

# TUSCOLA COUNTY CONTROLLER/ADMINISTRATOR'S OFFICE

Michael R. Hoagland  
Controller/Administrator  
mhoagland@tuscolacounty.org

207 E. Grant Street  
Caro, Michigan 48723-1660

Telephone  
989-672-3700

---

## Request for Qualifications for Consulting Services

**Release Date – August 4, 2010**

Tuscola County, in partnership with Huron and Sanilac Counties, were awarded an Energy Efficiency and Conservation Block Grant (EECBG) through the Michigan Department of Energy Labor and Economic Growth's Bureau of Energy Systems. The EECBG program is funded through the American Recovery and Reinvestment Act.

The grant will be used for a variety of purposes including energy audits, energy strategy development, energy oversight/strategy design services, Regional non-Motorized Transportation Strategy for Huron, Sanilac and Tuscola Counties and Harbor Beach Bike and Pedestrian Path Design.

Tuscola County seeks to contract for consulting services to complete the above projects. Two separate detailed Requests for Qualifications to perform the above services are available on the county web site at <http://www.tuscolacounty.org/> or by contacting the Tuscola County Controller/Administrator's office: telephone – 989-672-3700 address – 207 E. Grant Caro, MI 48723. Consultants will be selected based on qualifications, where price is not used as the sole selection factor.

Request release date August 4th, 2010. One (1) original and three (3) hard copy proposals must be submitted no later than **August 20<sup>th</sup> at 10:00 am** to Michael Hoagland, Tuscola County Controller/Administrator at 207 E. Grant St., Caro, MI 48723. All questions must be submitted by **August 12<sup>th</sup>, 2010 by 10:00 am** to Michael Hoagland at [MHoagland@TuscolaCounty.org](mailto:MHoagland@TuscolaCounty.org). It is anticipated the final award for consultant selection will be made by the Tuscola County Board of Commissioners on September 14th, 2010.

# TUSCOLA COUNTY

## CONTROLLER/ADMINISTRATOR'S OFFICE

Michael R. Hoagland  
Controller/Administrator  
mhoagland@tuscolacounty.org

207 E. Grant Street  
Caro, MI 48723-1660

Telephone  
989-672-3700

### **Addendum #1** **August 13, 2010**

#### **Correction to RFQ identified in #1 Above:**

The following addendum provides answers to questions for both RFQs and makes a correction to the RFQ identified in #1 above.

Page #3, 4<sup>th</sup> Paragraph, 2<sup>nd</sup> line is replaced with: "This audit also includes a site walkthrough, identification of energy conservation measures (ECMs) and the development of preliminary cost and savings estimates for each ECM."

Request for Statement of Qualifications (RFQ):

- 1) Energy audits, energy strategy development and oversight/design services; and
- 2) Regional Non-Motorized Transportation Strategy and the Harbor Beach Bike & Pedestrian Path Design

#### **Questions and Answers**

**Question 1 – Should we submit a combined proposal for both the 3-county Non-Motorized Strategy and the Harbor Beach design work, or should we submit separate proposals for parts 1.0 and 2.0 of the RFP?**

Answer – This will be up to each individual firm. The project is designed to integrate together with the Harbor Beach portion to be used as a prototype for other small shoreline communities interested in non-motorized trails within their community. The regional plan will focus on the shoreline area, but will include the entire region.

**Question 2 – Related to question 1, will 1 firm be selected for both projects, or will the county/city potentially choose 2 different firms?**

Answer – Ideally 1 firm will be selected for both projects in order to provide continuity, but depending on submissions separate firms will be considered.

# **TUSCOLA COUNTY**

## **CONTROLLER/ADMINISTRATOR'S OFFICE**

Michael R. Hoagland  
Controller/Administrator  
mhoagland@tuscolacounty.org

207 E. Grant Street  
Caro, MI 48723-1660

Telephone  
989-672-3700

**Question 3 – Given that there 3 counties and 1 city involved in this RFP, who will be making the consultant selections?**

Answer – The consultant selections will be made by working group of a representative from each county. They will then make a recommendation to the Tuscola County Board of Commissioners who have final approval.

**Question 4 – Who will be overseeing the project? Will there be a steering committee with membership from all of the participant counties/Harbor Beach?**

Answer – Oversight will be provided by the working group, which is made up of representatives from all 3 counties. The Harbor Beach portion of the project will have direct input from the City of Harbor Beach with assistance from the regional working group.

**Question 5 – Can you tell us which firms have been involved in the design of phases I and II?**

Answer – Wade/Trim has provided design services for the previous Harbor Beach projects.

**Question 6 – Do you have a completed topographic survey for the area covering phases III and IV?**

Answer – There has not been a topographic survey for phases III and IV.

**Question 7 – If not, should it be considered part of the project budget (\$16,000) or additional?**

Answer – Yes, the community would like a topographic survey as part of the project. Currently, the city has an electrical plan completed for phases III and IV provided by DTE Energy. They are seeking a final, visual concept design to assist in local marketing efforts.

# TUSCOLA COUNTY

## CONTROLLER/ADMINISTRATOR'S OFFICE

Michael R. Hoagland  
Controller/Administrator  
mhoagland@tuscolacounty.org

207 E. Grant Street  
Caro, MI 48723-1660

Telephone  
989-672-3700

**Question 8 – Is the intent to award the projects to a single consultant/team or is there potential of splitting them up?**

Answer – The intent is to produce the best possible plans for the region. Each proposal will be evaluated on its merits. It is not the intent of the reviewers to split up proposals, rather to look at each as it is submitted. If a proposal is submitted for only one item, it will be considered.

**Question 9 – Can current design plans for Phases 1-4 of the Harbor Beach path be provided for prior use to the deadline of the 20<sup>th</sup>?**

The regional group currently does not have the Phase 104 plans. These plans reside with the City of Harbor Beach. Should they become available a notice will be sent to the bidders list and be posted on the Tuscola County website.

# TUSCOLA COUNTY CONTROLLER/ADMINISTRATOR'S OFFICE

Michael R. Hoagland  
Controller/Administrator  
mhoagland@tuscolacounty.org

207 E. Grant Street  
Caro, MI 48723-1660

Telephone  
989-672-3700

## Request for Statement of Qualifications

### Overview

Tuscola County, in partnership with Huron and Sanilac Counties, were awarded an Energy Efficiency and Conservation Block Grant (EECBG) through the Michigan Department of Energy Labor and Economic Growth's Bureau of Energy Systems. The EECBG program is funded through the American Recovery and Reinvestment Act (ARRA), therefore the grant is subject to the Davis Bacon Act, ARRA and the National Environmental Policy Act (NEPA) requirements.

The goals of the grant include: 1) decreasing energy use, cost and greenhouse gas emissions; 2) developing a long-term, comprehensive energy program; 3) creating jobs; and 4) stimulating economic recovery and growth throughout the Thumb Region. The EECBG grant will be used for a variety of activities including energy audits, energy strategy development and oversight/design services. All EECBG Grant activities must be completed by January 7, 2011.

Tuscola County seeks to contract for consulting services to complete energy audits, energy strategy development and oversight/design services as outlined in the EECBG grant. This Request for Qualifications outlines the submission requirements and process for selecting a consultant to complete the scope of services described below. Interested companies can submit responses for all the activities identified in the Scope of Services or for activities separately. Tuscola County will be selecting consultants based on qualifications, where price is not used as the sole selection factor.

### Timeline for Responses

Request release date August 4th, 2010. One (1) original and three (3) hard copy proposals must be submitted no later than **August 20<sup>th</sup> at 10:00 am** to Mike Hoagland, Tuscola County Controller/Administrator at 207 E. Grant St., Caro, MI 48723. All questions must be submitted by **August 12<sup>th</sup>, 2010 by 10:00 am** to Mike Hoagland at [MHoagland@TuscolaCounty.org](mailto:MHoagland@TuscolaCounty.org)

It is anticipated the final award for consultant selection will be made by the Tuscola County Board of Commissioners on September 14th, 2010.

# **TUSCOLA COUNTY CONTROLLER/ADMINISTRATOR'S OFFICE**

Michael R. Hoagland  
Controller/Administrator  
mhoagland@tuscolacounty.org

207 E. Grant Street  
Caro, MI 48723-1660

Telephone  
989-672-3700

## Scope of Services

### **1.0 Energy Audits**

Tuscola County has issued this Request for Statement of Qualifications for a Consultant that can complete a variety of energy audits. All energy audits must be conducted in accordance with the analysis and reporting procedures established by the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) Procedures for Commercial Building Energy Audits for energy audits. Data collection reporting and comparison are conducted according to sections 5, 6, and 7 of ASHRAE Standard 105-2007. It is preferable, but not required, the Consultant maintains the following certifications PE, EIT, CEM, RA/AIA, or PMP.

The Consultant must have experience completing the following levels of ASHRAE energy audits:

- Preliminary Energy Use Analysis
- Level I Walk-Through Analysis
- Level II Energy Survey and Engineering Analysis

A **Preliminary Energy Use Analysis (PEUA)** which is a basic screening tool gives you your first indication of how well (or how poorly) a particular building is performing. Monthly energy consumption information is evaluated against weather data for the region and the energy bills are checked for irregularities or abnormal energy consumption patterns, and for excessive demand charges that can dramatically skew energy bills higher. The PEUA evaluates the energy efficiency and energy cost efficiency of the Client's building relative to other, similar properties. The PEUA also establishes the baseline energy use, energy use index, energy costs and greenhouse gas emissions. This data will be used to track progress and measure the results of the energy efficiency retrofits.

The **Level I Walk-Through Analysis (Level I)** will include the results of PEUA and provides low/cost no cost energy conservation measures. This audit also includes a site walkthrough by AKT Peerless, identification of energy conservation measures (ECMs), and the development of preliminary cost and savings estimates for each ECM. Additionally, potential capital improvements that merit further consideration will be identified. Generally, the level one audit is sufficient for most investment decisions regarding energy efficiency.

The **Level II Energy Survey and Engineering Analysis (Level II)** builds on the scope of work of the Level I energy audit and also includes recommendations on changes to operation and maintenance procedures that will benefit the building. This audit requires a more detailed survey of all the building systems plus more detailed financial analysis than the Level I audit.

The buildings and types of audits have not been selected. The Consultant will assist with the development of selection criteria and complete the energy audits. Please provide an estimate of

your professional fees based on the size of the buildings and type of audit provided in the table below. This will be used as an estimate and part of our evaluation process, however, a finalist Consultant will negotiate the project’s professional services fee, type and quantity of energy audits with the County.

**Table 1. Estimated Unit Pricing for Energy Audits**

<b>Building Type</b>	<b>Building Size (Sq. Ft)</b>	<b>Unit Price for PEUA</b>	<b>Unit Price for Level I</b>	<b>Unit Price for Level II</b>
Municipal Offices (Township, village or city) and Libraries	0-10,000			
	10,000-20,000			
	20,000+			
Public Works Facilities and Fire Stations	0-10,000			
	10,000-20,000			

PEUA – Preliminary Energy Use Analysis; Level I – Level I Walkthrough Energy Analysis; Level II – Level II Energy Survey and Engineering Analysis;

## **2.0 Regional Energy Efficiency and Conservation Strategy**

Tuscola County has issued this Request for Statement of Qualifications for a Consultant that can complete a Regional Energy Efficiency and Conservation Strategy (REECS). The Thumb Region communities will collaborate on the development the REECS which will further the goals of the Thumb Region by identifying strategic measures to achieve the region’s vision for a sustainable economy. The goal of the REECS is to provide region-wide benefits and identify long-term solutions to reduce energy use, operational costs and greenhouse gas emissions, and promote job creation. The REECS will include but not limited to the following:

- Identifying energy efficiency activities for the municipal, commercial and industrial transportation, and residential sectors (regionally and within each county) to implement.
- Identifying and aligning resources to advance economic development goals in the renewable energy sector. This activity will involve significant community outreach and participation. The REECS will be developed to foster currently operating, proposed, and potential future wind development projects.
- Identifying outreach methods and mechanisms for local, state and federal government entities, utility companies, operating renewable energy companies, and the business community, which will be essential to successful implementation of the strategy.

The estimated budget to complete the Regional Energy Efficiency and Conservation Strategy is \$47,500.

### 3.0 Oversight and Design Services

Tuscola County has issued this Request for Statement of Qualifications for a Consultant that can provide oversight and design services for energy efficiency retrofits and renewable energy installations.

The following is a list of the energy efficiency retrofits and renewable energy installations to be completed under the grant. The total cost for the retrofits is estimated to be \$149,020 and renewable energy installations is estimated to be \$106,000, which includes equipment and contractor costs.

**Table 2. Efficiency Retrofit and Renewable Energy Activities**

Activity	Equipment Type	Estimated Quantity	Description
Village of Caro Retrofits	T5 High Bay w/ occupancy sensors	44	Retrofit 400 W MH High Bay fixtures with T5 High Bay fixtures with occupancy sensors
Village of Caro LED Street Lighting Retrofits	80 Watt LED Conversions	65	Retrofit 65-150 Watt HPS street lights to 80 Watt LED street lights
Watertown Township Retrofits	Various	NA	Energy efficient vinyl casement windows, weather stripping, 95% Efficiency gas furnace with programmable thermostats, 17 SEER air conditioning, tank-less water heater, retrofit lighting to energy efficient T-8s
Tuscola County Re-lamping of Municipal Buildings	28 Watt Lamps	2,020	Retrofit interior lighting from 32 Watt to 28 Watt fixtures in several municipal buildings
Mayville Renewable Energy Installation	Wind Turbine	2	Install two 1.5kW horizontal axis, rooftop mountable wind turbines at the Municipal Building located at 5050 Fox Street, Mayville
Cass City Renewable Energy Installation	Solar Panels	48	Install 48 215 Watt rooftop solar panels at 6506 Main Street, Cass City.
<b>Total</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>

HPS - High Pressure Sodium; MH – Metal Halide; LED – Light Emitting Diode

#### Design Services

Engineering design firm shall:

- Conduct on-site walkthrough to identify operating parameters, perform light fixture count, perform bulb count, and assess physical condition for the light fixtures included in the retrofit plan for all aforementioned properties.

- Review lighting controls for optimum controllability and potential for energy savings and make recommendations to the County. Approved recommendation shall be included in the design documents.
- If fixture replacement is required, specify new lamp fixture. Options such as trim, grille / light diffuser, trim, etc. shall be submitted to County for approval and shall be included in the in design documents for the installing contractor.
- Develop design documents to clearly communicate to the contractor / installing personnel the design intent and requirements.
- Assist the County in contractor evaluation

**Oversight services will include at minimum:**

- On-site inspection to ensure the equipment under contract is being installed and verifying adherence to the Davis Bacon Act
- Verification and review of weekly Davis Bacon Act timesheet submittals
- Verification that the ARRA Buy American Provisions are met
- Verification that the National Environmental Policy Act (NEPA) Waste Management Plan submitted by the Contractors is followed
- Verification of invoices and scope of work is followed
- Final on-site inspection to verify work was complete per specifications.

**Submittal Requirements**

All submittals must follow the section numbering format below and include the required information.

**0) Cover Letter**

The cover letter shall be signed by a person or persons authorized to bind the firm. It should also state that the Consultant will fulfill all the federal requirements of the grant.

**1) Company Introduction / Overview**

Provide the Consultant's name, office address, and phone numbers. Provide a brief background of the company and its overall ability to complete the project.

**2) Contact Information and Staff Background**

Identify the Project Manager, key staff and individuals who are authorized to answer questions pertinent to the qualification statement submitted. Discuss their qualifications.

**3) Qualifications of Firm to Compete the Scope of Services**

Provide a brief narrative discussing the ability and competence of your firm, as it relates to providing services necessary to undertake and successfully complete this project. Please include the completed References document, which requires 3 references for each of the Scope of Services identified in Sections 1.0 -3.0 above. Please include client name, contact information, brief description of scope of services performed, cost of services and date of services.

**4) Understanding of Project Requirements**

Discuss your understanding and interpretation of the project requirements and any special circumstances that may influence the completion of the Scope of Services.

**5) Methods for Completing Scope of Work**

Discuss the process your firm will utilize to ensure that project needs will be identified and met.

**6) Estimate of Professional Fees**

Provide an estimate of professional fees to complete the Scope of Services. This fee estimate may be in the form of an hourly rate with a cost not to exceed or a flat lump sum fee. This will be used as an estimate and part of our evaluation process, however, a finalist Consultant will negotiate the project's professional services fee with Tuscola County. Tuscola County's selection will be not solely be based on the lowest fee rate, instead Tuscola County will review all submittals and determine the firms whose qualifications and fee meet the criteria established for this project.

**7) Proposed Project Timeline**

Provide a timeline for the completion of the project.

**Submittal Options**

Interested companies can submit responses for all the activities identified in the Scope of Services or for activities separately. Tuscola County will be selecting consultants based on qualifications, where price is not used as the sole selection factor.

**Special Conditions**

**Payment Schedule**

This project is funded by a grant from DELEG. Payment for all invoices for work related to the project, will be issued when Tuscola County receives approval for reimbursement requests from DELEG. It is anticipated that payment for submitted invoices will be issued within 45 days from the receipt of the invoice. This is an estimate and all payment of invoices will be issued approximately 2 weeks after the reimbursement request is approved by DELEG and received by Tuscola County.

**Insurance Requirements**

The Contractor will be required to meet Tuscola County's standard insurance requirements. Unless otherwise specified the Consultant shall, before commencing work hereunder, procure and thereafter maintain policies of insurance satisfactory to Tuscola County with Tuscola County **an additionally named insured** in the following minimum amounts

- 1) Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.

- 2) **Commercial General Liability Insurance** – The Consultant shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an “Occurrence Basis” with limits of liability not less than **\$1,000,000** (One Million Dollars) per occurrence combined single limit.
- 3) **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$1,000,000** (One Million Dollars) each person and **\$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence
- 4) The Consultant shall provide proof of **Professional Liability** coverage in the amount of not less than **\$1,000,000** (One Million Dollars) per occurrence and/or aggregate.

### **Davis Bacon Act/Prevailing Wage**

Consultant agrees to comply with the requirements of the Davis-Bacon Act as it applies to Consultants and subConsultants performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. All laborers and mechanics on projects funded directly by or assisted in whole or in part by and through funding appropriated by the Act are paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by subchapter IV of Chapter 31 of title 40, United States Code (Davis-Bacon Act).

For information on Davis Bacon Wage Determination please reference the Department of Energy’s (DOE) EECBG Notice 10-004A and/or currently effective DOE Notices. For more information and currently effective EECBG notices please visit:

[http://www1.eere.energy.gov/wip/davis-bacon\\_act.html#eecbg](http://www1.eere.energy.gov/wip/davis-bacon_act.html#eecbg)

### **American Recovery and Reinvestment Act (ARRA)**

The Consultant shall comply with the provisions of the ARRA for EECBG projects.

The Buy American provision in the American Recovery and Reinvestment Act of 2009 (section 1605 of Title XVI), provides that, subject to three listed exceptions (non-availability, unreasonable cost, and inconsistent with the public interest), none of the funds appropriated or otherwise made available by the Act may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all the iron, steel, and manufactured goods used are produced in the United States. The law also requires that this provision be applied in a manner consistent with U.S. obligations under international agreements.

The provisions of this guidance apply to all recipients, sub-recipients and Consultant working on projects using Recovery Act funding. The Buy American Recovery Act provisions only apply to

projects funded under the Recovery Act for the construction, alteration, maintenance or repair of a public building or public work. The guidance below is designed to help applicants and recipients determine if their Recovery Act funded project is for the construction, alteration, maintenance or repair of a public building or public work.

More information can be found at the following links:

[http://www1.eere.energy.gov/recovery/buy\\_american\\_provision.html](http://www1.eere.energy.gov/recovery/buy_american_provision.html)

[http://www1.eere.energy.gov/recovery/pdfs/eere\\_program\\_guidance\\_buy\\_american.pdf](http://www1.eere.energy.gov/recovery/pdfs/eere_program_guidance_buy_american.pdf)

### **Waste Stream Management**

The Consultant shall satisfy Waste Stream Conditions by obtaining and supplying waste management plans to support NEPA reviews for EECBG projects.

Waste management plans are not required for projects that do not generate waste (e.g., hiring a consultant, conducting an energy audit). Waste management plans are also not required for projects that generate only insignificant quantities of non-hazardous waste. For example, a waste management plan would not be necessary for a retrofit project with a waste stream comprising only small quantities of caulking and associated materials. Where it is not obvious that a project will generate only insignificant quantities of waste, the Grantee should submit (or, in the case of subgrant programs, keep on file) waste management plans or seek guidance from a DOE NEPA Compliance Officer (NCO) to determine whether a waste management plan is necessary

The NEPA EECBG website link at

[http://apps1.eere.energy.gov/state\\_energy\\_program/doe\\_guidelines\\_nepa.cfm](http://apps1.eere.energy.gov/state_energy_program/doe_guidelines_nepa.cfm) will be updated with the most current NEPA information.

More information can be found at the following links:

[http://www1.eere.energy.gov/wip/pdfs/nepa\\_program\\_guidance\\_notice\\_10-003.pdf](http://www1.eere.energy.gov/wip/pdfs/nepa_program_guidance_notice_10-003.pdf)

[http://www1.eere.energy.gov/wip/nepa\\_guidance.html](http://www1.eere.energy.gov/wip/nepa_guidance.html)

[http://www1.eere.energy.gov/wip/pdfs/10-010\\_eecbg\\_waste\\_stream\\_guidance.pdf](http://www1.eere.energy.gov/wip/pdfs/10-010_eecbg_waste_stream_guidance.pdf)

### **Evaluation Model**

The following criteria will be used to evaluate all respondents and proposals submitted:

#### **Mandatory Criteria**

- 1) Proposal received by the proposal deadline
- 2) Four (4) complete copies of proposal submitted

#### **Technical Criteria**

Those firms who have met each of the mandatory criteria above will be evaluated on the following criteria:

	Points
1) Understanding of the professional services to be provided.	
a. Comprehensiveness of work plan	10
b. Demonstration of ability to effectively provide quality, professional Consultant services	15
2) Consultant Experience:	
a. Prior services of the type and size under consideration	25
b. Effective approach to managing the project requirements	15
3) Qualifications of staff to be assigned to the task. Education, position in the firm and years and types of experience working on similar projects and for similar clients will be considered. This will be determined from the resume and profiles submitted.	
a. Qualifications of supervisory personnel	10
b. General direction and supervision to be exercised over the firm's staff by management personnel	5
4) Proposed Fee and timeline	15
4. Size, structure, and location of the firm	5

Total points (100 maximum)

#### **Conditions**

All costs directly or indirectly related to preparation of a response to the solicitation, any presentations required to supplement and/or clarify a submittal, and/or reasonable demonstrations which may be, at its discretion, required by the County, shall be the sole responsibility of, and shall be borne completely by the Consultant submitting a statement of qualifications.

Tuscola County reserves the right at its sole discretion to reject any and all proposals received without penalty and not to enter a contract as a result of this RFQ. The County also reserves the right to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

By submitting a bid, the bidder is acknowledging that there will be no contractual relationship between Tuscola County and the bidder until both parties have formally approved and signed a written contract to be developed by Tuscola County legal counsel. The County reserves the right to make an award without further discussion of any proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the offer can propose. There will be no best and final offer procedure. The County does reserve the right to contact an offer for clarification of its proposal.

**References**

BIDDER'S COMPANY NAME \_\_\_\_\_

Please list at least three (3) companies or public agencies for each of the scope of services identified in Sections 1.0 – 3.0.

NAME OF COMPANY

---

CONTACT PERSON

---

ADDRESS

---

TELEPHONE NO.

---

SCOPE of WORK

---

CONTRACT AMOUNT (\$)

---

DATE OF CONTRACT

---

NAME OF COMPANY

---

CONTACT PERSON

---

ADDRESS

---

TELEPHONE NO.

---

SCOPE of WORK

---

---

CONTRACT AMOUNT (\$)

---

DATE OF CONTRACT

---

NAME OF COMPANY

---

CONTACT PERSON

---

ADDRESS

---

TELEPHONE NO.

---

SCOPE of WORK

---

CONTRACT AMOUNT (\$)

---

DATE OF CONTRACT

---