

**Alum Rock Union Elementary School District
2930 Gay Avenue
San Jose, CA 95127**

**RFQ No. B2223-Bonds14
Architectural Services**

**For Design Services Associated with The Roofing, Heating, Ventilation
and Air Conditioning Systems for Existing School Facilities:
Russo/McEntee Academy, McCollam Elementary and
Adelante II Academy**



**Sealed Qualifications Due
July 28, 2022
Purchasing Office
Attn: Kolvira Chheng
2:00:00 p.m.**

July 12, 2022

QUALIFICATION: RFQ No. B2223-Bonds14

OPEN: Thursday, July 28, 2022

TIME: 2:00:00 PM

NOTICE IS HEREBY GIVEN that the Board of Trustees of the Alum Rock Union Elementary School District (District) of Santa Clara County, State of California, will receive up to and not later than 2:00:00 PM local time on Thursday, July 28, 2022, sealed proposals for the following scope of work:

Architectural Services for design services associated with the roofing, heating, ventilation and air conditioning systems for existing school facilities: Russo/McEntee Academy, McCollam Elementary and Adelante II Academy. This includes the following:

Project Management:

- Project kick-off meeting: ARUSD will provide all existing information, data and files available to the design consultant. It is the responsibility of the design consultant to review the available information and notify ARUSD of any deficiencies that may be discovered during the initial review.
- A dedicated project manager will be available for periodic design and coordination meetings to discuss the progress of the project and review any changes to the proposed scope as needed.
- ARUSD intends to bid the Roofing/HVAC project out for construction. The design consultant should expect to be available for bidding services. Bidding services includes responses to RFI's, submittal reviews and re-design of plans as a result of bidder/owner's inquiries.

Site Evaluation:

- A complete site evaluation of the existing roofing and review of the DSA approved drawings will be conducted by the design consultant. For the purpose of this proposal, assume modifications of ADA approved drawings for Russo/McEntee Academy, McCollam Elementary and Adelante II Academy and re-roofing at Russo/McEntee Academy and Adelante II Academy . Recommendations for improvements to the existing approved mechanical design are to be included as part of the report: Schematic drawings for each alternative as well as cost estimates will be included for each system. Operation and maintenance costs should be considered for each alternative system.

Plans & Specifications:

- Design consultant shall review existing DSA documents and revise accordingly.
- Design consultant shall provide all necessary bidding documents including plans, specifications and cost estimates to be used as a baseline for the construction of the roofing and HVAC project. Plans and specifications shall conform with all applicable codes, rules and regulations.

Such proposals shall be received at the Alum Rock Union Elementary School District, Purchasing Department, 2930 Gay Avenue, San Jose, CA 95127. Envelopes containing proposals shall be sealed and clearly marked "RFQ No. B2223-Bonds14"

Each proposal must conform and be fully responsive to this invitation and all other documents comprising the pertinent contract documents, submitted on the printed forms provided by the Alum Rock Union Elementary School District, and sealed in an envelope.

No oral, telegraphic, electronic, facsimile, or telephonic proposals or modifications will be considered. Proposals received after the scheduled submittal deadline will be considered non-responsive and returned unopened. The consultant is responsible for the delivery of the proposal, if the proposal is delivered to the wrong office, by and delivery method, the consultant bears full responsibility. Proposals must bear original signatures and figures.

Copies of RFQ B2223-Bonds14 can be obtained by visiting:

<https://www.arusd.org/district/departments/business-services/purchasing/bids>

Award of a contract or contracts will be made to the firm(s) offering the most advantageous proposal in the applicable area(s) of specialization. The District is not obligated to make an award and is not obligated to accept the lowest priced proposal but will make any award in the best interest of the District after all factors have been evaluated.

The Board of Trustees reserves the right to accept or reject any or all proposals, alternate proposals, or unit price, in whole or in part, or waive any formalities, technical defect, clerical error, or irregularity in any proposal received, and to be the sole judge of the responsibility of any proposer and of the suitability of the services offered. All Proposals shall be valid for one hundred twenty days (120) days after the Proposal opening date.

**SCHEDULE OF EVENTS FOR
RFQ No. B2223-Bonds14
ARCHITECTURAL SERVICES
FOR THE ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT**

Release of Request for Qualification	July 12, 2022
Deadline for Questions and Inquiries	July 19, 2022
Response to Questions and Inquiries Deadline	July 22, 2022
Deadline for Submission of Sealed Proposals	July 28, 2022 2:00:00 PM
Proposal Opening & Review of Interview Criteria	July 28, 2022 2:00:00 PM
Interview of Finalists, if necessary (please reserve this date on your calendars)	August 2, 2022
Panel Recommendation to Board of Education	August 11, 2022
Contract Start Date	TBD

Note: All dates subsequent to receipt of proposals are estimated and subject to change without notice.

RFQ No. B2223-Bonds14
ARCHITECTURAL SERVICES
FOR THE
ALUM ROCK UNION ELEMENTARY
SCHOOL DISTRICT

INTRODUCTION

The Alum Rock Union Elementary School District (District) is inviting interested architectural firms to demonstrate their ability to provide professional architectural support for the District. The District will be selecting one firm to supply the above referenced services based on the needs of the District, the firms' areas of expertise, experience, responses to the Scope of Services section of this RFQ, and the interview process.

The District is seeking interested firms for school design of modernization, new construction, modular buildings, other capital and/or Bond projects related to other school construction projects as needed. It is the intention of the District to identify a list of firms that can provide full service Architectural Services to the District including electrical, mechanical, civil and structural engineering for design of school facilities.

BACKGROUND

The Alum Rock Union Elementary School District is a suburban school district serving 8,000 students from Transitional Kindergarten through grade eight. The District has thirteen (13) elementary schools, seven (7) middle schools, and three (3) K-8 schools.

PROJECTS

The projects include the HVAC modernization at Russo/McEntee Academy, McCollam Elementary and Adelante II Academy and re-roofing at Russo/McEntee Academy and Adelante II Academy. This work is intended to be submitted to DSA in the Fall 2022 with a Spring 2023 start.

GENERAL TERMS AND CONDITIONS

ALTERATION OR VARIATION OF TERMS

It is mutually understood and agreed that no alteration or variation of the terms of this proposal shall be valid unless made or confirmed in writing and signed by the parties hereto, and that no oral understanding or agreements not incorporated herein, and no alterations or variations of the terms hereof unless made or confirmed in writing between the parties hereto shall be binding on any of the parties hereto.

ASSIGNABILITY

The successful Proposer shall not assign or subcontract the work, or any part thereof, without the previous written consent of the District, nor shall the successful Proposer assign, by power of attorney or otherwise, any of the money payable under this contract unless written consent of the District has been obtained. No right under this contract, nor claim for any money due or to become due hereunder, shall be asserted against the District, or persons acting for the District, by reason of any so-called assignment of this contract or any part thereof, unless such assignment has been authorized by the written consent of the District.

PROPOSER AGREEMENT

In compliance with this request for proposals, the selected Proposer will propose and agree to furnish all labor, materials, transportation, and services for the work described and specifications and for the items listed herein.

COMPLIANCE WITH STATUTE

The Proposer warrants that all applicable Federal and State statutes and regulations and/or local ordinances will be complied with in connection with the delivery of the services offered.

CONTRACT

The successful Proposer(s) will be required to sign the District's standard contract for architectural services.

CONTRACT TERM

This contract term will be from Schematic Design through Closeout of the specified projects.

DISPOSITION OF PROPOSALS

All materials submitted in response to this RFQ will become the property of the District and will be returned only at the District’s option and at the Proposer’s expense. With the exception of confidential financial data, the original response shall be retained for official files and will become a public record after the date and time for final quote submission as specified.

ERASURES

The proposal submitted must not contain any erasures, interlineations, or other corrections.

ERRORS AND OMISSIONS

If a Proposer discovers any ambiguity, conflict, discrepancy, omissions, or other error in the RFQ, the Proposer shall immediately notify the District of such error in writing and request clarification or modification of the document. Modifications will be made by addenda. Such clarification shall be given by written notice to all parties who have been furnished an RFQ for quoting purposes, without divulging the source of the request for same. Insofar as practicable, the District will give such notices to other interested parties, but the District shall not be responsible therefor.

If a Proposer fails to notify the District, prior to the date fixed for submission of quotes, of an known error in the RFQ, or an error that reasonably should have been known, the Proposer shall quote at his own risk; and if awarded the contract, the Proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

The Proposer should carefully examine the entire RFQ and any addenda thereto and all related materials and data referenced in the RFQ or otherwise available and should become fully aware of the nature and location of the work, the quantities of the work, and the conditions to be encountered in performing the work.

FINANCIAL STABILITY

Proposer certifies that it is a financially stable, going concern. Proposer agrees that if awarded a contract, it will provide immediate written notice to District in the event a petition in bankruptcy is filed by or against Proposer, or if Proposer is adjudged insolvent by any court, or if a trustee or receiver or liquidator of any property of Proposer is appointed in any suit or proceeding, or if Proposer makes an assignment for the benefit of creditors or takes the benefit of any bankruptcy or insolvency act, or liquidates its business for any cause whatsoever, or if anything similar happens to Proposer in any jurisdiction.

FINGERPRINTING REQUIREMENTS

The District anticipates that the Proposer will not have contact with any students of the District. However, if the Proposer determines that a visit to a school campus is necessary, the Proposer shall arrange with the District to be accompanied by a District employee at all times or comply with Education Code 45125.1.

INDEPENDENT CONTRACTOR

While performing services for Alum Rock Union Elementary School District, the selected Proposer shall be an independent contractor and not an officer, agent, or employee of the District.

INSURANCE REQUIREMENTS

If selected, Proposer shall obtain, pay for, and maintain in effect during the life of this Agreement the following policies of insurance issued by an insurance company rated not less than "A-;V" in Best Insurance Rating Guide and admitted to transact insurance business in California: (1) commercial general liability insurance (including contractual, products, and completed operations coverages, bodily injury, and property damage liability) with single combined limits not less than \$2,000,000 per occurrence; (2) commercial automobile liability insurance for "any auto" with combined single limits of liability not less than \$1,000,000 per occurrence; (3) professional liability insurance (errors and omissions) with a limit of liability not less than \$2,000,000 per occurrence; and (4) workers' compensation insurance as required under state law.

INTERVIEWS

Interviews are scheduled for August 2, 2022. Please reserve this date on your calendar. It is expected that the Principal, Project Architect, and Project Manager that will be assigned to the District attend the interviews.

MODIFICATIONS

Changes in or additions to the Proposal Form, alternative proposals, or any other modifications of the Proposal Form which is not specifically called for in the Request for Proposals may result in the rejection of the proposal as not being responsive to the Request for Proposals. No oral or telephonic modification of any proposal submitted will be considered.

NON-COLLUSION STATEMENT

Proposers are required to submit the attached Non-Collusion Statement with their Proposals.

PREPARATION OF PROPOSAL

The District is requesting ONE (1) Original, five (5) copies and ONE electronic copy (provided on USB Drive) of the proposal submitted. All proposals submitted must be in sealed envelopes/boxes bearing on the outside the name of the Proposer, the address, and the name of the project for which the proposal is submitted. It is the sole responsibility of the Proposer to see that the proposal is received in proper time. Any proposal received after the scheduled closing time for receipt of proposals will be returned to the Proposer unopened.

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT RIGHTS AND OPTIONS

The Alum Rock Union Elementary School District reserves the right to postpone selection for

its own convenience, to withdraw this Request for Proposals at any time, and to reject any and all proposals without indicating any reason for rejection; or to negotiate with any, all, or none of the respondents to the RFQ. This RFQ does not obligate Alum Rock Union Elementary School District to negotiate a contract. Proposals will not be returned. No compensation shall be paid for any work related to preparation of any proposals. No amount of work is guaranteed.

PRICE, TERMS, AND CONDITIONS

Price, terms, and conditions of this proposal are considered valid for one hundred twenty (120) days, from date of proposal opening, unless the offering party in writing allows for a longer period of time.

QUALIFICATIONS

All companies may be required to furnish evidence of their professional ability, experience, and financial responsibility. No proposal will be accepted from, or a contract awarded to, any party or firm in arrears to Alum Rock Union Elementary School District.

QUESTIONS REGARDING THE RFQ

Questions regarding this RFQ should be set forth in writing and sent via e-mail to Mr. Kolvira Chheng at kolvira.chheng@arUSD.org and Deborah Slivkoff at dslivkoff@cumming-group.com no later than 4:00:00 PM on July 19, 2022. No other person is authorized to receive questions relating to this RFQ, and the District shall have no obligation to respond to questions sent to any other person or entity. In its discretion, the District may disregard the response of any firm that, in connection with this RFQ, contacts any other District representative including, without limitation, any member of the District Board, Assistant Superintendents, Directors, Assistant Directors, Administrators, Consultants, Managers or any other District personnel.

Responses to questions received by the deadline will be posted on the District website at <http://arUSD.org/Purchasing/Bids>. It is the responsibility of the bidder to check this website prior to submitting a proposal.

SIGNATURES

The signature of all persons signing shall be in longhand and executed by principal duly authorized to make contracts. The Proposer's legal name shall be fully stated. Obligations assumed by such signature must be fulfilled.

STAFF ASSISTANCE

The District will provide required information and explanations which are pertinent to the work of the selected Proposer.

STAFFING BY SELECTED PROPOSER

The selected Proposer shall assign qualified professional staff with appropriate licenses,

credentials, permits, knowledge, skills, and disciplines to complete the work covered under this RFQ. The District will evaluate the qualifications and availability of key persons to be assigned to serve the District

SELECTION CRITERIA

Responses will be evaluated on various criteria including, but not limited to experience, qualifications, fees, capacity, references, location, and interviews.

SELECTION PROCESS

Written responses may be evaluated and screened down to between one and five in each or all areas of expertise. Finalists will meet with the District for interviews and negotiate final terms, conditions, and pricing of agreement. As it is anticipated that final interviews will be conducted on August 2, 2022. Please keep this date open on your schedules.

SERVICES

This document is intended to establish a high quality, cost-effective and ethical provision of legal services for the District. Legal advice will typically be solicited by written or telephone request and may require written responses. Meetings will be held as necessary with appropriate staff to update the District on pending matters.

SUBMISSION FORMAT & REQUIREMENTS

Proposals shall be submitted to Kolvira Chheng, Assistant Superintendent of Business Services, 2930 Gay Avenue, San Jose, CA 95127 on or before 2:00:00 PM on Thursday, July 28, 2022. In advance of proposal submissions, questions may be submitted to Mr. Kolvira Chheng at kolvira.chheng@arUSD.org and Deborah Slivkoff at dslivkoff@cumming-group.com no later than 4:00:00 PM on July 19, 2022. The District will post the answers to questions and any addenda to this RFQ on our website at <http://arUSD.org/Purchasing/Bids>.

Firms are responsible for checking this page for additional information prior to submitting Proposals.

The submission requirements for this RFQ are detailed below. Review this RFQ carefully before responding to ensure that you fully understand all procedural and contractual requirements.

Responses to the Request for Qualifications shall include **ONE (1) Original, FIVE (5) copies and ONE electronic copy provided on a USB Drive.**

WITHDRAWAL OF PROPOSALS

Proposers may withdraw their proposal either personally, by written request, or by telegraphic request confirmed in the manner specified above at any time prior to the scheduled closing time for receipt of proposals.

PROPOSAL GUIDELINES/FORMAT

The following format has been prepared as the guide for the development of the proposal in response to the RFQ. The District is very interested in the project team with which it will be working. All individuals that will be directly involved with the project should be identified and represent the firm in all discussions and interviews.

SECTION 1

Executive Summary:

- a) Legal name of the architectural firm.
- b) Type of firm (individual, corporation, etc.).
- c) Provide a brief description of your architectural firm, including number of years in business.
- d) Number of employees (company-wide).
- e) Number of employees located in the San Francisco Bay Area.
- f) Date firm established.
- g) California Business License Number.
- h) Tax Identification Number.
- i) Name and email address of the project architect who will serve as the school district's project contact throughout the project(s).
- j) Address, telephone, and fax number of the office that will be primarily responsible for providing services for the proposal.

This introduction cover letter must be signed by the authorized officer of the firm.

SECTION 2

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SECTION 3

Staffing Resources

Identify three (3) persons that will be principally responsible for working with the District. Indicate the role and responsibility of each individual. If the Proposer is chosen as a finalist, these principal individuals must attend the interview and in-person presentation. Persons to include are the Principal in charge, Project Architect, and Project Manager.

Provide a brief resume of individuals on the team that will be working directly with the District. These resumes must represent projects over the last 5 years. Please also indicate number of years employed by firm.

SECTION 5

Project Experience and References (Company, Employees)

Please provide at least four recent (over last five years) clients for whom your firm has provided full service architectural work similar to what is being requested in this RFQ. Please include the following information for each reference:

- 1) Year(s)
- 2) Institution
- 3) Contact Person and Title
- 4) Contact Phone Number
- 5) Contact email
- 6) Brief Project Description
- 7) Dollar Value of Project
- 8) Duration of Project

SECTION 6

Legal Issues/Litigation

If any of the following has occurred, please describe in detail:

- 1) Failure to enter into a contract or professional services agreement once selected.
- 2) Withdrawal of a proposal as a result of an error.
- 3) Termination or failure to complete a contract.
- 4) Debarment by any municipal, county, state, federal, or local agency.
- 5) Involvement in any litigation, arbitration or mediation.
- 6) Conviction of the firm or its principals for violating a state or federal antitrust law by bid or proposal rigging, collusion, or restrictive competition between bidders or proposers, or conviction of violating any other federal or state law related to bidding or professional services performance.
- 7) Knowing concealment of any deficiency in the performance of a prior contract.
- 8) Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
- 9) Willful disregard for applicable rules, laws or regulations.

Information regarding any of the above may, at the sole discretion of the District, may be deemed to indicate an unsatisfactory record of performance.

SECTION 7

Technical Competence

The successful firms will demonstrate through the RFQ that the firm has the professional capability and resources to be a full-service architect that can facilitate and oversee the planning, design, bidding (alternative delivery methods may be used), construction, closeout and occupancy of the project, and work with state and local agencies where necessary. Please address the following:

- a) What special strengths will your firm and team bring to any project and how do these strengths will set your firm apart from others?
- b) Explain your ability to get projects completed on time (timeliness of plans during design and administrative process during construction). What is your firm's experience in design and construction scheduling?
- c) Demonstrate your ability to design within project budget.
- d) Describe your process for the review of shop drawings and submittals. What is your turn around time for distribution and review of same? How do you handle substitutions?
- e) How do you include energy savings and value engineering in design? How have your designs reduced construction costs?
- f) What is your experience with life cycle costing and maintenance durability analysis?
- g) What is your capacity to handle large-scale projects?
- h) How does your firm handle the change order process with the Construction Manager and/or General Contractor and DSA? What method do you utilize to determine the validity and cost responsibility of a change order? What is your firm's change order history for similar projects on a percentage basis?
- i) How do you use technology for design, review and response to submittals, RFIs, change orders, as-builts, etc.
- j) What is your process for checking plans for errors, omissions/constructability reviews for design development, and final construction drawings?
- k) What is your experience working with project planning committees consisting of district staff, faculty, students, community members, Program Managers, and Construction Managers?
- l) Describe your experience in data, public address systems, communication systems, and other audio systems used in schools. How have your designs provided flexibility to meet changing technology needs without additional fees?
- m) Describe and/or provide examples of 21st Century Classroom designs at various budget levels.
- n) What is the project architect's experience in successful and timely approval of firms' projects through DSA, State Fire Marshall, and local agencies?

- o) What is the project architect's knowledge and ability to work with applicable state laws and regulations and experience in processing plans and documents with the state agencies (CDE, DSA, OPSC, DTSC, etc.)?
- p) How can your firm assist the District and District's funding consultants in preparation of state funding applications, including site development cost work sheets, and/or other cost estimates as required by OPSC?
- q) How do you ensure timely and accurate communication with the District?
- r) How does your firm assure that the highest quality of materials and construction techniques are being employed during various phases of construction?
- s) What is the firm's role upon completion of construction? How, on previous school construction projects, have you handled punch list items and ensured that items function properly? How will the firm assist the District in enforcement of contractor's guarantees and warranties?
- t) How have your designs reduced district short-term and long-term maintenance costs?
- u) What is your experience with the different delivery methods (i.e. Construction Management/Multiple Prime Construction, Design Bid Build, Lease-Leaseback, etc.)?

SECTION 8

Fee

Proposer must submit their Fee in a separate sealed envelope. The proposal shall include pricing for all services. Pricing shall be all inclusive unless indicated otherwise on a separate pricing sheet. A detailed price proposal which identifies the employee, employee classifications, hourly rate, and estimated hours to complete each task shall be included in the proposal. The employees shown in the price proposal should be the specific individuals that you propose and commit to accomplish the work. Note that mark up of direct or sub-consultant costs by a fixed percent is not allowed. Appropriate time for actual tasks related to sub-consultant management and direct costs should be included and identified in the cost proposal, if applicable. The price proposal should be broken down by tasks and subtasks consistent with the proposed scope of services provided by the proposer.

EXHIBIT "B"
(return with proposal)

ADDITIONAL SERVICES – ROSTER OF RATES

POSITION	HOURLY RATE
Principal Architect	
Project Architect / Senior Associate	
Engineering Coordinator Architect	
Senior Staff AutoCAD / Job Captain	
Interim Staff AutoCAD	
Assistant Staff AutoCAD / Drafting	
Clerical	
<u>List additional below:</u>	

EXHIBIT "C"
(return with proposal)

SUBCONTRACTORS

Identify those Businesses with which you intend to subcontract; the work to be subcontracted; and the percentage of work to be subcontracted.

BUSINESS NAME	WORK SCOPE	PERCENTAGE

PROPOSAL FORM
(return with proposal)

My firm's response to the Request for Qualifications is attached and identified as my official response to RFQ No. B2223-Bonds14 Architectural Services.

Undersigned agrees to furnish the services stipulated in the attached proposal and signifies acceptance of the terms, conditions and specifications contained in Alum Rock Union Elementary School District RFQ No. B2223-Bonds14

The governing board of Alum Rock Union Elementary School District reserves the right to reject any and all proposals and/or waive any irregularities or informalities in the bidding process.

Company Name: _____

Address: _____

Signature: _____ Date: _____

Print Name: _____

Title: _____

Phone: _____

Fax: _____

E-mail: _____

**NONCOLLUSION DECLARATION TO BE EXECUTED BY
PROPOSER AND SUBMITTED WITH PROPOSAL**

The undersigned declares:

I am the _____ (title) of _____ (company name), the party making the foregoing proposal.

The proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The proposal is genuine and not collusive or sham. The Proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal. The proposer has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or to refrain from bidding. The proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer. All statements contained in the proposal are true. The proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, to effectuate a collusive or sham proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the proposer.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration is executed on _____ [date], at _____ [city], _____ [state].

Signature

Name (printed)

**RECEIPT OF REQUEST FOR QUALIFICATIONS (RFQ) AND ADDENDA
(TO BE EXECUTED AND RETURNED)**

Upon return of the completed RFQ for Legal Services, the proposer shall acknowledge receipt of the RFQ, all supporting documents, and all addenda. It is the proposer’s responsibility to check the District website at <http://arusd.org/Purchasing/Bids> for addenda. Failure to acknowledge all issued documentation may be grounds for deeming the proposer non-responsive.

Please list each document received and initial where indicated.

Document Name	Initial
1 RFQ dated July 12, 2022	
2 Addendum 1 (if applicable)	
3 Addendum 2 (if applicable)	
4 Addendum 3 (if applicable)	
5 Addendum 4 (if applicable)	
6 Addendum 5 (if applicable)	
7 Addendum 6 (if applicable)	
8 Addendum 7 (if applicable)	

I, the undersigned, on behalf of the (proposer) certify that I have received all documents listed above.

Signature

Date

Title