



**REQUEST FOR PROPOSALS
FOR
THE PURCHASE, RESTORATION, AND REPURPOSING
OF THE KLEBERG BANK BUILDING**

RFP NO: 2021-S-18

Date Issued: November 10, 2021

Proposals will be received at the offices of the Corpus Christi Regional Transportation Authority, hereinafter called the "CCRTA", at 600 N. Staples Street, Corpus Christi, Texas 78401 or by email at procurement@ccrta.org until 3:00 p.m. (CST) Wednesday, May 4, 2022 for the Purchase, Restoration, and Repurposing of the Kleberg Bank Building located at 4211 Ayers St., Corpus Christi, TX 78415. Proposals will be valid for six (6) months from the proposal due date. **Proposals received after the deadline will not be accepted and will be returned to the Proposer unopened.**

PROPOSERS may tour/inspect the Kleberg Bank Building by appointment only between December 1, 2021 through May 1, 2022

The Requests for Information (RFI) period will be from December 1, 2021 through May 1, 2022. RFI's may be submitted as needed during this timeframe with a response from the CCRTA during this same timeframe.

Copies of this Request for Proposals (RFP) and information may be obtained from the CCRTA's website at (www.ccrta.org/news-opportunities/business-with-us/). Further information may be obtained from Sherrié Clay, Procurement Administrator, or Christina A. Perez, Director of Procurement/Grants, at procurement@ccrta.org.

For the purposes of this procurement, the following proposal documents are applicable:

- Request for Proposals,
- Kleberg Bank Building (Exhibit A),
- Instructions to Proposers,
- Special Instructions,
- Purchase Price (Appendix A),
- Certification Form (Appendix B),
- Disclosure of Interests Certification (Appendix C),
- Acknowledgement of Addenda Form (Appendix D),

- Request for Information Form (Appendix E), and
- Proposal Submission Checklist (Appendix F).

The following documents **must** be signed and returned with your proposal in order for it to be considered responsive:

For mailed proposal submissions, please submit as follows:

- Proposal – **One (1) original, five (5) hard copies, and one (1) electronic version in PDF format supplied on a USB Flash Drive,**
- Purchase Price (Appendix A), **(one (1) original in a separately sealed envelope),**
- Certification Form (Appendix B),
- Disclosure of Interests Certification (Appendix C), and
- Acknowledgement of Addenda Form (Appendix D).

For electronic proposal submissions, please submit by email to procurement@ccrta.org as follows:

- Proposal, and
- Certification Forms (Appendix B, C, and D), **(in one electronic file).**
- Purchase Price (Appendix A), **(in a separate file).**

Both electronic files should be clearly titled and submitted together in the same email.

Failure to provide this information may deem your firm to be non-responsive.

Note: Only one submission of your proposal is required. If submitting your proposal by mail, **DO NOT** submit your proposal electronically by email. If submitting your proposal electronically by email **DO NOT** submit it by mail.

FIRMS must submit a proposal, and all documentation supporting the Proposal. **The Purchase Price must be submitted in a separately, sealed envelope.** Failure to provide this information may deem your proposal to be non-responsive.

EXHIBIT A
KLEBERG BANK BUILDING



INSTRUCTIONS TO PROPOSERS

1. GENERAL.

The following instructions by the CCRTA are intended to afford proposers an equal opportunity to participate in this Request for Proposals. The intended result of this process is the negotiation and execution of the Purchase, Restoration and Repurposing Contract (“Contract”) for the Kleberg Bank Building (“Building”) located at 4211 Ayers Street in Corpus Christi, Texas 78415.

The Building includes the existing Kleberg Bank Building and the attached motor bank facility together with the land on which the facilities are located immediately east of the new transfer station (“Transfer Station”) being constructed by the CCRTA. The real estate interests to be conveyed with the Building shall include driveway access to S. Port Avenue and Ayers Street and pedestrian access to the Transfer Station.

The CCRTA acquired the fee simple interest in the Building in 2017. Per the Texas Historical Commission, the Building is eligible for historic designation on the National Register of Historic Places for purposes of Section 106 of the National Historic Preservation Act (NHPA). As a result, evaluation of proposals received shall include a priority for historic preservation of the exterior of the Building and retention of its distinctive architectural elements. The CCRTA would look favorably on including the motor bank facility in the proposal, however, this is **not** a requirement of a Proposal for the Building restoration and repurposing.

The new Transfer Station will replace the Port Ayers Transfer Station located at 4311 Ayers Street in Corpus Christi, Texas. As a facility within 1,500 feet of the center point of the Port Ayers Transfer Station, the Building will qualify as part of a station or terminal complex facility under Section 451.151 of the Texas Transportation Code.

2. EXPLANATIONS.

Any explanation desired by a proposer regarding the meaning or interpretation of these Instructions or any other proposal documents must be requested in writing to the CCRTA with sufficient time allowed for a reply to reach proposers before the submission of their proposals. Oral explanations or instructions will not be binding. Any information given to a prospective proposer concerning a Request for Proposals will be furnished to all prospective proposers as an amendment to the request if such information is necessary to proposers in submitting proposals on the request or if the lack of such information would be prejudicial to uninformed proposers.

3. REQUEST FOR PROPOSALS PROCESS.

- 3.1 Proposers are expected to examine the Instructions and other documents in this Request for Proposals. Failure to do so will be at the proposer's risk. Proposals that are submitted on other than authorized forms or with different terms or provisions may not be considered as responsive proposals.
- 3.2 The apparent silence of the Instructions as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail. All interpretations of the Request for Proposals shall be made on the basis of this statement.
- 3.3 The CCRTA makes no representation concerning findings, information or opinions in any environmental, structural or assessment reports provided in connection with the Building. The CCRTA will not pay for any professional services associated with creating, preparing, submitting or carrying out any Proposal in response to the Request for Proposals.

4. INFORMATION REQUIRED.

- 4.1. Each proposer shall furnish the information required by the Request for Proposals. Erasures or other changes must be initialed by the person signing the documents. Proposals signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to the CCRTA.
- 4.2. Only signed, written proposals specifically accepting responsibility for meeting the objectives and requirements specified in the Request for Proposals will be considered. The cover letter must bear the signature of a person duly authorized to legally commit for the proposer. All costs of proposal preparation will be borne by the proposer.

5. SUBMISSION OF PROPOSALS.

- 5.1. Sealed Proposals should be submitted in an envelope marked on the outside with the proposer's name and address and proposal description addressed to:

**Corpus Christi Regional Transportation Authority
Staples Street Center
ATTN: Procurement Department
602 N. Staples Street
Corpus Christi, Texas 78401
Proposal for: RFP No. 2021-S-18 The Purchase, Restoration, and
Repurposing of the Kleberg Bank Building**

Proposal Due Date: Wednesday, May 4, 2022 by 3:00 p.m. (CST)

- 5.2. **The Purchase Price (Appendix A) should be submitted in a separately, sealed envelope** along with the Proposal. Proposals must be submitted in sufficient time to be received and time-stamped at the above location on or before the published proposal date and time shown on the Request for Proposals. Proposals received after the published time and date cannot be considered. Any proposals which are mislabeled or do not indicate the proposer's name or address as required above may be opened by the CCRTA solely for the purpose of identifying the proposer for return of the proposal.

For electronic submission of your proposal, please email your proposal to procurement@ccrta.org before the proposal submission deadline.

5.3. **Schedule**

Proposals shall be governed by the following schedule:

- **November 10, 2021 - RFP Issued**
Proposal documents are available at the CCRTA Website:
<http://ccrta.org/business-with-ccrta.html>
- **December 1, 2021 through May 1, 2022 - Kleberg Bank Building Tours/ Inspections Scheduled by Appointment only**
Email procurement@ccrta.org to request an appointment.
- **December 1, 2021 through May 1, 2022 – Request for Information Due**
Written Requests for Information (Appendix E) may be submitted as needed during this timeframe. Please submit **one** form for **each** Request for Information. Request for Information must be emailed to procurement@ccrta.org, or received via mail at the CCRTA's Staples Street Center, Attn: Procurement Department, at 602 N. Staples Street, Corpus Christi, Texas 78401.
- **December 1, 2021 through May 1, 2022 – The CCRTA' s Response to Request for Information Due**
Responses will be posted as an addendum to the CCRTA's website at www.ccrta.org/news-opportunities/business-with-us/.
- **May 4, 2022 - Proposals Due**
Written proposals are due no later than 3:00 p.m. (CST). All proposals must be received at the CCRTA's Staples Street Center located at 602

N. Staples St., Corpus Christi, Texas 78401 or emailed to procurement@ccrta.org prior to the deadline.

- **June 1, 2022 – Contract Awarded (Tentative)**

The CCRTA's Board of Directors will meet to award a Contract to the successful Proposing firm(s).

6. MODIFICATION OR WITHDRAWAL OF PROPOSALS.

Proposals may be modified or withdrawn by written or email notice received by the CCRTA prior to the exact hour and date specified for receipt of proposals. A proposal may also be withdrawn in person by a proposer or an authorized representative prior to the proposal deadline; provided the proposer's identity is made known and he or she signs a receipt for the proposal.

7. OPENING PROPOSALS.

All proposals shall be opened by the CCRTA as soon after the proposal deadline as is reasonably practicable. Information submitted in response to the Request for Proposals shall not be released by the CCRTA during the proposal evaluation process or prior to Contract award. Proposers are advised that the CCRTA may be required to release proposal information, other than trade secrets, after Contract award.

Proposers are welcome to attend the Proposal Closing on the second floor of the CCRTA's Staples Street Center located at 602 N. Staples Street, Corpus Christi, TX 78401. To attend the Proposal Closing via GoToMeeting, please submit a login request to procurement@ccrta.org by 12:00 p.m. (CST), Wednesday, May 4, 2022. Only the names of the Proposing Firms that submitted proposals will be announced. The Purchase Price will not be opened.

8. EVALUATION FACTORS.

8.1. The CCRTA will award a contract based upon the criteria set forth in the Request for Proposals.

8.2. Proposals will be considered only from firms that have sufficient financial support if awarded a Contract. In making the award, the CCRTA may consider any evidence of the financial ability of a proposer.

9. ELIGIBILITY FOR AWARD.

9.1. In order for a proposer to be eligible for award of the Contract, the proposal must be responsive to the Request for Proposals and the CCRTA must be

able to determine that the proposer is responsible to perform the Contract satisfactorily.

- 9.2. Responsive proposals are those complying with all material aspects of the Request for Proposals. Proposals which do not comply with all the terms and conditions of the Request for Proposals will be rejected as non-responsive.
- 9.3. Responsible proposers at a minimum must:
 - 9.3.1 Have adequate financial resources or the ability to obtain such resources as required during the performance of the Contract;
 - 9.3.2 Have a satisfactory record of past performance;
 - 9.3.3 Have necessary management and technical capability to perform;
 - 9.3.4 Be otherwise qualified and eligible to acquire the property under applicable federal, state, county, or municipal laws and regulations.
- 9.4. A proposer may be requested to submit written evidence verifying that it meets the minimum criteria necessary to be determined a responsible proposer. Refusal to provide requested information shall result in the proposer being declared not responsible, and the proposal shall be rejected.
- 9.5. A proposer may be requested to submit written evidence verifying that it meets the minimum criteria necessary to be determined a responsible proposer. Refusal to provide requested information shall result in the proposer being declared not responsible, and the proposal shall be rejected.

10. RESERVATION OF RIGHTS.

The CCRTA expressly reserves the right to:

- 10.1. Reject or cancel any or all proposals;
- 10.2. Waive any defect, irregularity or informality in any proposal or proposal procedure;
- 10.3. Waive as an informality, minor deviations from the requirements if it is determined that Purchase Price is higher and the purpose of the restoration is accomplished;
- 10.4. Extend the proposal due date; or
- 10.5. Reissue a Request for Proposals;

10.6. The CCRTA reserves the right to retain all proposals submitted. The selection or rejection of a proposal does not affect this right; and

10.7. The CCRTA reserves the right to negotiate a Contract with the proposer having the best evaluation as determined by the CCRTA. No award will be made automatically based upon the highest price or based solely on the proposal submitted. The CCRTA additionally reserves the right to suspend negotiations with the first proposer should it not progress in a manner satisfactory to the CCRTA and commence negotiations with the next best rated proposer.

11. ACCEPTANCE.

Acceptance of a proposer's offer will be by the execution and delivery of the final, definitive terms of the Contract by the CCRTA. Closing of the purchase of the Building, together with the real estate and easements included with the Building, shall be completed pursuant to the terms of the Contract.

12. PROTESTS.

In the event that a proposer desires to protest any procedure, the proposer should present such protest, in writing, to the CCRTA Chief Executive Officer within five (5) business days following the proposal due date. The protest shall state the name and address of the protestor, refer to the RFP number and description of the Request for Proposals, and contain a statement of the grounds for protest and any supporting documentation.

13. EQUAL OPPORTUNITY.

Proposers are expected to comply with the equal opportunity laws of the United States, the State of Texas and the City of Corpus Christi.

14. SINGLE PROPOSAL.

In the event a single proposal is received, the CCRTA will evaluate the proposal and conduct a price analysis of the proposed purchase price and make the award by negotiation or reject the proposal and re-issue a new Request for Proposals. A price analysis is the process of examining the proposal and determining a purchase price based on available market information.

SPECIAL INSTRUCTIONS

1.0 GENERAL

1.1 Introduction and Scope

The Corpus Christi Regional Transportation Authority (CCRTA) is seeking proposals from firms interested in the Purchase, Restoration, and Repurposing of the Kleberg Bank Building.

To enhance comparability, proposal elements must be addressed in the informational sequence noted below:

- Cover Letter,
- Restoration Plan,
- Financial Arrangements,
- Experience, and
- Purchase Price.

Proposers must submit (1) original and five (5) hard copies of their proposal, which must be concise and straightforward, and one (1) electronic version in PDF format supplied on a USB Flash Drive.

Proposers may instead choose to submit their proposal electronically by email to procurement@ccrta.org.

All proposals must be submitted before the deadline in the solicitation and addressed with the information as noted in “Instructions to Proposers,” Section 5.

1.2 Proposal Elements

The proposal contents shall include:

Cover Letter

Include appropriate introductory and contact information including the name of the firm’s principle liaison.

Section 1 – Restoration Plan **(25 points)**

State in precise terms your plans for the purchase, restoration and repurposing of the Kleberg Bank Building including conceptual plans. The Restoration Plan should also include a timetable for completion of the

work. The CCRTA may include in the Contract a right to repurchase the Building for the stated Purchase Price in the event that the Proposer does not complete the restoration plan within the agreed time; therefore, the timetable might include the best plan and also a “not to exceed” timetable for such purpose.

Section 2 – Financial Arrangements **(25 points)**

Identify the sources and amounts of the financing required for the restoration and repurposing plan, including equity sources, any applicable tax credits and loans. Financial commitment letters should be included, if available, in order to maximize the points in this area.

Section 3 – Experience **(20 points)**

List and describe prior experiences in similar restorations with an emphasis on recent work. The prior experiences of the principals of the proposer should be clearly distinguished.

Section 4 – Purchase Price (Appendix A) **(30 Points)**

Points will be awarded based on overall highest price.

2.0 EVALUATION CRITERIA

- 2.1** The CCRTA will review all proposals for completeness. Those proposals found incomplete or failing to address the needs of the CCRTA as stated herein will not be evaluated. Those proposals furnished complete with all required documentation will be evaluated. **Proposers are urged to initially submit their best offer.** An award (if any) will be made to that proposer whose proposal is deemed most advantageous to and in the best interest of the CCRTA and the general public. The evaluation factors in order of importance are as follows:

Section	Evaluation Criteria	Weight (Points)
1	Restoration Plan	25
2	Financial Arrangements	25
3	Experience	20
4	Purchase Price	30
Total		100

2.2 The CCRTA will first evaluate the proposals on all factors other than price. After a preliminary evaluation, the Purchase Price (Appendix A) will be opened and included in the evaluation process. Evaluation points for price will be assigned based on a highest purchase price (most points) to lowest purchase price (least points) ranking of proposed price packages. The maximum points available for purchase price is **30 points**. The CCRTA may select a proposer for the project after this review if the CCRTA feels it is in the CCRTA's best interest. The CCRTA may also evaluate each proposal for completeness and responsiveness to its needs and may request Best and Final Offers from any or all proposing firms. Otherwise, a short-list of interviewees will be established based upon the overall results. After completion of the interviews the evaluation of the proposals will be reviewed and modified as necessary.

3.0 PROPOSAL SUBMISSION REQUIREMENTS

3.1 Submission Requirements

3.1.1 Proposal Availability

RFP copies may be obtained online at <https://www.ccrta.org/news-opportunities/business-with-us/>.

3.1.2 Proposal Submission

3.1.2.1 Proposals may be emailed to procurement@ccrta.org or mailed to:

Corpus Christi Regional Transportation Authority
 Staples Street Center
 Attn: Procurement Department
 602 N. Staples Street
 Corpus Christi, Texas 78401

Proposal for: RFP No. 2021-S-18 The Purchase, Restoration, And Repurposing Of The Kleberg Bank

Building

If submitting by mail, Proposers shall submit (1) original and five (5) hard copies of their proposal which must be concise and straightforward along with all Certification Forms, and one (1) electronic version in PDF format supplied on a USB Flash Drive. The Purchase Price (Appendix A) must be submitted in a separately sealed envelope.

If submitting electronically, Proposers must submit the proposal in one electronic file along with all Certification Forms and submit the Purchase Price (Appendix A) in a separate file. Both files should be clearly titled and submitted together in the same email to procurement@ccrta.org.

Note: Only one submission of your proposal is required. If submitting your proposal by mail, **DO NOT** submit your proposal electronically by email. If submitting your proposal electronically by email **DO NOT** submit it by mail.

3.1.3 Late Submittal

Proposals received after the proposal due date will be deemed non-responsive and will be returned unopened.

3.2 Proposal Qualification

3.2.1 Only signed, written proposals specifically accepting responsibility for meeting the objectives and requirements specified in this RFP will be considered.

3.2.2 The cover letter must bear the signature of a person duly authorized to legally commit for the PROPOSER.

3.2.3 Proposal Preparation

All costs of proposal preparation will be borne by the PROPOSER.

3.2.4 Proposal Withdrawal

Proposals may be withdrawn either personally or by written request prior to the closing time for receipt of proposals. Thereafter, all proposals shall remain valid for a period of six (6) months from the Board approval date.

3.3 Release of Information

The CCRTA shall not release information submitted in response to this RFP during the proposal evaluation process or prior to contract award. PROPOSERS are advised that the CCRTA may be required to release proposal information, other than trade secrets, after contract award.

3.4 No Direct Contact with CCRTA Board Members

Proposers are advised not to contact any Board members of the CCRTA directly in any manner during this proposal process. All communications directly with the Board should be reserved for public meetings in which this item is properly posted on the agenda. All communication regarding this RFP must be made through the Procurement Department.

CERTIFICATION FORMS

Please fill out and sign the following forms and return with your signed proposal.

Do NOT Alter Any Forms.

Doing so will deem your proposal as non-responsive.

Please fill out and sign the following form and return with your signed proposal.

Reminders:

- Acknowledge any addendums issued on the Acknowledgement of Addenda (Appendix D) form.

APPENDIX A

PURCHASE PRICE

RFP NO.: 2021-S-18

PROPOSER: _____

**Purchase, Restoration, and
Repurposing of the Kleberg Bank Building**

INSTRUCTIONS:

1. Refer to the “Special Instructions” before completing this Purchase Price (Appendix A) and quote your best price for the Purchase, Restoration, and Repurposing of the Kleberg Bank Building.
2. **Submit this form in a separately-sealed envelope in your proposal** to the CCRTA with the following on the outside of the separately-sealed envelope:

Purchase Price for:
Kleberg Bank Building
[Name of Proposer]

Or you may submit this form electronically by email in a separate and clearly titled file to procurement@ccrta.org along with your proposal which must also be in a separate and clearly titled file.

PURCHASE PRICE FOR BUILDING: \$ _____

Authorized by:

Signature

Printed Name

Title

Date

APPENDIX B
CERTIFICATION FORM

In submitting this proposal, the undersigned certifies on behalf of its firm and any proposed subcontractors as follows:

In submitting this proposal, the undersigned certifies on behalf of its firm as follows:

- (1) **Proposal Validity Certification:** This Proposal is valid for six (6) months from the proposal submission deadline.
- (2) **Non-Collusion Certification:** The undersigned proposer has made this proposal independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to this Request for Proposals with any other FIRM or with any other competitor.
- (3) **Non-Conflict Certification:** No employee, official, or member of the Corpus Christi Regional Transportation Authority's Board of Directors is or will be pecuniarily benefited directly or indirectly in this Agreement.
- (4) **Non-Inducement Certification:** The undersigned hereby certifies that neither it nor any of its employees, representatives, or agents have offered or given gratuities (in the form of entertainment, gifts, or otherwise) to any director, officer, or employee of the Corpus Christi Regional Transportation Authority with the view toward securing favorable treatment in the awarding, amending, or the making of any determination with respect to the performance of this Agreement.

Signature

Printed Name

Title

Date

APPENDIX C

DISCLOSURE OF INTERESTS CERTIFICATION

FIRM NAME: _____

STREET: _____ CITY: _____ ZIP: _____

FIRM is: 1. Corporation 2. Partnership 3. Sole Owner
 4. Association 5. Other _____

DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheets.

1. State the names of each “employee” of the Regional Transportation Authority having an “ownership interest” constituting 3% or more of the ownership in the above named “firm”.

NAME	JOB TITLE AND DEPARTMENT (IF KNOWN)
_____	_____
_____	_____

2. State the names of each “official” of the Regional Transportation Authority having an “ownership interest” constituting 3% or more of the ownership in the above named “firm”

NAME	TITLE
_____	_____
_____	_____

3. State the names of each “board member” of the Regional Transportation Authority having an “ownership interest” constituting 3% or more of the ownership in the above named “firm”.

NAME	BOARD, COMMISSION OR COMMITTEE
_____	_____
_____	_____

4. State the names of each employee or officer of a “consultant” for the Regional Transportation Authority who worked on any matter related to the subject of this contract

and has an “ownership interest” constituting 3% or more of the ownership in the above named “firm”

NAME

CONSULTANT

CERTIFICATE

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the Regional Transportation Authority, Texas as changes occur.

Certifying Person: _____

Title: _____
(Type or Print)

Signature of Certifying Person: _____

Date: _____

APPENDIX D

ACKNOWLEDGEMENT OF ADDENDA

Acknowledge all addenda below by listing the addenda numbers, if any. Failure to acknowledge all addenda posted may deem your Proposal as non-responsive.

ADDENDA ACKNOWLEDGMENT

Receipt of the following addenda is acknowledged (list addenda number):

APPENDIX E

REQUEST FOR INFORMATION/EXCEPTIONS/APPROVED EQUALS REQUEST

(Please submit **one** form for **each** Request for Information/exception/approved equal)

Page: _____

VENDOR: _____

PROJECT: RFP No. 2021-S-18

PAGE: _____ PARAGRAPH: _____ SUBJECT: _____

Request:

Signature

FOR CCRTA USE

Approved: _____ Disapproved: _____ Clarification: _____

Response:

Chief Executive Officer/Designee

APPENDIX F

PROPOSAL SUBMISSION CHECKLIST

In order for your proposal to be deemed as responsive to the requirements of the RFP, please use the checklist below to be sure that your proposal package includes all required documents.

Proposal Documents Required	Check
Proposals MUST BE submitted in the following format:	
1. Cover Letter	
2. Restoration Plan	
3. Financial Arrangements	
4. Experience	
5. Certification Forms:	
5.1 Certification Form (Appendix B)	
5.2 Disclosure of Interests Certification (Appendix C)	
5.3 Acknowledgement of Addenda (Appendix D)	
Proposals MUST include the following:	
- One original Proposal	
- Five hard copies of Proposal	
- One Electronic copy of Proposal on a USB Flash Drive	
Purchase Price (Appendix A) – 1 original sealed in a separate envelope NO OTHER COPIES ARE TO BE SUBMITTED. DO NOT INCLUDE A COPY ENCLOSED WITH YOUR PROPOSAL.	
- Purchase Price (Appendix A) Proposer must:	
1. List the Proposer’s Name	
2. Complete the Purchase Price (Appendix A)	
3. Sign, Print, and Date the Purchase Price (Appendix A)	
5.1 Certification Form (Appendix B)	
- Sign, Print Name, Print Title and Date	
5.2 Disclosure of Interests Certificate (Appendix C)	
- Disclosure of Interest Certification (Appendix C) the Proposer must:	
1. Firm Name	
2. Street, City, Zip	
3. Identify your Firm by circling one of 1-7 or provide other in 5	
4. If there is a conflict of interest in the Disclosure Questions, then provide the name of the individual, job title and department or board, commission or committee.	

5. If there is not conflict them move to the Certificate section and Print, list Title, Sign, and Date	
5.3 Acknowledgement of Addenda (Appendix D)	
– List the number(s) of Addenda issued for this RFP.	