



**THE TEXAS A&M UNIVERSITY SYSTEM  
OFFICE of HUB & PROCUREMENT PROGRAMS**

**Request For Qualifications for  
Auditing Services**

**RFQ NUMBER RFQ01 FPC-14-002**

**SUBMITTAL MUST BE RECEIVED BEFORE:  
2:00 P.M. Central Time on March 28, 2014**

**MAIL, HAND DELIVER, AND /OR  
EXPRESS MAIL SUBMITTAL TO:**

**The Texas A&M University System  
The Texas A&M University System Building  
Office of HUB & Procurement Programs  
301 Tarrow, 3<sup>rd</sup> Floor  
College Station, TX 77840  
Attn: Don Barwick**

**Show RFQ Number, Opening Date and Time on Response Envelope**

**NOTE:** SUBMITTAL must be time stamped at **The Texas A&M University System Office of HUB & Procurement Programs** before the hour and date specified for receipt of submittal.

Pursuant to the Provisions of Texas Government Code Title 10, Chapter 2156.121-2156.127, sealed submittals will be received until the date and time established for receipt. After receipt, only the names of Respondents will be made public. Prices and other submittal details will only be divulged after the award, if one is made.

**REFER INQUIRIES TO:**

**Don Barwick, Manager  
The Texas A&M University System  
Office of HUB & Procurement Programs  
979-458-6410  
[dbarwick@tamus.edu](mailto:dbarwick@tamus.edu)**

All submittals shall become the property of the State of Texas upon receipt. Submittals may be subject to public review after contracts have been awarded. VENDORS responding to this submittal are cautioned not to include any proprietary information as part of their submittal unless such proprietary information is carefully identified as such in writing, and the SYSTEM accepts, in writing, the information as proprietary. Notwithstanding the foregoing, the SYSTEM is subject to the Texas Public Information Act.

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### **EXHIBIT A – Execution of Offer**

## SECTION 1 GENERAL

### 1.1 SCOPE

The System Office of Facilities Planning & Construction (FP&C) is soliciting statements of qualifications from firms with an established history of providing construction closeout auditing services for construction manager at risk (CMAR) and design-build (D-B) delivery methods in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (RFQ).

By submitting a response, each RESPONDENT certifies that it understands this RFQ and has full knowledge of the scope, nature, quality, and quantity of the work to be performed, the detailed requirements of the services to be provided, and the conditions under which the services are to be performed.

### 1.2 BACKGROUND

The Texas A&M University System (TAMUS) is one of the largest systems of higher education in the nation, consisting of eleven universities (located in College Station, Prairie View, Stephenville, Kingsville, Commerce, Corpus Christi, Laredo, Texarkana, Canyon, San Antonio and Killeen), seven state agencies (located statewide), two service units (both in College Station), and a health science center (located in College Station).

The TAMUS members educate more than 131,000 students and reach another 22 million people through service each year. With more than 28,000 faculty and staff, the A&M System has a physical presence in 250 of the state's 254 counties and a programmatic presence in every one. In 2012, externally funded research expenditures exceeded \$783 million to help drive the state's economy.

TAMUS—although not officially recognized as such until 1948—got its start in 1876, with the establishment of the state's first public college, the land-grant Agricultural and Mechanical College (A&M) in College Station. In addition to A&M College (now Texas A&M University), the Texas Legislature created a branch college at Prairie View (now Prairie View A&M University), which opened in 1878. John Tarleton College at Stephenville (now Tarleton State University) joined the A&M System in 1917. Tarleton State University–Killeen, an upper-level institution offering bachelor and master's degrees, was established in Killeen in 1999.

The Galveston Marine Laboratory joined with the Texas Maritime Academy in the 1960s to form Texas A&M University at Galveston, Texas A&M's marine studies branch. Texas A&M University at Qatar was established in 2003 to bring engineering programs and research to the Gulf Region by establishing a branch campus in an area called Education City in Doha, Qatar. Education City is a 2,400-acre multi-university campus housing various American universities.

In 1989, TAMUS increased its presence in South Texas with the addition of Texas A&M International University (formerly Laredo State University) in Laredo, Texas A&M University – Corpus Christi (formerly Corpus Christi State University) and Texas A&M University – Kingsville (formerly Texas A&I University). The Texas A&M University – Kingsville System Center-San Antonio, which offers bachelor and master's degrees, was opened in 2000. In 1990, West Texas State University in the Texas Panhandle city of Canyon joined the A&M System, changing its name to West Texas A&M University in 1993.

In 1996, three other institutions joined the A&M System: Baylor College of Dentistry in Dallas and two former East Texas State University campuses, now Texas A&M University – Commerce and Texas A&M University – Texarkana.

In 2009, two new institutions were created and added to TAMUS: Texas A&M University – San Antonio and Texas A&M University – Central Texas.

The Texas A&M Health Science Center, established in 1999, comprises the Baylor College of Dentistry in Dallas, the Institute of Biosciences and Technology in Houston, the Graduate School of Biomedical Sciences, the School of Rural Public Health on the Texas A&M campus in College Station, and the College of Medicine in College Station, Round Rock and Temple.

TAMUS' first state agency reflected its agricultural heritage and mission. Established by the Texas Legislature in 1887 under the federal Hatch Act, Texas A&M AgriLife Research continues to represent a unique state-federal partnership in agricultural research. Texas A&M AgriLife Extension grew out of the agricultural initiatives of Texas A&M University under the provisions of the Smith-Lever Act of 1914, which provided for cooperative agricultural extension work between Texas land-grant colleges and the United States Department of Agriculture. The Texas A&M Forest Service was established in 1914 to develop and protect the forested areas of Texas.

The Texas A&M Engineering Experiment Station was also created in 1914 with a research and technology transfer mission for the field of engineering. The Texas A&M Engineering Extension Service was established five years later with a charge to help develop a highly skilled workforce through technical and vocational training. The Texas A&M Transportation Institute, created in 1950, conducts highway safety and other transportation-related research.

### 1.3 PRIORITIES/EXPECTATIONS

- (a) *Ensuring a Quality Level of Service.* This priority encompasses the quality of the level of service that can be provided to TAMUS members in a timely, cost effective manner. TAMUS is seeking a RESPONDENT that will ensure the provision of such quality in its delivery of service through proven techniques and established practices.
- (b) *Level of Experience and Expertise.* RESPONDENT must demonstrate its capabilities in providing the utmost level of experience and expertise to ensure a successful project as determined by TAMUS.
- (c) *Delivery Efficiency.* RESPONDENT must demonstrate its ability to deliver the required services in a timely manner while not sacrificing the quality required by a Tier I research System.

### 1.4 PERFORMANCE PERIOD

Should TAMUS, in its sole discretion, enter into an agreement with the successful RESPONDENT(s) as a result of this RFQ, the agreement shall be effective as of the date that is agreed upon by TAMUS and successful RESPONDENT(s). TAMUS anticipates that the initial term of such Agreement will extend for three (3) years, with the option to renew for up to an additional two (2) one-year terms upon mutual agreement. Any extensions shall be at the same terms and conditions plus any approved changes to be determined by TAMUS and negotiated in writing with the successful respondent.

## SECTION 2 INSTRUCTION FOR RESPONDENTS

TAMUS is soliciting submittals from qualified firms, hereafter referred to as RESPONDENT(s) and/or VENDOR(s), who have experience in providing construction closeout auditing services for institutions of higher education.

This RFQ outlines requirements as specified in the Section 3. Submittals are to be in accordance with the outline and specifications contained herein, are to remain in effect a minimum of 120 days from the date of submission, and may be subject to further extensions as negotiated. A statement to this effect should be contained in the RESPONDENT's cover letter.

The RESPONDENT(s) selected shall have an excellent track record for providing these services relative to the size and scope of TAMUS and shall agree to provide these services to TAMUS with a top priority commitment. TAMUS may select as many RESPONDENTS as needed to ensure coverage throughout the State of Texas at the various System members' locations.

This RFQ contains specific requests for information. RESPONDENTS are encouraged to examine all sections of this RFQ carefully, in that the degree of interrelationship between sections is critical. In responding to this RFQ, RESPONDENTS are encouraged to provide any additional information they believe relevant.

Clause headings appearing in this RFQ have been inserted for convenience and ready reference. They do not purport to define, limit or extend the scope of intent of the respective clauses. Whenever the terms "must", "shall", "will", "is required", or "are required" are used in the RFQ, the subject being referred to is to be a required feature of this RFQ and critical to the resulting submittal.

In those cases where mandatory requirements are stated, material failure to meet those requirements could result in disqualification of the RESPONDENT's response. Any deviation or exception from RFQ specifications must be clearly identified by the RESPONDENT in its submittal.

Expenses for developing and presenting submittals shall be the entire responsibility of the RESPONDENT and shall not be chargeable to TAMUS. All supporting documentation and manuals submitted with this submittal will become the property of TAMUS unless otherwise requested by the RESPONDENT, in writing, at the time of submission, and agreed to, in writing, by TAMUS.

All technical and scope of work questions concerning this RFQ are to be directed to Don Barwick, HUB & Procurement Manager, in writing, at [dbarwick@tamus.edu](mailto:dbarwick@tamus.edu). RESPONDENT may not contact other individuals at TAMUS to discuss any aspect of this RFQ, unless expressly authorized by the System Procurement Office to do so. TAMUS will publish all questions with responses as quickly as possible.

### 2.1 Calendar of Events \*

<b><u>Activity</u></b>	<b><u>Responsibility</u></b>	<b><u>Date</u></b>
Release of Request for Qualifications	TAMUS	2/28/2014
Deadline to Submit Questions	Respondent	3/10/2014
Release of Response to Questions	TAMUS	3/12/2014
Responses Due	Respondent	3/28/2014
Selection of Qualified Respondents	TAMUS	TBD

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- \* TAMUS will make every effort to adhere to the above schedule. The schedule, however, is subject to change. This may be in the event that further clarification of responses or terms of contract are in the best interest of TAMUS and/or in the event TAMUS requires more time to assure that the selection of the RESPONDENT is in accordance with its policies, rules and regulations, as well as actual timing needs.

## **2.2 Examination of the Request for Proposal**

Before submitting, each RESPONDENT will be held to have examined the TAMUS requirements outlined in Section 3, and satisfied itself as to the existing conditions under which it will be obligated to perform in accordance with specifications of this RFQ.

No claim for additional compensation will be allowed due to unfamiliarity with the specifications and/or existing conditions. It shall be understood that the RESPONDENT has full knowledge of all of the existing and/or revised conditions and accepts them "as is."

## **2.3 Submittal Instructions and Delivery of Submittals**

All submittals must be received by TAMUS, no later than **2:00 p.m. Central Time, March 28, 2014**, in a sealed envelope or box marked **"RFQ01 FPC-14-002."**

**Submittals are to be submitted to:**

**MAIL, HAND DELIVER, AND /OR  
EXPRESS MAIL SUBMITTAL TO:  
The Texas A&M University System  
Office of HUB & Procurement Programs  
301 Tarrow, 3<sup>rd</sup> Floor  
College Station, TX 77840  
Attn: Don Barwick**

Late submittals will not be considered under any circumstances. Late submittals properly identified may be returned to RESPONDENT unopened.

Telephone and/or facsimile (Fax) submittals are not acceptable under any circumstances.

## **2.4 Proposal Components**

The following documents are to be returned as part of your qualification submittal (Section 3). Failure to include these documents will be basis for response disqualification.

- ✓ Signed Execution of Offer (Exhibit A)

**RESPONDENT shall provide one (1) original copies, and one (1) electronic copies of the complete RFQ response as specified above.**

All electronic copies must either be in Microsoft Office software or Adobe Portable Document Format (PDF). All image files must be in one of the following formats: .jpg, .gif, .bmp, or .tif and submitted on a CDROM or thumb drive. We prefer image files to already be inserted as part of a document such as a PDF. Individual image files on the electronic media must be clearly named and referenced in your proposal response.

**NOTE:** The original signature on ONE (1) hard copy will serve as the official signature of record for all electronic copies.

Please create a text file in your root directory titled "table of contents.txt" that contains a brief explanation of the files and their layout found on the disc.

Submittal response package (envelope/box/carton) must indicate on the lower left-hand corner the respondent's company name and address, and the RFQ number and opening date.

Submittals are to be submitted as a booklet or in notebook form with appropriate indices. Each submittal should be prepared simply and economically, providing a straightforward concise description of the RESPONDENT's service, approach and ability to meet TAMUS' needs as stated in this RFQ. Schedules and Exhibits must clearly identify and define

## **2.5 Inquiries and Interpretations**

Responses to inquiries which directly effect an interpretation or change to this RFQ will be issued in writing by addendum/amendment and posted on the Electronic State Business Daily (ESBD) eight (8) days prior to the due date. All such addenda/amendments issued by TAMUS prior to the time that proposals are received shall be considered part of the RFQ, and the RESPONDENT shall consider and acknowledge receipt of such in their proposal.

Only those TAMUS replied to inquiries which are made by formal written addenda/amendments shall be binding. Oral and other interpretations or clarification will be without legal effect.

## **2.6 Selection Process**

TAMUS will base its choice on demonstrated competence, knowledge, and qualifications of the RESPONDENT.

The RESPONDENT(S) selected will be the one who's experience and qualifications, as presented in response to this RFQ, establish them, in the opinion of TAMUS, as well qualified and offering the greatest benefits, experience and value to TAMUS. TAMUS may cancel this RFQ or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous.

TAMUS, at its sole discretion, may select as many firms as deemed to be in TAMUS' best interest to meet the needs throughout The Texas A&M University System. All RESPONDENTS selected will be required to sign a master agreement contract. The master agreement does not guarantee that a project(s) assignment will be made. Should TAMUS determine in its sole discretion that only one RESPONDENT is fully qualified, or that one RESPONDENT is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that RESPONDENT. The award document will be an agreement incorporating by reference all the requirements, terms and conditions of the RFQ and the RESPONDENT's proposal as negotiated.

Submission of qualifications indicates RESPONDENT's acceptance of the evaluation techniques and the recognition that subjective judgments must be made by TAMUS during the evaluation process.

It is the intent of TAMUS to qualify multiple submissions. The selection of the successful submission(s) may be made by TAMUS on the basis of the submissions initially submitted, without discussion, clarification, or modification. In the alternative, selection of the successful submission may be made by TAMUS on the basis of negotiation with any of the RESPONDENTS. TAMUS shall not disclose any information derived from the submissions provided by competing RESPONDENTS in conducting such discussions.

All submissions must be complete and convey all of the information requested to be considered responsive. If a submission fails to conform to the essential requirements of the RFQ, TAMUS alone will determine whether the variance is significant enough to consider the submission susceptible to being made acceptable, and therefore a candidate for further consideration, or not susceptible and therefore not considered for award.

TAMUS reserves the right to check references prior to award. Any negative responses received may be grounds for disqualification of the submission.

TAMUS reserves the right to accept or reject any or all offers, to waive informalities and technicalities, to accept qualifications considered most advantageous, and/or to make the award to the most responsive vendor.

## **2.7 The Texas A&M University System HUB Policy and HUB Subcontracting Requirements**

It is the policy of the A&M System to encourage the use of Historically Underutilized Businesses (HUBs) in our prime contracts, subcontractors, and purchasing transactions. The goal of the HUB program is to promote equal access and equal opportunity in the A&M System's contracting and purchasing.

### **2.7.1 HUB Subcontracting Plan (Required if Subcontractors will be used during Services)**

Subcontracting opportunities are not anticipated for this RFQ; therefore a HUB Subcontracting Plan (HSP) is NOT required. In the event that the RESPONDENT determines a subcontractor(s) will be used, the RESPONDENT WILL BE required to make a good faith effort and complete the State of Texas HUB Subcontracting Plan found at - <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/>

FAILURE TO SUBMIT A COMPREHENSIVE, ACCEPTABLE HUB SUBCONTRACTING PLAN (only if subcontractors will be used by the RESPONDENT for these services) WILL BE CONSIDERED A MATERIAL FAILURE TO COMPLY WITH THE REQUIREMENTS OF THE RFQ AND WILL RESULT IN REJECTION OF THE RESPONSE.

Please contact the A&M System's HUB Manager, Mr. Don Barwick, at [dbarwick@tamus.edu](mailto:dbarwick@tamus.edu) for assistance with completion of requirements as stated.



## SECTION 3 SCOPE OF WORK

### 3.1 Goal

The System Office of Facilities Planning & Construction (FP&C) is soliciting statements of qualifications from firms with an established history of providing construction closeout auditing services for construction manager at risk (CMAR) and design-build (D-B) delivery methods in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (RFQ).

As a result of this RFQ, the A&M System intends to select a firm(s) as a partner to enter into a multiyear agreement to undertake the stated services with TAMUS on an as needed bases.

### 3.2 Services Required

Specific requirements include, but are not limited to, the following activities:

- Perform a review of billings on construction manager at risk (CMAR) and design-build (D-B) projects for compliance with terms of agreements prior to final payment. Review to include but not limited to general conditions costs and supporting documentation, subcontractor and purchase order amounts compared with schedule of values and contractor's reporting of expenditures to historically underutilized businesses (HUBs).
- Provide a written report to FPC on findings of reviews and any potential cost recovery items.

### 3.3 Requirements for Qualification

***RESPONDENTS SHALL CAREFULLY READ THE INFORMATION CONTAINED IN THE FOLLOWING CRITERIA AND SUBMIT A COMPLETE STATEMENT OF QUALIFICATIONS TO ALL ITEMS. INCOMPLETE QUALIFICATIONS MAY BE CONSIDERED NON-RESPONSIVE AND SUBJECT TO REJECTION.***

- CRITERION ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE SERVICES
  - 3.3.1.1 Provide a statement of interest including a narrative describing the firm's qualifications and availability.
  - 3.3.1.2 Provide a brief history of the firm including all office location(s), legal status and officers.
  - 3.3.1.3 Address the "Specific Qualifications" and ability to perform the "Scope of Services" in the specific area of expertise.
- Developer Team Profile
  - 3.3.2.1 Identify key personnel who will negotiate for the firm and who will be assigned to manage an agreement and describe their respective roles and locations.

3.3.2.2 Provide a resume for each individual identified to demonstrate their relevant experience to fulfill requirements under an agreement.

3.3.2.3 Provide the firm's organization chart to demonstrate how project personnel will be organized to fulfill requirements under an agreement.

3.3.2.4 Provide evidence that the firm is legally capable of performing the stated services in Texas.

- Previous Development Experience

3.3.3.1 List a minimum of three (3) examples of relevant, previous projects undertaken by the firm that best demonstrates the firm's capacity and expertise to fulfill the requirements of the stated services. Each example should be well organized, and, when applicable, identify key personnel proposed for the A&M System contract who worked on the example project. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:

- Project name, location, and description.
- Final construction cost, including change orders.
- Actual start and finish dates for construction audit.
- The owner's name and representative(s) who would be most familiar with the construction audit of the project, including telephone number.

References shall be considered relevant based on specific project participation and experience with the Respondent. TAMUS may contact references during any part of this process. The TAMUS reserves the right to contact any other references at any time during the RFQ process.

Note: Examples that involve public higher education projects are preferred. Past experience in the state of Texas and demonstrated knowledge and understanding of Texas statutes is also preferred.

- Financial Capability

3.3.4.1 Provide evidence of firm's financial capability including company and, if relevant, personal financial statements and a statement detailing proposed methods of financing that the developer is capable of providing. This would include two copies of financial statements for the past two years submitted as separate bound documents with the RFQ response.

3.3.4.2 Provide financial and banking references.

- Construction Auditing Experience

3.3.5.1 Provide evidence of prior experience and expertise.

3.3.5.2 Describe examples of successful long-term relationships with higher education clients.

**EXHIBIT A****EXECUTION OF OFFER**

**RFQ01-FPC-14-002**  
**DATE: March 28, 2014**

**In compliance with this RFQ, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all commodities or services.**

**A.1 Respondent Affirmation**

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE.

This execution of offer must be completed, signed, and returned with the respondent's qualifications. Failure to complete, sign and return this execution of offer with the qualifications may result in rejection of the qualifications.

Signing a false statement may void the submitted qualifications or any agreements or other contractual arrangements, which may result from the submission of respondent's qualifications. A false certification shall be deemed a material breach of contract and, at owner's option, may result in termination of any resulting contract or purchase order.

Addenda Acknowledgment

Receipt is hereby acknowledged of the following addenda to this RFQ by entering yes or no in space provided and indicating date acquired. Enter "0" if none received.

No. 1 \_\_\_\_\_ Date \_\_\_\_\_

No. 2 \_\_\_\_\_ Date \_\_\_\_\_

**A.2 Signature**

By signing below, the Respondent hereby certifies as follows, and acknowledges that such certifications will be included in any resulting contract:

- (i) the Qualifications and all statements and information prepared and submitted in response to this RFQ are current, complete, true and correct;
- (ii) it is not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount trip, favor or service to a public servant in connection with the submitted Qualifications or any subsequent proposal. Failure to sign below, or signing a false statement, may void the Response or any resulting contracts at the Owner's option, and the Respondent may be removed from all future proposal lists at this state agency;
- (iii) the individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the Respondent and to bind the Respondent under any contract which may result from the submission of the Response;
- (iv) no relationship, whether as a relative, business associate, by capital funding agreement or by any other such kinship exists between Respondent and an employee of The Texas A&M University System;
- (v) Respondent has not been an employee of the A&M System within the immediate twelve (12) months prior to the RFQ response;
- (vi) no compensation has been received for participation in the preparation of this RFQ (ref. Section 2155.004 Texas Government Code);
- (vii) all services to be provided in response to this RFQ will meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health law (Public Law 91-596) and its regulations in effect as of the date of this solicitation;
- (viii) Respondent complies with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action;
- (ix) to the best of its knowledge, no member of the Board of Regents of The Texas A&M University System, or the Executive Officers of the Texas A&M University System or its member institutions or agencies, has a financial interest, directly or indirectly, in the Project;
- (x) each individual or business entity proposed by Respondent as a member of its team that will engage in the practice of engineering or architecture will be selected based on demonstrated competence and qualifications only;

- (xi) if the Respondent is subject to the Texas franchise tax, it is not currently delinquent in the payment of any franchise tax due under Chapter 171, Texas Tax Code, or is exempt from the payment of such taxes. A false certification may result in the Respondent's disqualification;
- (xii) under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate; and,
- (xiii) under Section 2155.004, Government Code, the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.

RESPONDENT should give Payee Identification Number (PIN) (Formally Vendor ID), full firm name and address of Vendor (enter in block provided if not shown). Failure to manually sign submittal will disqualify it. The person signing the submittal should show title or authority to bind his/her firm in contract. The Payee Identification Number is the taxpayer number assigned and used by the Comptroller of Public Accounts of Texas. Enter this number in the spaces provided on the Execution of Offer.

Payee Identification Number (PIN): \_\_\_\_\_

Sole Owner should also enter Social Security Number: \_\_\_\_\_

Vendor/Company: \_\_\_\_\_

Signature (INK): \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

\* By signing this RFQ, RESPONDENT certifies that if a Texas address is shown as the address of the respondent, respondent qualifies as a Texas Resident Bidder as defined in Texas Government Code, § 2252.001(4)

**THIS SHEET MUST BE COMPLETED, SIGNED, AND RETURNED WITH RESPONDENT'S SUBMISSION. FAILURE TO SIGN AND RETURN THIS SHEET WILL RESULT IN THE REJECTION OF YOUR SUBMISSION.**