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## **REQUEST FOR QUALIFICATIONS**

**RFQ No. 23-2  
General Planning Services**

**CITY OF EAGLE LAKE, FL  
75 N. 7<sup>th</sup> Street  
Eagle Lake, Florida 33839  
(863)293-4141**

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**PUBLIC NOTICE**

**EAGLE LAKE, FLORIDA REQUEST FOR QUALIFICATIONS**

**(RFQ)**

**23-2**

**General Planning Services**

Sealed Qualification packages from qualified firms or individuals to perform **GENERAL PLANNING SERVICES** as listed in Request for Qualifications **23-2**. Qualifications packages will be received in the Office of the City Manager, 75 N. 7<sup>th</sup> Street, Eagle Lake, Florida 33839, **until 3:00p.m. Local Time, on March 17, 2023**, at which time this RFQ will be publicly declared closed.

Bid documents may be obtained by contacting the Office of the City Manager at 75 N. 7<sup>th</sup> Street, Eagle Lake, Florida 33839, (863)293-4141.

The City of Eagle Lake reserves the right to waive informalities, to reject any and all RFQ submittals, and to accept any RFQ submittals or any combination of RFQ submittals, which in its sole judgment will best serve the public interest.

***CAUTION:*** *It is the bidder's/proposer's responsibility to ensure that bids/proposals/qualifications are received in the Office of the City Manager prior to the date and time specified above. Receipt of a bid/proposal/qualification in any other City office does not satisfy this requirement.*

Eagle Lake is an Equal Opportunity Employer.

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## **SECTION 1 – SCOPE OF SERVICES**

### **A. INTRODUCTION**

With this Request for Qualifications (RFQ), City of Eagle Lake is soliciting proposals for general planning services related to various projects in City of Eagle Lake.

### **B. SCOPE OF SERVICES**

City of Eagle Lake, Florida invites qualified firms with demonstrated expertise in a broad range of planning related areas to assist the City in a variety of endeavors. Generally, firms are being sought with experience in the areas of urban and town planning, urban design, rural planning, transportation planning, comprehensive planning, economics, impact fees, public outreach and engagement, market analysis, GIS, ordinance and code drafting and other related planning tasks and duties to submit qualifications for the provision of General Planning Services. The selected firm(s) will be expected to assist City staff in development review, variance administration, comprehensive planning and related activities including preparing staff recommendations, reports and presentations for Commission and Planning and Zoning Board Meetings. Work will include general planning and zoning tasks, preparation of ordinances, preparation and/or review of legal notices, and preparation and transmittal of any required information to the Florida Department of Economic Opportunity, or other agencies, as needed. Services are expected to be performed on an as needed basis; full time work is possible but is not anticipated.

Upon selection of the qualifying firm or firms, a contract will be entered into that requires completion of each general planning service task assigned, within the timeframes negotiated and agreed upon after a Notice-To-Proceed has been issued.

The projects to be undertaken by the successful firm or firms include but are not limited to the following:

- i. Land Use Planning, site planning and site design
- ii. Comprehensive Planning
- iii. Transportation Planning and impact analysis
- iv. Concurrency and alternatives
- v. Impact Fee updates and analysis
- vi. Land Development Code and ordinance preparation
- vii. Economic and Market Feasibility studies and analysis
- viii. Neighborhood or small area plan development
- ix. Variance administration

Projects to be undertaken by the successful firm or firms will generally involve assisting City of Eagle Lake staff with technical assistance in your firm's area of expertise on City of Eagle Lake planning and development projects.

Successful firms will have a demonstrated track record of undertaking and completing successful governmental projects in the qualifying subject area(s).

## **SECTION 2 – QUALIFICATIONS**

The City of Eagle Lake (hereinafter referred to as the City), is accepting submittals from qualified firms or individuals to provide Professional Engineering Services related to **GENERAL PLANNING SERVICES** for City of Eagle Lake. The Qualification Packages submitted pursuant to this Request for Qualifications will be used by the City to make this determination. In the event more than three (3) submittals are received, the City Manager will designate a committee to short-list the three most qualified firms for final evaluation by the City Commission.

Qualification submittals will be considered from qualified firms or individuals whose experience includes successful work in similar projects. Also, the firm must have a sufficient number of qualified staff in the applicable disciplines to complete the work in the time required and in accordance with State of Florida statutes and standards, if applicable.

### **SECTION 3 – SUBMITTAL INFORMATION: HOW, WHEN & WHERE**

- 3.1 Qualification packages shall be submitted to the Office of the City Manager, 75 N. 7<sup>th</sup> Street, Eagle Lake, Florida 33839, on or before March 17, 2023 at 3:00p.m. local time, in a sealed envelope/package [labeled with the Proposer's name, contact information, and the Request for Qualification (RFQ) Number]. The original and each copy shall be identified as follows: RFQ Number, RFQ Name, Due Date/Time. Qualification packages submitted late or to the incorrect location will not be considered.
- 3.2 All (RFQs), must be submitted on 8½" by 11" paper, neatly typed, with normal margins and spacing. One electronic copy on USB and three (3) bound hard copies of the complete submittal must be received by the closing date and time. The original and all copies must be submitted in a sealed envelope/package.
- 3.3 Responses to the RFQ must be signed in ink by an authorized officer of the proposing firm, who is legally authorized to enter into a contractual relationship in the name of the Proposer. The submittal of a Statement of Qualifications by the Proposer will be considered by the City as constituting an Offer by the Proposer to perform the required services.
- 3.4 Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFQ. All Submittals should be prepared to provide a straightforward and concise description of the respondents' qualifications and ability to meet the RFQ requirements.

### **SECTION 4 - TERM OF CONTRACT:**

- 4.1 The Commission anticipates entering into continuing contracts with the Proposer(s) who submit the proposal(s) judged by the Commission to be most advantageous to the City. Awarded contracts will be for a fixed 5-year term, unless earlier terminated by either party.

The Proposer understands that this RFQ does not constitute an agreement or a contract with the Proposer. An official contract or agreement is not binding until proposals are reviewed and accepted by the Commission and a written agreement or contract is approved by both the Commission and the successful Proposer.

The Commission reserves the right to reject all proposals, to waive any informalities, and to solicit and re-advertise for other proposals.

### **SECTION 5 – INQUIRIES**

- 5.1 Inquiries concerning Qualification Submittals should be made in writing and directed as follows:

City of Eagle Lake  
Office of the City Manager  
75 N. 7<sup>th</sup>  
Eagle Lake, Florida 33839  
(863)293-4141  
E-mail: ternharth@eaglelake-fla.com

- 5.2 **CONTACT WITH PERSONNEL OF CITY OF EAGLE LAKE OTHER THAN THE CITY MANAGER REGARDING THIS REQUEST FOR QUALIFICATIONS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.**

### **SECTION 6 - SELECTION PROCEDURE**

- 6.1 A committee approved by the City Manager shall be responsible for short-listing the three (3) most qualified firms. The City Commission will evaluate the short-listed firms and award a contract to the firm it deems most qualified

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and is in the best interest of the City.

- 6.2 Shortlisted firms may be invited to appear in front of the City Commission for oral presentations and/ or discussions on its qualifications and methodology.
- 6.3 The City reserves the right to award single or multiple contracts if it is deemed to be in the best interest of the City. The City also reserves the right to reject any and all qualifications proposals. With all factors considered, awards will be made to respondent(s) whose qualifications are deemed, in the sole discretion of the City, to best serve the public interest of the City.
- 6.4 The City may act only through the City Commission. The proposer may not rely on any representations by the City other than as approved by official action of the City Commission.
- 6.5 The Submittal Package (or sections thereof) of the successful respondent(s) shall be incorporated in any Contract that ensues.
- 6.6 Any contract(s) resulting from this RFQ shall be governed by the laws of the State of Florida. The selected consultant(s) will also be required to comply with all applicable laws, ordinances, rules, regulations and contract provisions.
- 6.7 City of Eagle Lake reserves the right to retain proposals and use ideas from them.

#### **SECTION 7– REJECTION CRITERIA**

Submittals shall be rejected as non-responsive if any of the following criteria exist (this list is not all-inclusive):

- 7.1 All questions, instructions, and forms in the Qualification package have not been properly completed.
- 7.2 The RFQ response is found to have concealed or contained false and/or misleading information.
- 7.3 The City did not receive the RFQ package prior to the submittal deadline.
- 7.4 Your firm is not licensed with the Florida Secretary of State to do business in Florida. **You must submit a State of Florida Certificate of Status for your firm.**
- 7.5 The Non-Collusion Affidavit has not been signed and/or submitted.
- 7.6 The Qualification package signature page is not properly executed.
- 7.7 Completed Project Specific Reference forms (Form “B”) are not returned with proposal.

#### **SECTION 8 - WAIVERS**

The City in its sole discretion, reserves the right to reject any and all qualifications, accept any Qualification packages or any combination of qualifications or waive any minor irregularity or technicality in qualifications received and may, at its sole discretion, request a re-qualification, when in its sole judgment, it will best serve public interest.

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## **SECTION 9 - EVALUATION METHODOLOGY**

- 9.1 Qualifications will be evaluated based on the demonstrated proficiency level of the proposing firm for work of a similar type as specified in the Scope of Services with and including proof of insurance and bonding capability as described herein; and other requirements of the City.
- 9.2 The City reserves the right to investigate the financial capability, reputation, integrity, skill, business experience and quality of performance under similar operations of each Proposer, including stockholders and principals before making an award. Awards, if any, will be based on both an objective and subjective comparison of Proposals and Proposers. The City's decisions will be final.
- 9.3 The Qualification Package is designed to provide information about your firm. In addition, the information provided will be used in evaluating the firm's qualifications to perform the advertised work. In addition to the above, evaluations may be based upon, but is not limited to such areas as:
- 9.3.1 Qualifications of Firm and professional personnel.
  - 9.3.2 Prior/Current Performance on projects: The prior and/or current performance of the Firm and all professionals proposed for use on the team in the planning, design and administration of project(s) performed.
  - 9.3.3 Location.
- 9.4 Failure to respond to all of the questions in the RFQ package shall result in the submittal being considered non-responsive. In order for the City to make a determination on qualifications, a complete package must be submitted.
- 9.5 It is important that the Project Team Staffing Experience and Related Experience of the Firm portions of the Package specifically address the advertised major area/classes of work, and any special requirements that may be listed. Do not submit resumes in lieu of completing these portions of the RFQ.
- 9.6 If you propose to joint venture or use outside professional services for any of the project requirements all such information must be included in the Submittal Package. Do not have individual "team" firms send in their own submittals.
- 9.7 All firms must be clearly identified in your submittal, and their ability to perform assigned responsibilities must be demonstrated.

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## **SECTION 10 - ADDENDA**

- 10.1 If revisions become necessary, the City will provide written addenda at least five working days prior to the opening date. This will be adhered to even if the opening date must be postponed in order to observe the time requirements. Any changes to the RFQ will be made available for all prospective proposers to receive. Although the City will attempt to notify all proposers of the addendum, it is the sole responsibility of the proposer to contact the City Manager to ensure any/all addendums have been received.
- 10.2 If applicable, please acknowledge under Section 1.12 that you have received any addenda.

## **SECTION 11 - SUBMITTAL PACKAGE**

Proposers' qualifications packages will be evaluated based on the information supplied below along with any other information required by or known to the City.

The Proposer acknowledges and understands that the information contained in its qualifications package shall be relied upon by City in awarding the contract and such information is warranted by Proposer to be true. The discovery of any omission or misstatement that materially affects the Proposer's qualifications to perform under the contract shall cause the City to reject the Qualifications package, and if after the award, to cancel and terminate the award and/or contract.

### **TAB #1**      **Consultant Profile:** Complete the following Information

- 1.1 If a corporation, complete the following:
- 1.1.1 Firm name, address and phone number: (specify if different than parent company)
  - 1.1.2 Address of proposed office in charge (including Phone No. And Fax No., email address)
  - 1.1.3 Type of firm: corporation, individual, other; If corporation, complete the following:
  - 1.1.4 Date incorporated
  - 1.1.5 State of incorporation
  - 1.1.6 Date authorized to do business in Florida
  - 1.1.7 President, Vice President, Secretary
  - 1.1.8 Federal Employers Identification Number
- 1.2 If partnership, complete the following:
- 1.2.1 Firm name, address and phone number: (specify if different than parent company)
  - 1.2.2 Address of proposed office in charge (including Phone No. And Fax No., email address)
  - 1.2.3 Date organized, Type: General, Limited
  - 1.2.4 Names and addresses of Partners
  - 1.2.5 Federal Employers Identification Number
- 1.3 Do you have a job cost account system?
- 1.4 If yes, answer the following:
- 1.4.1 Does the system separate and accumulate direct and indirect costs (both labor and expenses)?
  - 1.4.2 Individual job cost ledgers maintained by job to support direct costs as accumulated in the general ledger?

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- 1.4.3 Is subsidiary job cost reconciled on a regular basis with the general ledger?
- 1.4.4 Are time and expense reports utilized in the separation of direct and indirect costs?
- 1.5 Insurance
- 1.5.1 Submit under Tab #7
- 1.5.2 Submit proof of all insurances; Liability, Auto, Workers Comp, etc.
- 1.5.3 Submit amount of claims currently against this insurance
- 1.6 What will be your turnaround time for written responses to City inquiries?
- 1.7 How much advance notice do you need to appear at the City for meetings?
- 1.8 List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past ten (10) years. Include in the description the disposition of each such petition.
- 1.9 List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last ten (10) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.
- 1.10 List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.
- 1.11 Has the Proposer, its principals, officers or predecessor organization(s) been CONVICTED of a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details. Please note number 1.11.1
- 1.11.1 Public Entity Crimes: Pursuant to F.S. 287.133 as amended: a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal on a Contract to provide any goods or services to a public entity, may not submit a Proposal on a Contract with a public entity for the construction or repair of a public building or public work, may not submit qualifications on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in F.S. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- The City will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in U.S.C. Section 1324a (e) [Section 274A9e) of the Immigration and Nationality Act (INA)]. The City shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such a violation by the Recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by the City.
- 1.12 If applicable: I have received addenda #\_\_\_\_\_ through addenda# \_\_\_\_\_.

**TAB #2**      **Letter of Transmittal:**

Provide a statement addressing why your firm would be in the best position to deliver the required services. (Limit to two (2) pages.)

**Tab #3**      **Proposed Project Team Firms:**

For each **consultant/ discipline offered**, please list the following:

- 3.1 Name of Consultant
- 3.2 Florida State License Number (Department of Professional Regulation);

- 3.2.1 Copy of Corporate Charter Number, if a corporation, as issued by the Division of Corporations, Department of State.

**TAB #4      Specific Related Experience of the Firm:**

List projects completed and/ or held, specific and comparable, to this project.  
Indicate:

- 4.1 Client Name, contact person and title, address, telephone number and email address
- 4.2 Description of the project including project starting and ending dates.
- 4.3 Principal/Project Manager in Charge, licensing/ certifications, various team positions
- 4.4 Whether your firm was the primary or subcontractor
- 4.5 Consultant cost
- 4.6 Change orders issued with explanation of same.

**TAB #5      Key Proposed Project Team Personnel:**

Indicate the proposed project team key personnel for the applicant, consultants, and/or professional/technical staff. For each individual listed, show discipline(s) of licensure/training and City of residence.

Include resumes for all key proposed project team personnel.

Include firms overall experience specific to this Request for Qualifications.

**TAB #6      Project Team Staffing Experience:**

For each proposed team member, list projects comparable and specific to this project.  
Indicate:

- 6.1 Position; Principal in Charge, Project Manager, various team positions
- 6.2 Client Name, contact person and title, address, telephone number and fax number
- 6.3 Project Description

**TAB #7      Attachments:**

Insert all required attachments here; Licenses, certifications, insurances, signature page, etc.

7.1 NOTE: For the APPLICANT FIRM ONLY:

- 7.1.1 Attach a copy of the current Florida Department of Professional Regulation License(s)/ registration with the appropriate Commission(s) for your firm and each of the license numbers listed in Tab #3.
- 7.1.2 Submit your State of Florida proof of incorporation
- 7.1.3 If not a corporation, submit a copy of your State of Florida Division of Corporations form showing your State registration or your license if you are a sole proprietorship.

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## **7.2 REFERENCES**

- 7.2.1 Submit completed Project Specific Reference form (attachment "B") for projects that are listed in Tab #4 and #6. References must be for specific/similar projects, a minimum of three (3) references are required.

**ATTACHMENT "A"**  
**NON-COLLUSION AFFIDAVIT**

STATE OF FLORIDA

CITY OF \_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes and says that:

1. PROPOSER is the \_\_\_\_\_,  
(Owner, Partner, Officer, Representative or Agent)
2. PROPOSER is fully informed respecting the preparation and contents of the attached Qualifications package and of all pertinent circumstances respecting such Qualifications;
3. Such Qualification Package is genuine and is not a collusive or sham Proposal;
4. Neither the said PROPOSER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other PROPOSER, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted; or to refrain from proposing in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any PROPOSER, firm, or person to fix the price or prices in the attached Qualification Package or any other PROPOSER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other PROPOSER, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against CITY, or any person interested in the proposed Contract;
5. The price of items quoted in the attached Qualification Package are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer or any other of its agents, representatives, owners, employees or parties in interest.

By \_\_\_\_\_

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_  
\_\_\_\_\_ who ☐ is personally known to me or who ☐ has presented the following type of identification: \_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public, State of Florida

\_\_\_\_\_  
Notary seal (stamped in black ink)

OR

Printed, typed or stamped name of Notary and Commission  
Number

( ) DID take an oath, or ( ) DID NOT take an oath.

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**ATTACHMENT “B”**

**Project Specific Reference Form**

Company under Review: \_\_\_\_\_ RFQ Number & Title: \_\_\_\_\_

Reference: \_\_\_\_\_  
(Name of Company giving Reference)

Name/Title: \_\_\_\_\_  
(Name and Title of person giving Reference)

Project: \_\_\_\_\_  
(Project for which references are being provided)

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Team Members for this project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Firm's submitting proposals are responsible for providing completed Project Specific Reference forms with their proposal. Failure to provide the completed Reference Forms will result in proposal being deemed non-responsive. References must be for projects that are listed under Tab's # 4 & 6 of this Request for Qualifications. Minimum of three (3) references must be provided for specific/similar projects.

1. Describe the scope of work of the contract awarded by your company/agency to this contractor.

\_\_\_\_\_

\_\_\_\_\_

No.	Questions	Rating	Comments
2.	Rate the level of commitment of the firm to your project. Did they devote the time and management staff necessary for successful and timely work?		
3.	Rate the quality of customer service and the competence and accessibility of the personnel.		
4.	Rate the firm's interactive capability with your staff.		
5.	Rate the firm's success at minimizing and controlling potential mistakes. Were there bid addendums, contract change orders, etc		
6.	Rate the overall quality of the work.		
7.	Rate the comfort and confidence you had in the firm.		
8.	If you have a similar contract to undertake in the future, would the firm be considered?  Yes _____ No _____		

**Rating:      1=Poor      2=Fair      3=Average      4=Good      5=Excellent**

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**ATTACHMENT "C"**  
**SIGNATURE PAGE**

The undersigned attests to his (her, their) authority to execute this submittal and to bind the firm(s) herein named to perform as per agreement. Further, by signature, the undersigned attests to the following:

1. The Proposer is financially solvent and sufficiently experienced and competent to perform all of the work required of the Proposer in the Contract;
2. The facts stated in the Proposer's response pursuant to this Request for Qualifications are true and correct in all respects;
3. The Proposer has read and complied with, and submits their Qualifications agreeing to all of the requirements, terms and conditions as set forth in the Request for Qualifications.
4. Proposer certifies that he or she has not divulged, discussed, or compared his or her submittal with other proposers and has not colluded with any other proposer or parties to a submittal whatsoever. (Note: No premiums, rebates or gratuities permitted either with, prior to, or after any delivery of material. Any such violation will result in one or more of the following: cancellation, return of materials (as applicable) and the removal of the Proposer from the City vendor list(s).
5. Proposer understands that if a team is short listed and selected to make oral presentations (if required) to the selection committee and/or CITY, only the team members evaluated in the written submissions may present at the oral presentations. Any changes to the team at the oral presentations will result in that team's disqualification.
6. The undersigned certifies that if the City selects the firm, the firm will negotiate in good faith to establish an agreement.
7. Proposer understands that all information listed above may be checked by City of Eagle Lake and Proposer authorizes all entities or persons listed in this Qualifications submittal to answer any and all questions. Proposer hereby indemnifies the City of Eagle Lake and the persons and entities listed above and holds them harmless from any claim arising from such authorization or the exercise thereof, including the dissemination of information pursuant thereto.

Submitted on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Please check one: \_\_\_\_\_ Individual    \_\_\_\_\_ Partnership    \_\_\_\_\_ Non-incorporated Organization

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Company

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Printed Name, Title

(If a corporation, affix seal)

Incorporated under the laws of the State of (if applicable) \_\_\_\_\_.