as the proposer's acknowledgement of the receipt of addenda to this RFP that may have been issued by the Agency prior to the proposal due date and time. The proposer should complete this form as instructed on the form.

C. Fee Proposal:

Upon written notification, the proposer must submit the Fee Proposal in a separate clearly labeled, sealed package within ten business days of such notice. The Proposer must complete the Fee Proposal as per instructions on Attachment 3.

D. Proposal Package Contents ("Checklist"):

The Proposal Package should contain the following materials:

Stage One:

1. Portfolio (1 original and 5 copies):
Sealed envelope clearly marked with "Stage One Submission"
 - Statement of Understanding (Attachment 1)
 - Acknowledgement of Addenda (Attachment 4)
2. Doing Business Data Form (1 original) (Attachment 7)
Sealed envelope clearly marked as "Doing Business Data Form" containing a completed Doing Business Data Form.

Stage Two:

1. Technical Proposal (1 original and 5 copies):
Sealed envelope clearly marked with "Stage Two Submission", including
 - Identification of Key Personnel (Attachment 2)
 - Acknowledgement of Addenda (Attachment 4)
2. DBE Participation Plan (1 original): (Attachment 6)
Sealed envelope, clearly marked as "DBE Participation Plan".

ATTACHMENT 2

TECHNICAL PROPOSAL – IDENTIFICATION OF KEY PERSONNEL
(TO BE SUBMITTED BY STAGE-TWO PROPOSERS ONLY)

FMS ID: P-3PNYC01
Project: Resident Engineering Inspection Services for the Rehabilitation of High Bridge, Boroughs of Manhattan and the Bronx

Submission: The proposer shall submit Attachment 2 as part of its Technical Proposal.

Key Personnel: Required titles of Key Personnel for the Project are indicated below. In this Attachment, the proposer shall identify the individuals it will assign to the Project for its entire duration as Key Personnel. The proposer is advised that submission of completed form for all information set forth below with respect to the proposed Key Personnel is **MANDATORY**. Failure to submit all such information in the completed form will result in automatic rejection of the proposal as non-responsive. The Engineer is not permitted to enter into any subcontract(s) for the services of the Resident Engineer and the Office Engineer. Individuals providing services as the Resident Engineer and the Office Engineer must be employees of the Engineer.

Resumes: The proposer shall submit a resume for each individual identified below. The resume shall detail the individual’s managerial and technical qualifications, as well as his/her experience with similar projects.

Qualification Requirements: Qualification requirements for individuals assigned to the Project as Key Personnel are set forth in Exhibit C to the Contract.

(1) **Project Executive:** Name of Proposed Candidate: _____

(2) **Resident Engineer:** Name of Proposed Candidate: _____

Is the Candidate currently employed by proposer? Yes No If the answer is No, the proposer must provide the certification set forth below, plus a proposed alternate candidate.

Name of Proposed Alternate Candidate: _____

The resume of the Proposed Alternate Candidate must be included in the technical proposal.

Information regarding the Candidate’s current and/or projected assignment(s), including projects which have not yet been commenced, but for which a final selection has been made by the Entity/Agency:

Name of Entity or Agency: _____

Project Description: _____

Title: _____

Anticipated Completion Date: _____

Has the Candidate been included on any other proposals submitted by the proposer for which a final selection has not yet been made by the Entity/Agency ? Yes No. If the answer is Yes, the proposer must provide an attachment listing all such proposals.

ATTACHMENT 2 (continued)

(3) Office Engineer: Name of Proposed Candidate: _____

Is the Candidate currently employed by proposer? _____ Yes _____ No If the answer is No, the proposer must provide the certification set forth below, plus a proposed alternate candidate.

Name of Proposed Alternate Candidate: _____
The resume of the Proposed Alternate Candidate must be included in the technical proposal.

Information regarding the Candidate's current and/or projected assignment(s), including projects which have not yet been commenced, but for which a final selection has been made by the Entity/Agency:

Name of Entity or Agency: _____
Project Description: _____
Title: _____
Anticipated Completion Date: _____

Has the Candidate been included on any other proposals submitted by the proposer for which a final selection has not yet been made by the Entity/Agency ? _____ Yes _____ No
If the answer is Yes, the proposer must provide an attachment listing all such proposals.

(4) Senior Inspector: Name of Proposed Candidate: _____

Is the Candidate currently employed by proposer? _____ Yes _____ No If the answer is No, the proposer must provide the certification set forth below, plus a proposed alternate candidate.

Name of Proposed Alternate Candidate: _____
The resume of the Proposed Alternate Candidate must be included in the technical proposal.

Information regarding the Candidate's current and/or projected assignment(s), including projects which have not yet been commenced, but for which a final selection has been made by the Entity/Agency:

Name of Entity or Agency: _____
Project Description: _____
Title: _____
Anticipated Completion Date: _____

Has the Candidate been included on any other proposals submitted by the proposer for which a final selection has not yet been made by the Entity/Agency ? _____ Yes _____ No
If the answer is Yes, the proposer must provide an attachment listing all such proposals.

(5) Environmental Engineer: Name of Proposed Candidate: _____

Is the Candidate currently employed by proposer? _____ Yes _____ No If the answer is No, the proposer must provide the certification set forth below, plus a proposed alternate candidate.

Name of Proposed Alternate Candidate: _____
The resume of the Proposed Alternate Candidate must be included in the technical proposal.

ATTACHMENT 2 (continued)

Information regarding the Candidate's current and/or projected assignment(s), including projects which have not yet been commenced, but for which a final selection has been made by the Entity/Agency:

Name of Entity or Agency: _____
Project Description: _____
Title: _____
Anticipated Completion Date: _____

Has the Candidate been included on any other proposals submitted by the proposer for which a final selection has not yet been made by the Entity/Agency ? ____ Yes ____ No
If the answer is Yes, the proposer must provide an attachment listing all such proposals.

(6) Certification: By signing this Attachment, the proposer certifies as follows: *[The proposer shall check the appropriate box(es).]*

- All individuals identified as Key Personnel are currently employed by the proposer, except for the individual(s) identified below. (If applicable, the section below must be completed.)
- The following individual(s) identified as Key Personnel is not currently employed by the proposer:

The proposer certifies that (1) it has entered into an agreement (written ____ or verbal____) with the individual(s) identified above, and (2) in accordance with such agreement, the individual(s) has agreed to be employed by the proposer and assigned to the Project if the contract is awarded to the proposer.

(7) Affirmation: By signing this Attachment, the proposer affirms that (1) all information provided on this Attachment is true and accurate in all respects, and (2) if an award of contract is made to the proposer, it will assign to the Project for its entire duration, the individuals identified in this Attachment as Key Personnel.

The proposer understands that (1) if an award of contract is made, the City was induced to make such award based upon the proposer's affirmation that it will assign to the Project for its entire duration, the individuals identified in this Attachment as Key Personnel, and (2) failure to assign to the Project for its entire duration, the individuals identified in this Attachment as Key Personnel shall be considered a material breach of the Contract and grounds for termination for cause.

If the proposer is unable to make the affirmation set forth above, it shall attach a signed statement indicating why it is unable to make the affirmation.

Name of Firm

By: _____
Signature of Partner or Corporate Officer

Title

Print Name

Date