



New Middle School & Administrative Offices
Ansonia Public Schools
Request for Qualifications (RFQ) for Architectural and Engineering Services

RFQ Issue Date: Wednesday, October 22, 2025
Statement of Qualification Due: Friday, November 7, 2025, no later than 4:00pm

Table of Contents

Introduction	3
Project Overview	3
Key Project Goals	3
Key Project Components	4
Project Budget	4
Project Schedule	5
Minimum and Preferred Qualifications	6
Project Estimates	6
Project Delivery Method	6
Scope of Design Services	6
Designer Selection Process	7
Review Process	7
Presentation and Interview of the Selected Firms	7
Instructions for Submissions of Design Service Qualifications	8
Submission Logistics	9
Contents of Written Qualifications	9
Response Instructions – Statement of Qualifications	11

Evaluation Criteria	13
Contract Terms	13
Appendix A – Insurance Limits	16
Appendix B – Background Disclosure Form	18
Appendix C – Legal Status Disclosure Form	20
Appendix D – Statement of References Form	24

Introduction

The City of Ansonia ("City") and the Ansonia School Building Commission (SBC) are seeking qualifications from experienced architectural and engineering (A/E) firms to provide comprehensive design services for the construction of a new middle school and administrative offices under the requirements of C.G.S. §10-287. The new middle school will replace the current middle school building that is over 85 years old and has significant physical deficiencies.

Voters approved a \$100 million bond for the new school, with an 87% state reimbursement rate for eligible costs, significantly reducing the financial burden on local taxpayers. A space waiver has also been approved under legislative action.

A 25-acre parcel of land on Pulaski Highway has been acquired for the project.

Project Overview

Based on the District's long range planning process, it was ultimately determined that building a new school on a larger site will allow the district to build a state-of-the-art building that meets the teaching and learning needs. Building on a larger site will also provide the necessary space for parking, bus and parent pick-up and drop-off, outdoor athletic facilities, and play areas. The larger site will also allow the district to construct a new central office space, which was identified as a need during Ansonia's Long Range Planning efforts. The project calls for a new, modern, and educationally sound facility that supports collaborative and interactive learning. The successful A/E firm will provide services covering all design phases, from schematic design through construction documents, and will also assist with submissions to the Office of Grants Administration (OGA).

Key Project Goals include

Goal 1: Incorporate innovative design that encourages creative thinking, provides access to new technologies and equipment to engage students and introduce new opportunities.

Goal 2: Create inclusive, inviting and comfortable environments that foster a positive climate and flexible methods of teaching and learning for all.

Goal 3: Create a welcoming neighborhood campus that accommodates a full range of indoor and outdoor extra-curricular and community use functions.

Goal 4: Zone the new facility by function to provide clear building organization and safe wayfinding to delineate between academic and gathering/community-use spaces.

Goal 5: Implement Net-Zero energy strategies to showcase Ansonia's commitment to sustainability and reduce operational costs; Include features designed under the WELL Initiative to create environments that promote the health and wellbeing of the building occupants.

Key project components

- **Building:** A new 132,457 square foot structure inclusive of the Middle School and Administrative Offices.
- **Education Design:** Flexible and adaptable learning spaces for core classrooms organized by grade and team, including integrated technology, science labs, and special education resource rooms.
- **Administrative Facilities:** Relocation and inclusion of the school district's administrative offices within the new building.
- **Site and Infrastructure:** 230 parking spaces, a 12-bus loop, and a designated student drop-off area.
- **Athletic Facilities:** Three playing fields (including an all-purpose field with a baseball diamond, a separate softball field, and a practice field), with the potential addition of a regulation track.
- **State Reimbursement:** Reimbursement rate of 87% with a full space waiver provided.

Project Budget

Middle School & Administrative Offices –

The Total Project Budget for the School is \$100 million. The Total Construction Budget for the School and Administration Offices is \$58 million, including escalation costs. The FF&E budget, which is separate from the Construction Budget, is \$7.6 million. The selected design team will be responsible for designing within these budgets.

The plans and estimates will be subject to review and approval by OGA.

Project Schedule

Occupancy is scheduled for the 2029-2030 academic school year. The contract documents must be completed, estimated, reviewed, approved, and ready for bidding by May 1, 2027. Construction is estimated to be 20 to 22 months. This includes third-party code reviews, structural peer review, sign-off by the local authorities having jurisdiction, approval by the Middle School Building Commission, Ansonia Board of Education, and ultimately the Office of Grants Administration.

Selection Dates

- Advertise RFQ October 22, 2025
- Virtual Tour of Property October 27, 2025 (3 p.m.)
https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGE3ZTE5MGYtMDlhMC00M2JhLTlmMDctNjNhNGE5Nzc0Zjdk%40thread.v2/0?context=%7b%22Tid%22%3a%22e36e2432-b327-457a-bb91-2c778cfcb631%22%2c%22Oid%22%3a%2217de40ae-677c-406d-a426-b3c9ba868a3e%22%7d
- Final Questions Due October 30, 2025
- Final Addendum Posted October 31, 2025
- Qualifications Due November 7, 2025
- Shortlisting of Firms November 12, 2025
- Issue RFP to shortlist firms November 13, 2025
- RFP Questions due December 1, 2025
- Addendum issued December 3, 2025
- Proposals Due December 10, 2025
- Interviews December 11, 2025
- Final Selection December 16, 2025

Note: Dates and times are subject to change.

Minimum and Preferred Qualifications

Project Estimates

The Designer is responsible for providing professional construction estimates in accordance with C.G.S. § 10-287c-21. The Ansonia School Building Commission may retain an independent professional estimator or assign this scope to a construction manager. The architect and its cost estimator will be required to attend, in person, three estimate reconciliation meetings and participate in follow-up value engineering meetings as necessary to reconcile the project back to the control budget.

Project Delivery Method

The design teams shall assume efforts to assist the construction with drafting of phasing plans, site plans, and traffic plans. This may also include effort associated with coordinating the phasing plans with the storm water management plan that will be required for the project.

Scope of Design Services

This firm will have the responsibility of providing comprehensive services through the firm's own capabilities and subconsultants as necessary. It should be noted that this project will not only require the disciplines traditionally included in architectural contracts, i.e. architectural, structural, mechanical and electrical, but also those associated with design of the site and building specialties of this project. Personnel with appropriate expertise will be required, including a civil engineer, landscape architect, surveyor and geotechnical engineer. Other areas of expertise such as cost estimating, code research, lighting design, acoustic analysis, and interior design as needed for the complete design of the project are also required. This expertise must be provided by in-house personnel or through engaging sub-consultants as part of basic design services.

The project shall be designed for the current state building and life safety codes as required by state law. The project shall also confirm the Connecticut High Performance Building requirements for which the design team is responsible for coordinating and managing.

The design team is responsible for preparing and submitting all documentation required to receive state and local permits as well as any variances that may

be required. This shall include, but not be limited to, building permits, local inland wetlands, local planning and zoning, review by any architectural review boards, general storm water permits, flood plain permits, variances, and other approvals necessary to proceed with the construction of the project.

The intent is to have a third-party code consultant review the plans and specifications on behalf of the local building inspector. The design team is responsible for responding to the comments generated by the third-party consultant as well as any comments generated by the local building official, fire marshal, health official and 504 (ADA) officer.

Designer Selection Process

Review Process

The School Building Commission will review the written qualifications and shortlist to no less than three firms to invite proposals from.

Presentation and Interview of Selected Firms

The School Building Commission will interview shortlisted firms. Key members of the proposed design teams are expected to participate in the interview/presentation including the Principal-in-Charge, Project Architect, Mechanical Designer, and/or other individuals proposed to play key roles in the planning and design of the project and that will likely be interfacing with school representatives during the duration of the Project Interviews/Presentation Evaluation Considerations

The following criteria, not listed in priority order, are likely to be considered in evaluating and selecting the design team after presentation interviews:

- Personal chemistry of design team members
- Project specific ideas and thoughts
- Sensitivity to the architecture of Madison and the adjacent neighborhood and buildings
- Clarity and method of presentation
- Comments on budget, cost control, and construction to execute the project
- Site knowledge, creativity and sensitivity

Although the School Building Commission plans to select the design firm through a "Quality Based Selection Process" not solely based on proposed fee, the selected firm's proposed fee will be examined to ensure its consistency with that of competing firms. If agreement upon a fee for services from the firm of first choice cannot be reached, the Owner may choose to engage an alternate firm. However, the City reserves the right to reject any and all proposals if it finds, in its sole judgment, that it would be in the best interests of the City to do so.

Instructions for Submissions of Design Service Qualifications

The City of Ansonia will evaluate all submissions based on a Qualifications Based Selection (QBS) procedure under the requirements of C.G.S. §10-287. The following criteria will be used to determine the most qualified firms:

- **Firm Experience:** Overall experience of the firm, particularly on similar K-12 educational and municipal projects. Firms shall have designed at least one public K-12 school within the last five years under the requirement of OGA (formerly OSCGR).
- **Key Personnel Qualifications:** Expertise and experience of the assigned project team.
- **Project Understanding:** Quality of the firm's proposed approach and demonstrated understanding of the project objectives and state requirements.
- **References:** Strength of references from past clients for similar projects.
- **Financial Stability:** The firm's resources and stability.

Submission Logistics

A total of 3 hard copies and one electronic copy of each firm's Qualifications must be received at the following location on or before 4:00 p.m. on October 30, 2025.

ATTN: Dr. Josh Stuart
School Building Commission
Ansonia City Hall
253 Main St
Ansonia, CT 06401

Questions regarding this request for qualifications should be directed to Mr. Josh Stuart Email: dr.shuart@gmail.com with copy to Charles Warrington, Director of Project Management for Colliers Project Leaders, Charles.warrington@collierseng.com. Questions must be submitted by Wednesday, October 29, by 4:00 p.m. A final addendum will be posted by Thursday, October 30, 2025 by 4:00 p.m.

All addenda will be posted to the CT DAS bidding portal and the city's procurement website (ENTER WEBSITE). Firms are responsible for checking and confirming addenda postings.

Contents of Written Qualifications

Care should be taken by the proposing firms to present a succinct but informative qualification. The following is a list of minimum information to be included in the written qualifications to be submitted:

1. **Initial Project Thoughts:** Present any initial thoughts and reactions you may have to this design commission if chosen. Specific design approaches, experience, and/or thoughts that your firm and team has in response to this project's challenges and opportunities are encouraged.
2. **Project Approach:** A management plan and detailed task schedule outlining the firm's intended approach to this project and an initial plan for working with the Building Commission to ensure a successful project should be presented.
3. Current Workload:
 - Name of project
 - Owner's Representative and telephone number

- Dollar value of the project
 - Design schedule
 - Completion date
 - Principal and Project Architect in charge
4. **Insurance:** List all insurance coverage currently carried by the firm including professional liability and general liability as a minimum. Required coverage is under review by the City. If additional information is necessary to be shared with the proposers, it will be issued via an addendum.

The City expects each respondent to meet at least the following minimum qualifications:

1. They have demonstrated experience as an architect in the completion of at least one (1) school construction project in Connecticut with a construction budget of at least \$50 million.
2. Preference will be given to demonstrated experience with providing such services in conjunction with new-school construction.
3. The Architectural firm must have demonstrated experience providing Architectural and Engineering Services to multiple public-school districts in Connecticut and provide references and contact information for these projects.
4. The firm must have demonstrated strong architectural and engineering skills, including but not limited to extensive construction experience, change order evaluation, critical path scheduling and budget oversight. The selected firm must demonstrate the ability to work collaboratively with municipalities, school boards, building Commissions, and construction managers.
5. The project will be subject to the requirements of the State of Connecticut Department of Administrative Services, Office of Grants Administration. Candidates shall demonstrate project experience working with DAS/OGA.
6. Provide a list of school districts and projects for which the firm has provided complete construction oversight. Include only current projects or projects completed within the last five (5) years. Include specific information on projects (i.e. description, size, value, schedule), organizational structure with owner and current owner references, project's budget at the start of the

project and completion of the project, and project's anticipated completion date at the start of the project and when the project was actually completed.

7. Describe experience with working with community and government on local and state level, particularly in the context of new school construction.
8. Indicate who will be providing mechanical, engineering, plumbing (MEP) knowledge, schedule and cost estimating capabilities if such services will be subcontracted.
9. Describe experience with defining and implementing The State of Connecticut High Performance Building Standards.
10. Demonstrate understanding and ability to meet architectural and engineering design goals set forth in this RFQ.
11. Describe experience working with "at risk" construction managers and guaranteed maximum price ("GMP") contracts and general contracting.
12. Describe experience working with commissioning agents and other consultants during design and construction activities, particularly new school design.

Response Instructions – Statement of Qualifications

The qualification statement must be organized in the following format and include the following information:

1. A Table of Contents, including clear identification of the material provided by section and number.
2. A cover letter containing the respondent's interest in providing the architectural and engineering services and any other information that would assist the City in making a selection:
3. The name, telephone number, and e-mail address of the person to be contacted for further information or clarification.
4. Company Information - The Company shall provide the following information:
 - a. Name of company and parent company, if any
 - b. Name of company's primary areas of service
 - c. Address of main office and office from which the project will be managed
 - d. Name, address and telephone number of the principal contact person to receive notifications and to reply to inquiries from the City
 - e. Date established
 - f. Legal form of ownership. If a corporation, where incorporated
5. Years of Services - How many years have you been engaged in Owner Representative services you provided under your present name?

6. Relevant Experience - Provide descriptions of similar projects for which you have provided these services. The description of each project should include pertinent information such as the project type, size and scope of work performed and any pertinent features.
7. Experience of Key Personnel - Provide a list of the key personnel to be assigned to this project and brief description of the work they will perform. The Project Executive and Project Manager each must provide evidence of at least ten (10) years of design experience. The location of the office to be used by key personnel listed shall be indicated. Resumes of the key personnel who will be directly involved in the project should be included. The resumes should be specific to the type of project and include at a minimum:
 - a. Current job title, responsibilities and type of work performed
 - b. Educational background, academic degrees and professional associations
 - c. Experience on projects similar to that described in this RFQ/RFP
8. Project Approach and Methodology - Provide a description of the proposed technical approach to the project, including the identification of any unusual circumstances or anticipated problems and proposed solutions. The information will be used by the City to assess the consultant's understanding of the project and its methodology.
9. References - List no less than three (3) client references for when services similar to this project are currently or have previously been provided, include for each client:
 - a. Name of Organization
 - b. Approximate gross cost of agreement
 - c. Date services started
 - d. Services provided
 - e. Owner, address and telephone number of contact person
10. Completion of Work - Have you ever failed to complete any work awarded to you? If so, where and why? Have you ever not met the completion date?
11. Contract Default - Have you ever defaulted on a contract? If so, where and why?
12. Litigation - Describe any pending litigation or other factors that could affect your organization's ability to perform this agreement.
13. Principal Membership - Names, titles, reporting relationships, background and experience of the principal members of your organization, including officers. Indicate which individuals are authorized to bind the organization in negotiations with the City.

Evaluation Criteria

The Commission will utilize the following criteria to evaluate each firm's Statement of Qualification. Failure to provide the requested information under Section VI may result in a lower rating.

1. Clarity of proposal
2. Technical competence
3. Experience designing Connecticut Educational (K-12) building projects
4. Awareness of environmental issues and constraints
5. Experience in working with and coordinating multiple agencies, architects, engineers and contractors
6. Past record of performance on local contracts with respect to such factors as schedule, cost control, work quality and cooperation with client
7. Knowledge of pertinent Federal, State and Local policies, procedures and regulations. Experience in working with and making applications to the State Department of Administrative Services Office of Grants Administration
8. Experience in LEED / High performance building projects and other sustainable technologies
9. Experience with renewable energy such as geothermal and solar.
10. Experience with work of similar size and scope
11. Organizational and team structure
12. Past performance data, including, but not limited to, adherence to project schedules and project budgets and the number of change orders for projects
13. The approach to the work required for the contract and documented contract oversight capabilities

Contract Terms

As a municipal agency of the State of Connecticut, the City will NOT defend, indemnify, or hold harmless the Successful Proposer.

1. COMPLIANCE WITH IMMIGRATION LAWS

The Successful Proposer shall defend, indemnify, and hold harmless the City, its employees, officers, officials, agents, volunteers and independent contractors, including any of the foregoing sued as individuals (collectively, the "City Indemnified Parties"), against any and all proceedings, suits, actions, claims, damages, injuries, awards, judgments, losses or expenses, including fines, penalties, punitive damages, attorney's fees and costs, brought or assessed against, or incurred by, the City Indemnified Parties related to or arising from the obligations under the Immigration Reform and Control Act ("IRCA") imposed upon the Successful Proposer or its subcontractor. The Successful Proposer shall also be required to pay any and all attorney's fees and costs incurred by the City Indemnified Parties in enforcing any of the Successful Proposer's obligations under this provision, whether or not a lawsuit or other proceeding is commenced, which obligations shall survive the termination or expiration of the contract.

2. ADVERTISING

The Successful Proposer shall not name the City in its advertising, news releases, or promotional efforts without the City's prior written approval.

If it chooses, the Successful Proposer may list the City in a Statement of References or similar document required as part of its response to a public procurement. The City's permission to the Successful Proposer to do so is not a statement about the quality of the Successful Proposer's work or the City's endorsement of the Successful Proposer.

3. W-9 FORM

The Successful Proposer must provide the City with a completed W-9 form before contract execution.

4. INSURANCE

The Successful Proposer shall maintain and keep in force, at its sole cost and expense, at least the insurance listed in the Insurance Requirements

that are a part of this RFQ.

5. WORKERS' COMPENSATION

Prior to contract execution, the City will require the Successful Proposer to provide a current statement from the State Treasurer that, to the best of the State Treasurer's knowledge and belief, as of the date of the statement, the Successful Proposer was not liable to the State for any workers' compensation payments made pursuant to Conn. Gen. Stat. § 31-355.

6. COMPLIANCE WITH LAWS

The Successful Proposer shall comply with all applicable laws, regulations, ordinances, codes and orders of the United States, the State of Connecticut and the City related to its proposal and the performance of the work described in the contract.

7. LICENSES AND PERMITS

The Successful Proposer certifies that, throughout the contract term, it shall have and provide proof of all approvals, permits and licenses required by the City and/or any state or federal authority. The Successful Proposer shall immediately and in writing notify the City of the loss or suspension of any such approval, permit or license.

8. AMENDMENTS

The contract may not be altered or amended except by the written agreement of both parties.

Appendix A

The Successful Proposer shall agree to maintain in force at all times during which services are to be performed the following coverages placed with company(ies) licensed by the State of Connecticut that have at least an "A-" VIII policyholders rating according to Best Publication's latest edition Key Rating Guide.

		(Minimum Limits)
General Liability*	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations	\$2,000,000
	Aggregate	
Auto Liability*	Combined Single Limit	
	Each Accident	\$1,000,000
Professional Liability	Each Claim or Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Umbrella* (Excess Liability)	Each Occurrence	\$5,000,000
	Aggregate	\$5,000,000

* "The Town of Madison" shall be named as "Additional Insured". Coverage is to be provided on a primary, noncontributory basis.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of the contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and WC Statutory Limits

Employers' Liability

EL Each Accident \$100,000
EL Disease Each Employee \$100,000
EL Disease Policy Limit \$500,000

Original, completed Certificates of Insurance must be presented to the Town prior to purchase order/contract issuance. The Successful Proposer agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of any policy. Should any of the above-described policies be cancelled before the expiration date, written notice must be given to the Town 30 days prior to

cancellation.

Appendix B

BACKGROUND DISCLOSURE FORM

RESPONDENT'S FULL LEGAL NAME: _____

REQUIRED DISCLOSURES

1. Exceptions to the RFQ

_____ This response does not take exception to any requirement of the RFQ, including but not only any of the Contract Terms set forth in Section VII.

OR

_____ This response takes exception(s) to certain of the RFQ requirements, including but not only the following Contract Terms set forth in Section VII. **Attached is a sheet fully describing each such exception.**

2. State Debarment List

Is the respondent on the State of Connecticut's Debarment List?

_____ Yes
_____ No

3. Occupational Safety and Health Law Violations

Has the respondent or any firm, corporation, partnership or association in which it has an interest (1) been cited for three (3) or more willful or serious violations of any occupational safety and health act or of any standard, order or regulation promulgated pursuant to such act, during the three- year period preceding the submission (provided such violations were cited in accordance with the provisions of any state occupational safety and health act or the Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction) or (2) received one or more criminal convictions related to the injury or death of any employee in the three-year

period preceding the response?

_____ Yes
_____ No

If "yes," attach a sheet fully describing each such matter.

4. Arbitration/Litigation

Has either the respondent or any of its principals (regardless of place of employment) been involved for the most recent ten (10) years in any resolved or pending arbitration or litigation?

_____ Yes
_____ No

If "yes," attach a sheet fully describing each such matter.

5. Criminal Proceedings

Has the respondent or any of its principals (regardless of place of employment) ever been the subject of any criminal proceedings?

_____ Yes
_____ No

If "yes," attach a sheet fully describing each such matter.

6. Ethics and Offenses in Public Projects or Contracts

Has either the respondent or any of its principals (regardless of place of employment) ever been found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of proposals or bids or the performance of work on public works projects or contracts?

_____ Yes
_____ No

If "yes," attach a sheet fully describing each such matter.

PRINT NAME

Signature

Date _____

Appendix C

LEGAL STATUS DISCLOSURE FORM

Please fully complete the applicable section below, attaching a separate sheet if you need additional space.

For purposes of this disclosure, "permanent place of business" means an office continuously maintained, occupied and used by the respondent's regular employees regularly in attendance to carry on the respondent's business in the respondent's own name. An office maintained, occupied and used by a respondent only for the duration of a contract will not be considered a permanent place of business. An office maintained, occupied and used by a person affiliated with a respondent will not be considered a permanent place of business of the respondent.

IF A SOLELY OWNED BUSINESS:

Respondent's Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner's Full Legal Name _____

Number of years engaged in business under sole proprietor or trade name _____

Does the respondent have a "permanent place of business" in Connecticut, as defined above? _____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

IF A CORPORATION:

Respondent's Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner's Full Legal Name _____

Number of years engaged in business _____

Names of Current Officers

President

Secretary

Chief Financial Officer

Does the respondent have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

IF A LIMITED LIABILITY COMPANY:

Respondent's	Full	Legal	Name
_____	Street		Address

_____	Mailing Address (if different from Street Address)	_____	Owner's	Full	Legal	Name
-------	--	-------	---------	------	-------	------

_____ Number of years engaged in business

_____ Names of Current Manager(s) and Member(s)

_____	Name & Title (if any)	_____	Residential Address (street only)
_____	Name & Title (if any)	_____	Residential Address (street only)
_____	Name & Title (if any)	_____	Residential Address (street only)
_____	Name & Title (if any)	_____	Residential Address (street only)

Does the respondent have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

IF A PARTNERSHIP:

Respondent's Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address)_____

Owner's Full Legal Name _____

Number of years engaged in business_____

Names of Current Partners_____

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Does the respondent have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

Respondent's Full Legal

Name (print)
Name and Title of Respondent's
Authorized Representative

(signature)
Respondent's Representative, Duly

Authorized Date

END OF LEGAL STATUS DISCLOSURE FORM

Appendix D

STATEMENT OF REFERENCES FORM

Provide at least three (3) references:

1. BUSINESS NAME _____
ADDRESS _____ CITY,
STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION _____

2. BUSINESS NAME _____
ADDRESS _____ CITY,
STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION _____

3. BUSINESS NAME _____
ADDRESS _____ CITY,
STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION _____

END OF STATEMENT OF REFERENCES FORM