

Department of Public Works

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Racine, Wisconsin 53403
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Mark H. Yehlen, P.E.
Commissioner of Public Works/City Engineer

Thomas M. Eeg, P.E.
Asst. Comm. of Public Works/Operations

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Asst. Comm. of Public Works/Engineering

378-17

MEMO

TO: Public Works and Services Committee
FROM: Mark Yehlen,  Commissioner of Public Works
DATE: May 30, 2017
SUBJECT: Safety Building Update

The Purchasing Agent released the attached Request for Qualification (Official Notice #10-2017) soliciting the submission of statements of qualifications from specialized firms experienced in architectural programming of municipal police and fire department facilities to assess the current and projected facilities needs, identify existing facilities deficiencies, and to develop facilities capital investment options for the City of Racine Police and Fire Departments.

Statements of Qualification are due on June 27, 2017. Submissions will be evaluated and ranked by committee composed of Police, Fire and Public Works Department employees.

MHY:mhy



CITY OF RACINE REQUEST FOR QUALIFICATIONS (RFQ)

OFFICIAL NOTICE #10-2017

POLICE AND FIRE DEPARTMENTS FACILITIES PROGRAMMING STUDY

Direct all replies to:

**Kathryn Kasper, Purchasing Agent
City of Racine Purchasing Department
730 Washington Ave., Room 105
Racine, Wisconsin 53403
Telephone: 262-636-9143
Fax: 262-636-9100**

Purchasing Web Site: <http://www.cityofracine.org/purchasing>

Complete Bid or Qualification packages may be downloaded at the above website. Vendors are responsible for checking this website for addenda prior to submitting a statement of qualification. The City of Racine is not responsible for the content of any package received through any 3rd party service. It is the sole responsibility of the vendor to ensure the completeness of the documents received from any 3rd party.

**SEALED QUALIFICTIONS MUST BE RECEIVED NO LATER THAN:
June 27, 2017 by 1:00 PM, CDT**

QUALIFICATIONS RECEIVED LATE WILL NOT BE CONSIDERED.



REQUEST FOR QUALIFICATIONS CITY OF RACINE POLICE AND FIRE DEPARTMENTS FACILITIES PROGRAMMING STUDY

PURPOSE

The City of Racine invites the submission of statements of qualifications from specialized firms experienced in architectural programming of municipal police and fire department facilities to assess the current and projected facilities needs, identify existing facilities deficiencies, and to develop facilities capital investment options for the City of Racine Police and Fire Departments. This study will address the following key concerns:

- Ascertain whether the existing police and fire facilities meet the City of Racine's current and projected public safety needs. If not, identify deficiencies.
- Identify negative impacts facilities deficiencies have on the Police and Fire Departments' operations and their ability to perform their missions.
- Determine whether facilities deficiencies negatively impacting the Police and Fire Departments can be economically corrected through the renovation and/or expansion of existing police/fire facilities or other existing city facilities. If not, identify options, along with associated costs, for constructing a new facility or facilities.
- Identify and describe impacts of maintaining the police and fire facilities in their current configurations with no significant upgrades (including prosecutorial, public safety, operational, capital spending, economic development, employee retention, risk management, political, legal, and institutional). Describe the scenarios or sequences of events that will most likely occur if no workable solutions are implemented.

The goal of this proposed facility study is to build the informational foundation which will be used to start the process of recapitalizing the City of Racine's Police and Fire Departments' facilities to meet the public safety needs of our citizens for the foreseeable future. Our current facilities are from 44 to 81 years old, and although they have been adequately maintained during their service lives, none of them have received any significant remodeling or updating.

BACKGROUND

The City of Racine is located 22 miles south of Milwaukee on the western shore of Lake Michigan, and is bordered on the south by the Villages of Mt. Pleasant and Elmwood Park, on the west by the Villages of Mt. Pleasant and Sturtevant, and on the north by the Villages of Wind Point and Caledonia. Racine encompasses approximately 15.5 square miles of land and has a population of 78,860.

The Police Department is recognized as an international leader in community policing, and its vision statement is to “To create a safe and secure environment where residents enjoy a high quality of life.” The majority of the 200 sworn officers and 40 civilian employees in five sections are housed at the Safety Building. The five sections are broken out as follows:

- Investigations - 42 sworn; three civilian employees
- Patrol - 142 sworn officers
- Support Services - five sworn; 37 civilian employees
- Professional Standards - seven sworn officers
- School Safety & Security - three sworn officers

The Fire Department is an all hazard agency staffed by 138 sworn officers and three civilian employees working from six fire stations. It is responsible for the protection of lives and property of the citizens of Racine and contracted areas of service. It provides rapid fire fighting and rescue capabilities, emergency medical service (EMS), hazardous material spill response for Types 1, 2 & 3 (Level A & B) incidents, extraction rescue, confined space rescue, high angle rescue, collapse rescue, trench rescue, and water and dive rescue capabilities on an emergency basis.

FACILITIES INCLUDED IN PROPOSED FACILITY STUDY

Safety Building – Police Department, Fire Department & Fire Station #1

730 Center Street/810 8th St.

96,000 square feet, 2 stories and basement level - built in 1967

The Safety Building is home to the majority of the Racine Police Department’s operations and Fire Station 1 and the Fire Department’s administration and training functions. Racine County Communication Center (911 dispatch) maintains a back-up emergency call center in the Safety Building. Additionally, the Safety Building houses the electrical switchgear and emergency generator serving both itself, and the adjacent City Hall.

The City believes this building has reached the end of its design service life and requires significant capital investments to maintain its envelope and replace deteriorating/obsolescent building systems. Although space needs and facilities planning studies were performed for this building in 1994 and 2002, and it was included in a larger 2005 city facility planning study, capital funding to implement the recommendations of these studies has never been successfully appropriated.

Fire Stations 2 through 6	Address	Floor Space	Year Built
Fire Station 2	2430 Northwestern Ave	4,200 sq ft	1967
Fire Station 3	1107 Lombard Ave	6,720 sq ft	1954
Fire Station 4	3829 Washington Ave	7,490 sq ft	1936
Fire Station 5	2430 Blaine Ave	9,100 sq ft	1963
Fire Station 6	2101 16th St	4,080 sq ft	1973

The Fire Department performed an internal fire station location and deployment study and

determined that Fire Station 6 needs to be relocated. This project is programmed for construction in 2019, funded via a special bond issue yet to be considered for funding.

A listing of the units, equipment and support activities located at each station can be found on the city's website using following URL address: <http://cityofracine.org/Fire/Stations/>

Police Impound Lot

2215 South Memorial Drive

23,000 square feet of garage space; 3.6 acres of secure, uncovered storage

Used for evidence storage, vehicle intake processing specialty vehicle storage.

City Hall Annex

800 Center Street

80,000 square feet, 3 stories and basement level - built in 1942

City Hall Annex was originally a vocational high school. This building houses a few city offices, several non-city tenants and city records/evidence storage. The building systems and envelope are well maintained. Given its large floor space, structural integrity and proximity to the Safety Building, it could be considered a candidate for adaptive reuse as a Police and/or Fire Department facility, and should be considered when developing investment options.

SCOPE OF WORK

The city has \$50,000 available to perform this study. City staff is seeking a consultant that can help us determine the best path forward. Ultimately the project budget and the experience and ingenuity of the selected firm will determine the scope of work. The following descriptions are provided as suggested minimal services and are not intended to be a comprehensive definition of each scope of service.

Organize the Programming Process

Meet with the senior leadership of the Police, Fire and Public Works Departments to create a list of the stakeholders to be involved in the study and facilitate the development of an organizational framework for the study participants. Work with city staff to develop goal statements that will guide the programming process.

Operational Analysis and Space Needs Assessment Study

Examine the Police and Fire Departments' existing and projected functions/operations; determine the facilities requirements to support each of these functions; and identify any deficiencies in the Police and Fire Departments' existing facilities in meeting these requirements. Include a detailed space-by-space definition of the elements needed for each function based on current usage, desired new amenities and potential for future growth and needs. As a minimum this study will consist of the following actions:

- Study routine operations as required in order to achieve a thorough understanding of the operations of the Police and Fire Departments.
- Develop a set of specific space needs for both current and projected operations for each operational element.

- Determine the interaction/adjacency priorities and flow of the operational elements of the facilities locations.
- Develop a listing of all of the operational and space needs facilities deficiencies that negatively impact the Police and Fire Departments' ability to perform their missions.
- Include any quantifiable operational costs or lost opportunities in the listing.

Existing Conditions Report

Investigate, assess and document the existing conditions, past histories and projected maintenance liabilities of the existing police and fire facilities. To take advantage of roof and building envelope condition assessment data that the city's roofing management consultant has developed over the past 25 years, the city will retain the services of Industrial Roofing Services, Inc. of Butler, Wisconsin, using project funds, to assist the consultant in completing this portion of the facilities study. Additionally, city staff has extensive records of installed equipment in the Safety Building and City Hall Annex, and replacement schedules/budgets for various building systems in all of the existing facilities. As a minimum, this portion of the study will require the consultant to perform and document the following activities:

- Analyze the exterior building envelope and the structural, mechanical, electrical and plumbing systems of each facility to determine what deficiencies exist, propose repairs to correct these deficiencies, determine when these repairs should be made, and estimate how much each repair will cost.
- Investigate building site conditions, including but not limited to, water service, electric service, sanitary sewer service, stormwater management, gas service, steam supply and communications systems. Determine current/projected service deficiencies and provide suggested improvements as appropriate.
- Identify other site constraints, including but not limited to, title commitments, zoning restrictions, environmental concerns, traffic patterns, pedestrian routes and transit system access.
- Determine life safety, Building Code, and Americans with Disabilities Act (ADA) deficiencies and prepare solutions for consideration.
- Determine U.S. Department of Justice, U.S. Department of Corrections, Wisconsin Law Enforcement Accreditation Group, Commission on Accreditation for Law Enforcement Agencies (CALEA) and Commission on Fire Accreditation International (CFAI) facilities deficiencies and prepare solutions for consideration.
- Identify average annual operating and maintenance costs for each facility and benchmark against similar recently constructed/renovated facilities in southeastern Wisconsin.

Master Plan Development

Provide a facilities master plan considering all viable options for addressing the Police and Fire Departments' facilities needs for the foreseeable future.

- Compare the operational and space needs list developed in the Operational Analysis and Space Needs Assessment Study with the information developed in the Existing Conditions Report to determine which existing Police and Fire Department facilities are adequate, or can be economically modified, to meet the city's projected public safety needs. Develop budgeting level cost estimates and a capital spending strategy to address required upgrades and foreseeable repair cost for each of the facilities

- identified for continued use.
- Develop capital spending options to address the facilities deficiencies that cannot be remedied through the modification and repair of existing Police and Fire Department facilities.
 - Options considered should include, but not be limited, to the following:
 - Evaluation of the existing City Hall Annex to determine whether it can be economically renovated, adapted, and/or expanded to meet the needs of the Police and/or Fire Departments.
 - Partial demolition and re-construction of a portion of an existing facility or facilities.
 - Complete demolition of an existing facility and construction of a new facility either in the same location or adjacent to the existing facility.
 - Construction of new facility(ies) on new site(s).
 - Develop budgeting level cost estimates for each viable option.
 - Develop cost-benefit analyses, capital project spending/sequencing priorities, estimate project execution timelines, and recommend a preferred capital investment strategy.
 - Articulate the costs/risks of maintaining the police and fire facilities in their current configurations with no significant upgrades.
 - Include the scenarios or sequences of events that will most likely occur if no workable solutions are implemented.
 - Including possible prosecutorial, public safety, operational, capital spending, economic development, employee retention, risk management, political, legal, and institutional impacts and costs.

Citizen Participation Plan Development

Assist city staff in developing the materials and strategies necessary to develop a Citizen Participation and Engagement Plan intended to assist the city in comprehensively engaging its citizens in a transparent and thorough understanding, evaluation, and vetting of the decision-making process leading to a comprehensive Police and Fire Departments facilities capital spending strategy.

AVAILABLE INFORMATION

City staff has numerous documents available to interested firms upon request including floor plans of existing facilities, organizational charts, and earlier planning studies. To request information, contact Kathryn Kasper at (262) 636-9143, Kathryn.Kasper@cityofracine.org. Requested information will be available to all bidders in the form of an addendum.

The Safety Building and City Hall Annex will be available for a walk-through according to the date contained in the schedule. We will meet promptly at 10 AM in the lobby of the Racine Police Department located at 730 Center St. Respondents are encouraged to participate in the walk-through if they are not familiar with the facility.

STATEMENT OF QUALIFICATIONS

- Table of Contents
- Cover Letter
- Relevant experience of the key individuals that will work on this project including licenses, certifications, or related accreditations.
- Study methodology including a description of the proposed project team organization, data gathering/analysis methodology and project tasks.
- 3 client references for similar public projects led by the firm's proposed leader.
- Samples of two or more police and/or fire department facilities programming/master plans with fee charged to client and related contact information with (may overlap with references)

SUBMISSION REQUIREMENTS

Sealed submittals are required. Only proposer's names will be read at opening. Proposers must submit six (6) bound copies of the qualifications and one electronic copy in .puff format on a flash drive of the proposal in a sealed container clearly identified on the outside of the package as "Official Notice #10-2017".

Packages to be delivered to:

Kathryn Kasper
City of Racine Purchasing Agent
730 Washington Avenue, Room 105
Racine, WI 53403

SCHEDULE

Date	Action
May 30, 2017	RFQ distribution
June 13, 2017, 10:00 AM	Walk-through of Safety Building
June 15, 2017 end of business	Questions regarding RFQ due to Purchasing Agent, all question to be submitted via email to Kathryn.kasper@cityofracine.org
June 19, 2017	Addenda issued if needed
June 27, 2017, 1:00 PM	RFQ Submittal Deadline
July 17-19, 2017	Short-Listed Consultant Interviews
July 31, 2017	Consultant Selection
December 1, 2017	Draft Plan due
January 30, 2018	Project completed

SELECTION CRITERIA AND PROCESS

The evaluation and selection process will consist of a review of qualifications by City staff. Qualifications for the project will be evaluated and ranked based on the following criteria:

- 25% Methodology
- 25% Firms qualifications and experience

30%	Management, team organization and skill experience of key team members
20%	Relevance and quality of past work per samples provided

CONDITIONS AND AGREEMENTS

Right of Rejection: The City of Racine reserves the right to reject any or all qualifications, any portion of a qualification or to accept the qualification considered most advantageous to the City of Racine following final negotiations, evaluations and review.

Instructions to Vendors: Thoroughly examine the scope of work, schedule, instructions and all other solicitation documents. Make all investigations necessary to be familiar with conditions that affect the qualification, such as but not limited to, facilities for delivery of material and equipment. No pleas of ignorance by the respondents as a result of failure to investigate or examine conditions or failure to fulfill details of the contractual documents will be accepted as a basis for varying the requirements of the City or changing the compensation due.

By submission of a qualification: You certify that you are a duly qualified, capable, and otherwise bondable business entity. You affirm that any response has not included any preparation in collusion with any other respondent, and that the contents of any response as to prices, terms or conditions of said response have not been communicated in any manner to any other person engaged in this type of business prior to the official opening of this solicitation.

Contact Person: The City Purchasing Agent (or designee) shall act as the city representative in the issuance and administration of this RFQ and contract, and shall issue and receive all documents, notices, and correspondence pertaining to this RFQ. Such documents, notices, and correspondence not issued by or received by the City Purchasing Agent (or designee) shall be null and void. Any questions regarding this RFQ process must be submitted via e-mail to: Kathryn Kasper, Purchasing Agent kathryn.kasper@cityofracine.org, 262-636-9143.

No other employee or representative of the City of Racine is authorized to interpret any portion of this RFQ or give information as to the requirements of this Request for Qualifications in addition to that contained in or amended to this written RFQ document. Respondents are instructed not to contact any other city department or employee regarding this RFQ. Any unauthorized contact regarding this RFQ to any City employee or official may be cause for rejection of qualifications, at the sole discretion of the City.

Questions will be answered via e-mail within three working days. Final date for questions is listed in the Calendar of Events. Answers to questions from any respondent will be provided to all respondent on the vendor list. No verbal or written information, which is obtained other than through this Request for Qualifications or its addenda, shall be binding on the City of Racine. Vendors are expected to raise any questions, exceptions, or additions they have concerning this RFQ document as soon as possible during the process.

Errors or Omissions: If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this qualification, the vendor should immediately notify the above named individual of such error and request modification or clarification of the RFQ document.

The City of Racine reserves the right to permit cure of, or waive any informality, any irregularities or technicalities contained in any qualification submitted, at the sole discretion of the City of Racine, provided such waiver does not substantially change the offer or provide a competitive advantage to any other vendor. Contracts will be awarded in the best interests of the City of Racine.

Specification Exceptions: Respondents are urged to review all RFQ documents, including the statement of work, specifications, requirements and evaluation process prior to submitting a response. If a respondent has any objections to the statement of work, specifications, requirements or evaluation process they are urged to submit a written notification prior to the last day for questions as indicated in the Calendar of Events. By submitting a qualification the respondent is indicating their acceptance of the specifications, requirements and evaluation process and will have no standing to protest the specifications, requirements or evaluation process.

Addenda: Changes to this RFQ will be made only by formal, written addendum issued by the City of Racine's Purchasing Division. When possible, any such addendum will be electronically mailed to all known respondents, otherwise other transmittal arrangements will be made. Any and all addenda issued as part of this RFQ shall become part of the specifications of this RFQ and will be made part of the contract. It is the vendors' responsibility to check and assure receipt of any and all addendums.

Award of Contract: The City of Racine does not warrant or guarantee that a contract will be awarded as a result of this Request for Qualifications. If a contract is awarded as a result of this qualification, the award will be made to the low, responsive, responsible offer or whose qualification is most advantageous to the City of Racine, at the sole discretion of the City, by the issuance of a City of Racine purchase order or execution of a contract. The City reserves the right to reject any and all qualifications and to select the vendor considered by the City to be most advantageous.

Assignment and Subcontracting: The selected Contractor will not be permitted to sublet, sell, transfer, assign or otherwise dispose of the contract or any portion therein, or its right, title or interest in, to any person, firm or corporation without the written consent of the City of Racine, which will not be unreasonably withheld. All of the terms, conditions and provisions of this Contract, and any amendments thereto, shall insure to the benefit of and be binding upon the parties hereto, and their respective successors and assigns.

If the City of Racine permits the use of subcontractors, the following will apply:

The contractor is the prime vendor. A prime vendor is the vendor who provides a service and receives a payment for that service. The City considers the prime vendor to be the sole point of contact with regards to contractual matters, including the performance of the services and the payment of any and all charges resulting for contractual obligations.

The prime contractor will be responsible for the contract performance when subcontractors are used. However, when subcontractors are used, they must abide by all terms and conditions of the contract. If subcontractors are to be used, the contractor must clearly identify the subcontractor including length of time the subcontractor has been used by the prime contractor and other projects.

The prime contractor shall provide the City with the names of any subcontractors used for the performance of any part of this contract. The existence of the subcontractor does not relieve or reduce the prime contractor of any liability to the City for any breach in the performance of the prime contractor's duties. The prime contractor agrees that all subcontractors shall be agents of the prime contractor and the prime contractor agrees to hold harmless hereunder for any loss or damage of any kind occasioned by the acts of omissions of prime contractors, subcontracts, their agents or employees.

Vendor Responsibility: A response may be rejected if a respondent fails to meet any one of the following RFQs:

Financial and Organizational Capacity: Factors to be considered include, but are not limited to, assets, liabilities, recent bankruptcies, equipment, facilities, personnel resources and expertise, availability in consideration of other business commitments, or existence of appropriate accounting and auditing procedures for control of property and funds.

Legal Authority: Factors to be considered include authority to do business in the State of Wisconsin, licensing, debarment by the State of Wisconsin or Federal Government due to a prevailing wage violation, OSHA violations, violations of other local, state or Federal law, etc.

Integrity: Factors to be considered include, but are not limited to, criminal indictments or convictions, civil fines and injunctions imposed by governmental agencies, anti-trust investigations, ethical violations, tax delinquencies, debarment by federal, state or local governments, or prior determinations of integrity-related non-responsibility.

Previous Contract Performance: Factors to be considered may include reports of less than satisfactory performance, early contract termination for cause, contract abandonment, court determinations of breach of contract, etc.

Indemnification & Insurance: The Contractor shall not commence work on contract until proof of insurance required has been provided to the applicable department before the contract or purchase order is considered for approval by the City of Racine.

It is hereby agreed and understood that the insurance required by the City of Racine is primary coverage and that any insurance or self-insurance maintained by the City of Racine, its elected and appointed officials, officers, employees, or authorized representatives or volunteers, and each of them, will not contribute to a loss. All insurance shall be in full force prior to commencing work and remain in force until the entire job is completed and the length of time that is specified, if any, in the Contractor listed below whichever is longer.

1. PROFESSIONAL LIABILITY

A. Limits

- (1) \$1,000,000 each claim
- (2) \$1,000,000 annual aggregate

B. Must continue coverage for 2 years after final acceptance for service/job.

2. GENERAL LIABILITY COVERAGE

A. Commercial General Liability

- (1) \$1,000,000 each occurrence limit
- (2) \$1,000,000 personal liability and advertising injury
- (3) \$2,000,000 general aggregate
- (4) \$2,000,000 products - completed operations aggregate

B. Claims made form of coverage is not acceptable.

C. Insurance must include:

- (1) Premises and Operations Liability
- (2) Contractual Liability
- (3) Personal Injury
- (4) Explosion, collapse and underground coverage

- (5) Products/Completed Operations must be carried for 2 years after acceptance of completed work
- (6) The general aggregate must apply separately to this project/location

3. BUSINESS AUTOMOBILE COVERAGE

- A. \$1,000,000 combined single limit for Bodily Injury and Property Damage each accident
- B. Must cover liability for Symbol #1 - "Any Auto" - including Owned, Non-Owned, and Hired Automobile Liability.

4. WORKERS COMPENSATION AND EMPLOYERS LIABILITY – As required by Wisconsin State Statute or any Workers Compensation Statutes of a different state.

- A. Must carry coverage for Statutory Workers Compensation, and an Employers Liability limit of:
 - (1) \$100,000 Each Accident
 - (2) \$500,000 Disease Policy Limit
 - (3) \$100,000 Disease - Each Employee

5. UMBRELLA LIABILITY – If exposure exists, provide coverage at least as broad as the underlying Commercial General Liability, Watercraft Liability (if required), Automobile Liability and Employers Liability, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 aggregate, and a maximum self-insured retention of \$10,000.

6. ADDITIONAL PROVISIONS

- A. Primary and Non-contributory requirement - all insurance must be primary and noncontributory to any insurance or self-insurance carried by City of Racine.
- B. Acceptability of Insurers - Insurance is to be placed with insurers that have an A. M. Best rating of no less than A- and a Financial Size Category of no less than Class VII, and who are authorized as an admitted insurance company in the state of Wisconsin.
- C. Additional Insured Requirements - The following must be named as additional insured's on the General Liability and Business Automobile liability coverage arising out of project work:
 - The City of Racine, its elected and appointed officials, officers, employees, authorized representatives, and volunteers.
 - On the Commercial General liability Policy, the additional insured coverage must be ISO form CG 20 10 0704 and also include Products - Completed Operations additional insured coverage per ISO form CG 20 37 07 04 or their equivalents for a minimum of 2 year after acceptance of work. This does not apply to Workers Compensation Policies.
- D. Deductibles and Self-Insured Retentions - Any deductible or self-insured retention must be declared to and approved by the City of Racine.
- E. Evidences of Insurance - Prior to execution of the agreement, the Contractor shall file with the City of Racine a certificate of insurance (Accord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this agreement. In addition form CG 20 10 07 04 for ongoing work exposure and form CG 20 37 07 04 for products-completed operations exposure must also be provided or their equivalent.

SUBMITTER'S CERTIFICATION

I hereby certify that all statements herein are made in behalf of:

Name of Corporation, Partnership or Person submitting qualification

a corporation organized and existing under the laws of the State of:

a partnership consisting of: _____

an individual trading as: _____

of the City of _____ State of _____

that I have examined and carefully prepared this qualification from the plans and specifications and have checked the same in detail before submitting this qualification; that I have full authority to make such statements and submit this qualification in its (their) behalf, and that said statements are true and correct

SIGNATURE: _____

TITLE: _____

Sworn and subscribed to before me

this _____ day of _____ 20 _____.

(Notary or other officer authorized to administer oaths)

SEAL:

My commission expires _____

INSTRUCTION TO SUBMITTERS

The specifications shall be held to include the Advertisement, Instructions to Submitter, Manufacturer's Qualifications, General Conditions, Qualification, Addenda, Contract and Specifications.

All qualifications shall be made out as directed in the specifications and shall be on the Standard Qualification form if furnished by the City. Failure to comply with these requirements may result in rejection of bidder's qualification. **Qualifications will be placed in a sealed envelope and marked with the words "OFFICIAL NOTICE #10-2017".**

Qualifications are to be State and Federal Tax Exempt. A tax exemption certificate will be furnished to the successful bidder. No qualification may be withdrawn after the time for opening qualifications.

Payment for the work will be in cash upon completion and acceptance of the work unless otherwise specified. If monthly payments are made, they will be made as set forth in the contract.

The City reserves the right to reject any or all qualifications or to accept any qualification considered most advantageous to the City. It also reserves the right to waive any informality in proposals received whenever such waiver is in the best interest of the City.

The accompanying qualification includes the furnishing of all materials, labor and equipment required by the attached specifications, which I have carefully examined, and I hereby certify that the statements made herein are true and correct.

The undersigned represents that the prices in the accompanying qualification are neither directly or indirectly the result of an agreement with any other proposers.

COMPANY: _____

ADDRESS: _____

CITY, STATE: _____

SIGNATURE: _____

PRINTED NAME: _____