

# **Old Rochester Regional School District**



**Request for**

**Qualifications**

**For**

**Professional Engineering Services  
For Design, Planning, Bid Specifications and  
Permitting for Renovations for Old Rochester  
Regional High School Athletic Fields**

**Request for**

**Qualification**

**For**

**Professional Engineering Services for Design, Planning and Permitting for Renovations at  
Old Rochester Regional High School Athletic Fields  
135 Marion Road, Mattapoisett, Massachusetts**

The Old Rochester Regional School District, Mattapoisett, Massachusetts invites proposals from Professional Engineering Services firms to design, plan and permit and develop publicly biddable documents including all plans, permits and construction specifications for renovations of the athletic fields at the at 135 Marion Road. The Request for Qualification (RFQ) will be advertised and interested firms should submit a detailed scope of work, summary of their qualifications, resumes of key personnel assigned to this project, and a summary of related experiences to be submitted to Howard Barber, Assistant Superintendent for Finance and Operations, Old Rochester Regional School District, 135 Marion Road, Mattapoisett, MA. 02739 no later than Wednesday April 9, 2025 at 10:00am. Responses should be submitted in a sealed envelope. Interested bidders should send their name and contact information to the Assistant Superintendent in the event of addendums: [howiebarber@oldrochester.org](mailto:howiebarber@oldrochester.org).

**I. OVERVIEW**

The Old Rochester Regional High School parcel is 93.2 acres. This property currently contains a high school, a junior high school, one softball field, 1 baseball field, 1 multi-purpose field, 1 track field and 2 practice fields.

Many acres of the parcel are currently undeveloped. The current fields are on approximately 15 acres. The goal of this project is to refurbish the baseball field, softball field and the 2 practice fields.

The District is seeking to engage a qualified Playing Field Design, Landscape Architectural Firm or Professional Engineering Firm to provide services to the District for planning, design, permitting and development of bid documents suitable for public bidding for the renovation of the athletic fields at 135 Marion Road. The plan shall include different phases, and shall be accompanied by a cost estimate and summary report. Design shall include, but not limited to 1 softball field, 1 baseball field, several practice fields and add irrigation with well on the softball field and add irrigation to the 2 practice fields using existing well and piping.

## II. SCOPE

The scope of work outlined below is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. Proposing teams may suggest a modified scope as part of their proposal.

**Summary of Project:** The District intends to contract with a designer to develop a design for the renovation/ construction for some of our athletic fields. The plan shall include different phases, and shall be accompanied by a cost estimate and summary report. Cost estimates must include prevailing wages.

**Scope of Services.** The Scope of Services for the above project includes the preparation of the following information to assist the District in selecting the final design and construction of the Athletic Fields.

1. Site observations and review of existing documents provided by the District
2. Preparation of a Concept Design master plan of the site.
3. Cost estimate of renovation phases
4. Estimated renovation Schedule
5. Preparation and presentation of the final design plan

## III. General Requirements

### A. Consultants

At a minimum, the Consultant shall seek expertise, either in-house or by hiring sub-consultants, from the following: a civil engineer, land use planner, landscape architect, and cost estimator. Personnel or firms intended to be used must be indicated in the proposal. Where in-house personnel will be used, the proposal should so specify. If cost estimates will be prepared in-house, credentials of the estimator(s) must be detailed. At a minimum, the consultant will provide a listing of the team that will be involved in the project, and their qualifications and their project role to meet the requirements above (this would include any sub-consultants). Fee proposals should be broken down to show hours and task.

### B. Fee

A fee proposal shall be submitted in a separate sealed envelope with the project proposal. The fee proposal should be broken down to show hours and task. The District shall rank firms according to qualifications using the selection criteria outlined herein and then consider the fee. The final fee shall be inclusive of all reimbursable and out-of-pocket costs and shall include the provision of a reasonable number of copies of documents in support of the project.

## IV. SUBMISSION REQUIREMENTS

### A. Submission

Submit one (1) hard copy of the response to this Request for Qualifications and one electronic version in PDF format via email. All responses shall be:

- Typewritten or word processed;
- Presented in an organized and clear manner;
- Must include the required forms in Attachment A, B and C.
- Must include all required certifications;
- Must include the following information:

Cover letter shall be a maximum of two (2) pages in length and include:

1. An acknowledgement of any addendum issued to the RFQ.
2. An acknowledgement that the Respondent has read the Request for Qualifications. Respondent shall note any exceptions to the RFQ in its cover letter.
3. A specific statement regarding compliance with the minimum requirements
4. A description of the Respondent's organization and its history.
5. The signature of an individual authorized to negotiate and execute the Contract for Design Services in the form that is attached to the RFQ, on behalf of the Respondent.
6. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information

Proposals should be in a sealed envelope. The proposed fee should be in a separate sealed envelope.

### B. Evaluation Criteria

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public construction projects, particularly involving the renovation of school athletic fields on school properties in Massachusetts. The District will evaluate responses based on criteria that shall include, but not be limited to, the following:

- I. Past performance of the Respondent. Documented performance on previous projects as set forth in the Application Form (Attachment A), including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders. **20%**
- II. Thorough knowledge of the current edition of the Massachusetts State Building Code, regulations related to the American with Disabilities Act, and all other pertinent codes and regulations related to successful completion of the project. Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures **5%**

- III. Management approach: Describe the Respondent's approach to providing the level and nature of services required as detailed in the project scope. **20%**
- IV. Key personnel: Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this project and that identifies the individuals and associated firms (if any) who will fill the roles of Project Director, Project Engineer, Project Manager, Cost Estimator or Cost Estimator Consultant. Specifically, describe the time commitment, experience and qualifications (Such as MCPPO) and references for these key personnel including relevant experience in the supervision of construction of several projects that have been either successfully completed or in process that are similar in type, size, dollar value and complexity to the project being considered. **20%**
- V. Capacity and skills: Identify existing employees that will work on this project by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, constructability review, quality control and safety). **10%**
- VI. Project Management: Successful experience managing projects under a tight timeline. **20%**
- VII. Financial Stability: Provide current balance sheet and income statement as evidence of the Respondent's financial stability and capacity to support the proposed contract. **5%**

## **SELECTION CRITERIA & PROCESS**

### **A. Threshold Criteria**

In order for proposals to be considered, they must comply with the submission requirements referenced in this document. Furthermore, firms must demonstrate experience with at least three (3) Projects of a similar nature.

### **B. Preference Criteria**

Proposals will be preferred, which give evidence of the Consultant's:

- Experience with athletic fields and facilities
- Experience both dealing with challenging site constraints, including floodplains
- Experience with land use planning and landscape design related to open space activation, including parks for both active and passive recreation.
- Capacity to complete the project within budget and on schedule, including: office location, appropriate and available staffing, CAD equipment, financial stability of firm,

- and other major project commitments
- Quality and experience of the firm's team
- Design excellence in built projects in regard to aesthetic quality, appropriateness of scale and harmony with surroundings
- Experience with public sector projects in Massachusetts
- History of completing projects within budget
- Fee for designing services

### **C. Selection Process and Schedule**

- A Selection Committee has been formed to review the Respondent's proposals.
- The committee will rank the Responses based on the weighted evaluation criteria identified in the RFQ and will short-list a up to three (3) Respondents as finalists but may interview more if it is in the District's best interest
- The Selection Committee will invite short-listed finalists to present their proposal. All Committee members will score the presentation according to the criteria stated in the RFQ.
- The District will commence fee negotiations relative to the fee range with the first-ranked selection.
- The highest-ranked respondent, with whom the District can agree to a contract, will be submitted to the School Committee for its approval.
- The District retains the right to re-advertise if fee negotiations fail, or for any other reason/s that in its sole discretion it determines is in the best interest of the District.

The following is a tentative schedule of the selection process, subject to change at the District's discretion.

- Informational meeting and site visit: Thursday, March 27, 2025 @10:00 am, Old Rochester Regional Central Office, 135 Marion Road, Mattapoisett, MA
- The last day to ask questions about the RFQ is Thursday, April 3, 2025.
- The last day for addendums to the District's RFQ is Friday, April 4, 2025
- Proposals must be received at the above address no later than **10:00 am on Wednesday, April 9, 2025.**
- The District will evaluate bids. Their recommendation will be presented to the School Committee. If the School Committee agree with the recommendation, they will award the contract at that time.

The District assumes no responsibility or liability for late delivery or receipt of responses. All responses received after the stated submittal date and time will be judged to be unacceptable and will be returned unopened to the sender. Postmarks will not be considered.

Any questions concerning this RFQ must be submitted in writing using the contact information below (hard copy or email). Sealed Responses to this Requests for Qualifications must be clearly labeled: Professional Engineering Services For Design, Planning, Bid Specifications and Permitting for Renovations for Old Rochester Regional High School Athletic Fields and delivered in hard copy to the address below. All correspondence must follow the timeline listed above.

Howard Barber  
Assistant Superintendent of Finance and Operations  
Old Rochester Regional School District  
135 Marion Road  
Mattapoisett, MA 02739  
[howiebarber@oldrochester.org](mailto:howiebarber@oldrochester.org)

Further information can be obtained by contacting Assistant Superintendent, Howard Barber, via phone, 508-758-2772 or email, [howiebarber@oldrochester.org](mailto:howiebarber@oldrochester.org)

ATTACHMENT A

|   |   |               |  |        |       |      |       |       |       |            |       |            |       |       |       |            |       |               |       |       |       |              |       |               |       |       |       |      |       |            |       |       |       |              |       |  |  |       |       |  |  |  |  |       |       |
|---|---|---------------|--|--------|-------|------|-------|-------|-------|------------|-------|------------|-------|-------|-------|------------|-------|---------------|-------|-------|-------|--------------|-------|---------------|-------|-------|-------|------|-------|------------|-------|-------|-------|--------------|-------|--|--|-------|-------|--|--|--|--|-------|-------|
| <b>Designers Application Form -</b>   |   |               |  |        |       |      |       |       |       |            |       |            |       |       |       |            |       |               |       |       |       |              |       |               |       |       |       |      |       |            |       |       |       |              |       |  |  |       |       |  |  |  |  |       |       |
| 1. Project Name/Location for Which Firm is Filing:  |   |               |  |        |       |      |       |       |       |            |       |            |       |       |       |            |       |               |       |       |       |              |       |               |       |       |       |      |       |            |       |       |       |              |       |  |  |       |       |  |  |  |  |       |       |
| 2a.   | Respondent, Firm (Or Joint-Venture) - Name And Address Of Primary Office To Perform The Work:               | 2b.           | Name And Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above: |        |       |      |       |       |       |            |       |            |       |       |       |            |       |               |       |       |       |              |       |               |       |       |       |      |       |            |       |       |       |              |       |  |  |       |       |  |  |  |  |       |       |
| 2c.   | Date Present And Predecessor Firms Were Established:  | 2d.           | Name And Address Of Parent Company, If Any:  |        |       |      |       |       |       |            |       |            |       |       |       |            |       |               |       |       |       |              |       |               |       |       |       |      |       |            |       |       |       |              |       |  |  |       |       |  |  |  |  |       |       |
| 2e.   | Federal ID #:   | 2f.           | Name of Proposed Project Director:   |        |       |      |       |       |       |            |       |            |       |       |       |            |       |               |       |       |       |              |       |               |       |       |       |      |       |            |       |       |       |              |       |  |  |       |       |  |  |  |  |       |       |
| <p>3. Personnel From Prime Firm Included In Question #2 Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline):</p> <table style="width:100%; border: none;"> <tr> <td style="width: 25%;">Admin.</td> <td style="width: 10%; text-align: center;">_____</td> <td style="width: 25%;">Cost</td> <td style="width: 10%; text-align: center;">_____</td> <td style="width: 30%;">Other</td> <td style="width: 10%; text-align: center;">_____</td> </tr> <tr> <td>Architects</td> <td style="text-align: center;">_____</td> <td>Electrical</td> <td style="text-align: center;">_____</td> <td>_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Acoustical</td> <td style="text-align: center;">_____</td> <td>Environmental</td> <td style="text-align: center;">_____</td> <td>_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Civil Engrs.</td> <td style="text-align: center;">_____</td> <td>Licensed Site</td> <td style="text-align: center;">_____</td> <td>_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Code</td> <td style="text-align: center;">_____</td> <td>Mechanical</td> <td style="text-align: center;">_____</td> <td>_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Construction</td> <td style="text-align: center;">_____</td> <td></td> <td></td> <td>_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">Total</td> <td style="text-align: center;">_____</td> </tr> </table> |   |               |  | Admin. | _____ | Cost | _____ | Other | _____ | Architects | _____ | Electrical | _____ | _____ | _____ | Acoustical | _____ | Environmental | _____ | _____ | _____ | Civil Engrs. | _____ | Licensed Site | _____ | _____ | _____ | Code | _____ | Mechanical | _____ | _____ | _____ | Construction | _____ |  |  | _____ | _____ |  |  |  |  | Total | _____ |
| Admin.  | _____   | Cost          | _____  | Other  | _____ |      |       |       |       |            |       |            |       |       |       |            |       |               |       |       |       |              |       |               |       |       |       |      |       |            |       |       |       |              |       |  |  |       |       |  |  |  |  |       |       |
| Architects  | _____   | Electrical    | _____  | _____  | _____ |      |       |       |       |            |       |            |       |       |       |            |       |               |       |       |       |              |       |               |       |       |       |      |       |            |       |       |       |              |       |  |  |       |       |  |  |  |  |       |       |
| Acoustical  | _____   | Environmental | _____  | _____  | _____ |      |       |       |       |            |       |            |       |       |       |            |       |               |       |       |       |              |       |               |       |       |       |      |       |            |       |       |       |              |       |  |  |       |       |  |  |  |  |       |       |
| Civil Engrs.  | _____   | Licensed Site | _____  | _____  | _____ |      |       |       |       |            |       |            |       |       |       |            |       |               |       |       |       |              |       |               |       |       |       |      |       |            |       |       |       |              |       |  |  |       |       |  |  |  |  |       |       |
| Code  | _____   | Mechanical    | _____  | _____  | _____ |      |       |       |       |            |       |            |       |       |       |            |       |               |       |       |       |              |       |               |       |       |       |      |       |            |       |       |       |              |       |  |  |       |       |  |  |  |  |       |       |
| Construction  | _____   |               |  | _____  | _____ |      |       |       |       |            |       |            |       |       |       |            |       |               |       |       |       |              |       |               |       |       |       |      |       |            |       |       |       |              |       |  |  |       |       |  |  |  |  |       |       |
|   |   |               |  | Total  | _____ |      |       |       |       |            |       |            |       |       |       |            |       |               |       |       |       |              |       |               |       |       |       |      |       |            |       |       |       |              |       |  |  |       |       |  |  |  |  |       |       |
| 4.  | Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No |               |  |        |       |      |       |       |       |            |       |            |       |       |       |            |       |               |       |       |       |              |       |               |       |       |       |      |       |            |       |       |       |              |       |  |  |       |       |  |  |  |  |       |       |

List **ONLY** Those Prime and Sub-Consultant Personnel Identified as Key personnel in the Response to Request for Services. This Information Should Be Presented Below In The Form Of An Organizational Chart modified to fit the firm's proposed management approach. Include Name of Firm And Name Of The Person:



|  |  |
|--|--|
| 6. Brief Resume for Key Personnel <b>ONLY</b> as indicated in the Request for Services. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 5. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel And They Must Be In The Format Provided. By Including A Firm As A Subconsultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected. |  |
| a. Name And Title Within Firm:   | a. Name And Title Within Firm:   |
| b. Project Assignment:   | b. Project Assignment:   |
| c. Name And Address Of Office In Which Individual Identified In 6a Resides:  | c. Name And Address Of Office In Which Individual Identified In 6a Resides:  |
| d. Years Experience: With This Firm: _____ With Other Firms: _____   | d. Years Experience: With This Firm: _____ With Other Firms: _____   |
| e. Education: Degree(s) /Year/Specialization   | e. Education: Degree(s) /Year/Specialization   |
| f. Date of MCCPO Certification:  | f. Date of MCCPO Certification:  |
| g. Applicable Registrations and Certifications :   | g. Applicable Registrations and Certifications:  |
| h. Current Work Assignments And Availability For This Project:   | h. Current Work Assignments And Availability For This Project  |
| i. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):  | i. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm): |

7a Past Performance: List all Completed Projects, under 1.0 million, for which the Prime Applicant has performed, or has entered into a contract to perform Design Services for all Public Agencies within the Commonwealth within the past 10 years.

| a. Project Name And Location Project Director | b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience ) | c. Project Dollar Value | d. Completion Date (Actual Or Estimate) | e. On Time (Yes Or No) | f. Original Construction Contract Value | g. Change Orders | h. Number of Accidents and Safety Violations | i. Dollar Value of any Safety fines | j. Number And Outcome Of Legal Actions |
|---|--|-------------------------|---|------------------------|---|------------------|--|-------------------------------------|--|
| (1)   |  |                         |   |                        |   |                  |  |                                     |  |
| (2)   |  |                         |   |                        |   |                  |  |                                     |  |
| (3)   |  |                         |   |                        |   |                  |  |                                     |  |
| (4)   |  |                         |   |                        |   |                  |  |                                     |  |
| (5)   |  |                         |   |                        |   |                  |  |                                     |  |

| 7b. (cont) Past Performance: Provide the following information for those completed Projects listed above in 7a for which the Prime Applicant has performed, or has entered into a contract to perform Design Services for all Public Agencies within the Commonwealth within the past 10 years. |  |                            |                         |   |                                |  |  |
|---|--|----------------------------|-------------------------|---|--------------------------------|--|--|
| a.  | Project Name And Location Project Director | b. Original Project Budget | c. Final Project Budget | d. If different, provide reason(s) for variance | e. Original Project Completion | e. Actual Project Completion On Time (Yes or No) | f. If different, provide reason(s) for variance. |
| (1)   |  |                            |                         |   |                                |  |  |
| (2)   |  |                            |                         |   |                                |  |  |
| (3)   |  |                            |                         |   |                                |  |  |
| (4)   |  |                            |                         |   |                                |  |  |
| (5)   |  |                            |                         |   |                                |  |  |

8.

**Capacity:** Identify all current/ongoing Work by Prime Applicant, Joint-Venture Members or Sub consulta Identify project participants and highlight any work involving the project participants identified in the response.

| Project Name And Location Project Director | b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience ) | c. Original Project Budget | d. Current Project Budget | d. Project Completion Date | e. Current forecast completion date On Time (Yes Or No) | f. Original Construction Contract Value | g. Number and dollar value of Change Orders | h. Number and dollar value of claims |
|--|--|----------------------------|---------------------------|----------------------------|---|---|---|--------------------------------------|
| 1.   |  |                            |                           |                            |   |   |   |                                      |
| 2.   |  |                            |                           |                            |   |   |   |                                      |
| 3.   |  |                            |                           |                            |   |   |   |                                      |
| 4.   |  |                            |                           |                            |   |   |   |                                      |
| 5.   |  |                            |                           |                            |   |   |   |                                      |
| 6.   |  |                            |                           |                            |   |   |   |                                      |
| 7.   |  |                            |                           |                            |   |   |   |                                      |
| 8.   |  |                            |                           |                            |   |   |   |                                      |

9. References: Provide the following information for completed and current Projects listed above in 7 and 8 for which Prime Applicant has performed, or has entered into a contract to perform Design Services for all Public Agencies within the Commonwealth within the past 10 years.

| a. Project Name And Location Project Director | Client's Name, Address and Phone Number. Include Name of Contact Person | Project Name And Location Project Director | Client's Name, Address and Phone Number. Include Name of Contact Person | Project Name And Location Project Director | Client's Name, Address and Phone Number. Include Name of Contact Person |
|---|---|--|---|--|---|
| 1)  |   | 5)   |   | 9)   |   |
| 2)  |   | 6)   |   | 10)  |   |
| 3)  |   | 7)   |   | 11)  |   |
| 4)  |   | 8)   |   | 12)  |   |

9. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub consultants. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED.**

10

I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

\_\_\_\_\_  
Submitted By (Signature)

Date \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

ATTACHMENT B  
Tax Compliance Certification

Certification of Compliance

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

\_\_\_\_\_  
\*Signature of Individual of Corporate Name  
(Mandatory)

\_\_\_\_\_  
Corporate Officer  
(Mandatory, if applicable)

\_\_\_\_\_  
Federal Identification Number

\*Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.

\*\* Your Federal Identification Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of Massachusetts General Law's c.62C s. 49a.

ATTACHMENT C

NON-COLLUSION AFFIDAVIT OF BIDDER

State of:

Federal Identification No:

County of:

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

1. He/She is (Owner, Partner, Officer, Representative or Agent) of:

\_\_\_\_\_, the bidder that  
has submitted the attached bid:

2. He/She is fully informed respecting the preparation and contents of the attached bid and all pertinent circumstances respecting such bid:

3. Such bid is genuine and not a collusive or sham bid:

4. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection for which the attached bid has been submitted or to refrain from bidding in connection with such Contract or has in any manner directly or indirectly, sought by agreement or collusion or communication or conference with any bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Town or any person interested in the proposed contract; and

5. The price quoted in the attached bids is fair and proper and is not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including the affiant.

By: \_\_\_\_\_

\_\_\_\_\_  
Title

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_

\_\_\_\_\_  
Title

My Commission expires: