



City of Oxnard

Request for Proposal (RFP)

Mandalay Bay Seawall Repair Feasibility Study and
Construction Documentation for 3900-3966 West
Hemlock Street

Bid Close Date: November 6, 2018
by 2:00 p.m. PT

Purchasing Division
300 West Third Street
Oxnard, CA 93030
(805) 385-7538

Solicitation opportunities: <https://www.oxnard.org/rfps-and-rfqs/>
City Website: <https://www.oxnard.org/>

TABLE OF CONTENTS

- A. SOLICITATION INTRODUCTION**
- 1.0 Proposed Timeline
 - 2.0 Period of Performance
 - 3.0 Introduction
 - 4.0 Background of the City of Oxnard
 - 5.0 Project Description
 - 6.0 Scope of Work
- B. PROPOSAL GUIDELINES**
- Tab A – Proposal Checklist
 - Tab B – Company Profile/ Experience
 - Tab C – Acknowledgement
 - Tab D – Scope of Services
 - Tab E – References
 - Tab F – Cost/Budget Narrative
 - Tab G – Bidder Attachment

Attention Bidders: please complete this document and upload as part of your bid response.

1. TIMELINE OF EVENTS

Proposers will be responsible to carefully examine the requirements contained herein.

Proposed Timeline

DATE	ACTIVITY
October 10, 2018	Release of Solicitation
October 23, 2018 Time: 10:30 am	Non-Mandatory Bidders Meeting City of Oxnard Council Chambers 305 West 3rd St., Oxnard
October 30, 2018	Last day for Questions by Bidders
November 6, 2018	Submission of the Proposal is due to the City of Oxnard Purchasing Division by <u>2:00 p.m.</u>
November 2018	Review of Proposals
November 2018	Interview with the selected top finalists
December 2018	Meeting with Selected Firm
December 2018	Agreement Development/Negotiations
January 2019	City Council approval
January 2019	Contracted work begins

The above dates are tentative and are subject to change as necessary.

2.0 PERIOD OF PERFORMANCE

The period of performance anticipated for this solicitation and shall be for one (1) year, effective upon signature of an Agreement by both parties, unless terminated earlier. This annual renewal shall be based on mutually acceptable services, cost adjustments, and the City requirements and there is no obligation by the City to purchase any specified amount of goods or services.

3.0 INTRODUCTION

The City of Oxnard Public Works Department is requesting a proposal from qualified firms to provide Engineering services as described in Sections 5 & 6. These firms will be contracted to provide engineering design, review and project documentation as well as drawing preparation services as required by the project description.

The City of Oxnard Public Works Department is also soliciting professional engineering services to provide a feasibility study of steel sheet pile design and structural engineering services for the repair of existing Boise type seawalls in the location of addresses 3900 – 3966 West Hemlock Street within the City of Oxnard using steel sheet piles. The contract will consist of the following phases:

Phase 1 – Feasibility Study of Steel Sheet Pile Design

Phase 2 – Construction Documentation for 3900-3966 West Hemlock Street

The City of Oxnard is hereinafter referred to as "City". The firm with professional Engineering services is hereinafter referred to as "Consultant".

4.0 BACKGROUND

Oxnard, a vibrant and growing community of approximately 200,000 people, is located on the beautiful Southern California coast and is the largest and most populous city in the County of Ventura. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Oxnard is a full-service city. Incorporated as a general law city in 1903, Oxnard operates under the council-manager form of government. The governing body, the City Council, is composed of five (5) members.

This city by the Pacific Ocean is an ideal place to raise a family; Oxnard residents enjoy a spirit of community pride. With its attractive residential areas located among tree-lined streets, parks and beaches, Oxnard provides a wide variety of housing choices.

Mandalay Bay is located in the southwest section of the City of Oxnard. Mandalay Bay is a residential waterfront development including properties adjacent to navigable waterways connected to Channel Islands Harbor. Initial construction of single family homes and townhouses took place between 1968 and 1973. In 1970, the City Council of the City of Oxnard formed a Waterway Maintenance Assessment District for the Mandalay Bay, known as Zone 1.

Zone 1 consists of 743 single family homes and 37 parcels designated as parks. Zone 1 is represented by the Channel Islands Waterfront Homeowners Association (CIWHA).

In 2011, TranSystems Corporation conducted Phase A – Preliminary Investigation of the Mandalay Bay Seawall conditions. Phase A consisted of a rapid reconnaissance of the seawall conditions, both above and underwater and a sampling of the vast range of wall conditions using visual examination, tie-rod excavation, wall core sample testing, and nondestructive testing (NDT) methods. The goal of the Phase A work was to identify the areas of structural concern, define the deterioration mechanisms at work, determine which testing methods were achieving efficient and useful data, and make recommendations for a future in-depth investigation.

In 2012, TranSystems performed Phase B – Strategic Investigation of the community, which includes 7 miles of seawalls. Phase B involved an underwater condition assessment, above water visual assessment, non-destructive testing (NDT), destructive testing and sampling, geotechnical investigation, wall stability analysis, and a report prioritizing repairs over the next 25 years including budgetary cost estimates. Phase B was a strategic investigation approach of sampling seawall conditions which collected adequate data for the engineering assessment of all seawall exposure segments but did not include evaluation of each individual property.

TranSystems then rated the overall condition of each seawall segment and identified the highest priority segments for repair. A rating scale of 1 to 5 was used to prioritize repairs and estimate remaining service life for individual wall segments, panels and pilasters as well as the larger seawall exposure segments. The rating scale is as follows (note that 1/2 point ratings were also assigned to further differentiate the condition of structural elements, i.e. Class 3.5, when the Engineers thought they would assist the prioritization of work in such a large community):

Class 1: Good Class 2: Fair Class 3: Fair / Poor Class 4: Poor Class 5: Severe

In 2017, TranSystems prepared Phase C – Project Timeline, which is a community wide repair scheduling with project costs and timelines for all anticipated work on the Mandalay Bay Waterways over the next 25 years (2019 – 2043).

Phase C – Project Timeline consists of separating all anticipated seawall repairs into prioritized specific projects with associated schedules and estimated budgets. Schedules and budgets were created for two scenarios: A) an idealized accelerated schedule where projects are completed as soon as recommended in order to reduce the overall cost and extent of repairs and B) a schedule based on yearly funding of approximately \$3.6 million but carrying the increased risk of localized wall failures and subsequent emergency repairs which have associated costs far higher than the preventative repairs of Scenario A. TranSystems also identified and provided budgetary cost estimates for major recurring maintenance items.

There are two types of seawalls: the “Boise” wall in the eastern part of the development and the “Zurn” wall in the western portion. Together the seawalls are more than 7 miles long. The Boise system consists of restrained precast concrete panels held in place by precast concrete “T” shaped pilasters, which are anchored to a cast-in-place concrete footing. The footing is supported by a single row of battered timber piles spaced at 7.5’ on center. Horizontal steel tie- rods connect the pilasters to a continuous cast-in-place concrete deadman 21’ behind the dry side of

the wall. The pilasters and tie-rods are spaced at approximately 11' on center. The wall panels are approximately 10' tall and 8" thick. There are two 2" diameter weep holes per panel located 2'-3" above the top of the 3' wide and 2' deep footing.

The Consultant is invited to submit a written SOQ for the services as further described in the following sections. The City is also requesting an RFP that is focused solely on a feasibility study of the Mandalay Bay Seawalls Repair and the Construction Documentation for the selected repair method in front of a Boise type seawall along the West Hemlock Street properties between 3900 and 3966 West Hemlock Street.

5.0 PROJECT DESCRIPTION

The City of Oxnard is in the planning stage for the construction of 370 linear feet of an anchored steel sheet pile system along the existing seawall at the West Hemlock Street properties (3900-3966). The project proposal should include the assessment of drilled-hole passive soil anchors, and the incidental work needed to remove, store and replace portions of the nine dock platforms that are presently fixed to the existing seawall. The proposed wall is to be designed to be installed immediately in front of the existing wall and account for the existing 30' battered timber piles spaced at 7.5' on center along the seawall. The existing concrete panel seawall and tieback system are to remain in place.

Tab A – Proposal Checklist

Instructions:

- a) This section must be filled in and each item checked off to ensure all items requested by the City in this solicitation have been submitted.
- b) Follow the instructions in each section of this solicitation.
- c) Present all requested items in the index tabs ordered A through H as shown.
- d) Label each item presented and include additional items on your Table of Contents.
- e) All proposals must include a detailed description of each proposed service to be provided.
- f) Bidders that do not follow the bid instructions found in the separate document titled “**Terms and Conditions**”, may be found to be “non-responsive” and disqualified from the bid process.

Name of Company:

Service to provide:

Main Point of Contact:

E-mail:

Phone:

Tab A Proposal Submission Checklist

General Bidder Information

Please provide one copy of the following items in your proposal. Indicate the page number where the item is located.

	Page Number
<input type="checkbox"/> Tab A: Proposal Checklist (<i>this page</i>)	_____
<input type="checkbox"/> Tab B: Company Profile/ Experience	_____
<input type="checkbox"/> Tab C: Acknowledgements	_____
<input type="checkbox"/> Tab D: Scope of Services	_____
<input type="checkbox"/> Tab E: References	_____
<input type="checkbox"/> Tab F: Cost/Budget Narrative	_____
<input type="checkbox"/> Tab G: Bidder Attachment	_____
<input type="checkbox"/> Tab H: Certification	_____

Tab B - Company Profile/Experience

This section of the proposal is designed to establish the bidder as an entity with the ability and experience to operate the program as specified in the RFP. The Company Profile should be concise and clear, including descriptive information regarding service delivery. The following information must be provided as follows:

1. Business name and legal business status (i.e. partnership, corporation, etc.).

BIDDER'S RESPONSE:

2. Company overview and disclosure of services or activities performed, including:

- a. The City of Oxnard is a public agency with a City Council composed of elected officials. The elected officials are restricted from voting on any action concerning a contract whose owners have made a campaign contribution of \$250 or more in the previous 12 months. To assist them in their decision making process, please indicate the owners of the company and if any contributions were made to the Elected Officials.
- b. Company hierarchy (President, Vice President, Company Officers, etc.) and an organizational chart. The organizational chart shall clearly identify all staff members that will provide services under this contract.
- c. The number of years in business under the present business name, as well as prior business names, and the number of years of experience providing the proposed, equivalent or related services.
- d. Location of the office from which the work under this contract will be provided and the staff allocation at that office.

a. ***BIDDER'S RESPONSE:***

b. ***BIDDER'S RESPONSE:***

c. ***BIDDER'S RESPONSE:***

d. ***BIDDER'S RESPONSE:***

3. Provide any financial interests in any other business. Individuals who are personally performing the contracted services and governmental agencies are exempt from this requirement. If exempt, please indicate with an "N/A" in the box below.

BIDDER'S RESPONSE:

4. An explanation of any litigation involving the Bidder or any principal officers thereof in connection with any contract. Is your firm, or the principals associated with your firm, under investigation, being sued, suing, or affiliated in any lawsuit or alternative dispute resolution with any governmental agency? If so, please provide details.

BIDDER'S RESPONSE:

5. List the members of your organization who are authorized to negotiate the Agreement.

BIDDER'S RESPONSE:

6. **Credentials/Resumes/Certifications/Licenses:**

This section shall state all employees/subcontractors responsible for administering or providing services. Provide a summary list of the organizational personnel that will actively participate and contribute their skills to this project. Include in this list the individual's name, job title, work location and relevant experience in projects of similar size and complexity. (Responses may be one page per individual.)

Bidder shall specifically provide the following information on all employees to be providing services related to this RFP:

- a. Position Title
- b. Current Responsibilities
- c. Qualifications/Experiences
- d. Education
- e. Certifications/licenses, if applicable
- f. List other pertinent information that will assist in evaluating Bidder's qualifications.

a. **BIDDER'S RESPONSE:**

b. **BIDDER'S RESPONSE:**

c. **BIDDER'S RESPONSE:**

d. **BIDDER'S RESPONSE:**

e. **BIDDER'S RESPONSE:**

f. **BIDDER'S RESPONSE:**

Bidder can add as many sections to this bid response box as they need to state all employees providing services.

Tab C - Acknowledgement

1. Clarifications, Exceptions, or Deviations

All Bidder(s) shall describe any exception or deviation from the requirements of the RFP. Each clarification, exception, or deviation must be clearly identified. If your company/firm/sole proprietorship have no clarifications, exceptions, or deviations, a statement to that effect shall be included in this section. The sample service agreement is a separate attachment discussed in the RFP labeled "Sample Agreement" and "Bidder Terms and Conditions" document located on the Public Purchase website and incorporated herein by this reference.

The following contractual terms are **non-negotiable**:

- a. Termination
- b. Indemnification
- c. Limitation of Liability
- d. Insurance
- e. Conflict of Interest
- f. Governing Law
- g. Assignability of Agreement

Do you have any other exceptions/deviations? If so, please identify the exception and provide an explanation:

BIDDER'S RESPONSE:

2. Evidence of Insurability/Business Licenses

All Bidder(s) shall submit evidence of all required insurance. If awarded the contract the Bidder has ten (10) calendar days to produce the required insurances, including a certified endorsement naming the City as additionally insured. The Bidder shall certify to the possession of any and all current required licenses or certifications. Bidder must provide a copy of current business license or other applicable licenses.

3. Transition (If applicable)

Upon expiration or termination of this Agreement for any reason, during the transition close-out period the Contractor agrees to:

- a. Continue delivering services until notified otherwise; and
- b. Assist the City in the orderly transition and transfer of all collaborations and committees to the City and the subsequent Contractor(s); and

- c. Provide, in a timely manner, all file and information deemed necessary by the City for use in subsequent contracting activities without additional cost to the City or the new Contractor(s), upon termination or expiration of this Agreement for any reason; and
- d. Cooperate with the City during a transition close-out period to ensure orderly and seamless delivery of services to the City.

Tab D - Scope of Services

This RFP has a space provided under each question the City has of the Bidder. This RFP is available for electronic download at www.publicpurchase.com.

1.0 SCOPE OF WORK

1.1 The Consultant is asked to provide the City with a detailed proposal concerning the Consultant's proposed approach to evaluating the steel sheet pile design feasibility and the effort required to complete the construction documentation.

1.2 The Scope of Work shall consist of, but not be limited to, the following:

Overall Objectives:

- a) Provide a detailed work plan and project schedule using Microsoft Project for each phase;
- b) Prepare and distribute meeting minutes for every meeting including conference calls;
- c) Schedule meetings as necessary during review;
- d) Prepare a final report which will include the findings of the feasibility study regarding the proposed steel sheet pile system including engineer's cost estimates for the proposed repairs; and
- e) Prepare Construction Documents and obtain all necessary permits.

Tasks:

1.3 Phase 1 – Feasibility Study of Steel Sheet Pile Design

- a) The Consultant will conduct a Phase 1 initiation conference with the City of Oxnard and the Consultant's design engineer to discuss and confirm the project approach. The Consultant will provide engineering services to the City of Oxnard to determine if the installation of a steel sheet pile system in front of the existing Zurn and Boise type seawalls in Mandalay Bay is a viable solution. The deliverable for Phase 1 will be a final report which identifies how the steel sheet pile system design viability was assessed, the findings of the assessment and an engineer's estimate of the cost for the proposed repairs for each wall type.
- b) Additionally, the Consultant will provide a value engineering review at the 60% study milestone of the project. The purpose of this review is to evaluate preliminary study findings to determine whether the City's functional objectives can be met more cost effectively through a different design approach. A value engineering review and the investigation the details of the various infrastructure/building systems can help identify design problems. A formal report will be prepared and submitted to the City of Oxnard. Specifically, the review includes:
 - i. The identification of the best functional balance between cost, reliability, and performance of the project, while meeting the objectives of the City;

- ii. The evaluation of infrastructure/building details for practicality and efficiency of design.

1.4 Phase 2 – Construction Documentation

- a) The Consultant will conduct a Phase 2 initiation conference with the City of Oxnard, and the Consultant's design engineer to discuss and confirm the project approach. The Consultant will provide engineering services to the City of Oxnard to finalize the Phase 1 design concept, produce seawall repair system specifications, and determine installation methodologies. The Consultant will prepare and provide Drawings, Shop Drawings and Specifications as necessary. The design concepts from Phase 1 will be modified as necessary to comply with regulatory permit conditions and to obtain City of Oxnard acceptance prior to incorporation into the final Construction Documents. The Drawings, Shop Drawings and/or Specifications will address structural, civil, geotechnical, and any other disciplines necessary for the design and installation of the steel sheet pile system.
- b) Additionally, the Consultant will provide a constructability review during the 60% design phase of the project utilizing both engineers and construction personnel. The purpose of this review is to evaluate existing drawings and preliminary construction specifications, to determine whether proposed project details will create construction problems in the field and to determine whether the City's functional objectives can be met more cost effectively through a different construction approach. A constructability review and investigation of the details of the various infrastructure/building systems can help prevent major delays and expenses due to faulty construction sequencing, incomplete purchasing procedures, and design problems. A formal report will be prepared and submitted to the City of Oxnard. Specifically, the review includes:
 - i. The identification of the best functional balance between cost, reliability, and performance of the project, while meeting the objectives of the City;
 - ii. The evaluation of specific infrastructure/building details for practicality and efficiency of design;
 - iii. The technical review of details and infrastructure/building systems to clarify the sequence of construction and the impact of design tolerances.

1.5 Time Schedule

The Consultant is to complete Phase 1 within three (3) months of acceptance. Phase 2 is to be completed within six (6) months after Phase 1 is completed. The Consultant will prepare and submit copies of the draft drawings and technical specifications for City of Oxnard review and comment at the 30%, 60% and 90% completion levels.

1.6 Proposal Requirements

The Consultant is asked to include the following information in the proposal to be submitted:

- a) A description of the Consultant's firm, organizational structure, location of principal offices, location of the office that would manage this project, number of professional personnel, and other pertinent information shall be included. If the Consultant plans to joint-venture, or to use the services of other consultants or individuals outside of his/her firm, a description and the qualifications of other individuals who will be involved should be included;
- b) List of similar projects successfully accomplished with a sample provided;
- c) List of references that can be contacted;
- d) Include the current name, title, and address of the individual in your firm with the authority to negotiate contracts with the City; and
- e) State the total timeframe proposed to complete each phase of the project. The time required to complete each task identified in the consultant's statement of work shall also be presented.

1.7 Resource Documents

- a) TranSystems Phase A – Preliminary Investigation. Please refer to Attachment A
- b) TranSystems Phase B – Strategic Investigation. Please refer to Attachment B
- c) TranSystems Phase C – Project Timeline. Please refer to Attachment C

1.8 City's Selection Criteria

The following is a partial list of the City's criteria for the selection of a Consultant for the Mandalay Bay (3900-3966 West Hemlock Street) Seawall Repair Feasibility Study and Construction Documentation:

- a) Understanding seawall repair in general and the requirements of the proposed project;
- b) Competence, technical ability, and experience of identified Consultant personnel;
- c) Quality of Consultant's related work experience;
- d) Familiarity with coastal seawall repairs;
- e) Willingness and demonstrated ability to meet deadlines; and
- f) Responsiveness to requirements, terms, and conditions of the Request for Proposal.

1.9 Limitations

- a) All reports and pertinent data or materials shall become the sole property of the City and may not be reproduced without the explicit written permission of the City.
- b) No compilation, tabulation, syntheses or analysis of data, nor definition, opinions, etc. should be anticipated by the Consultant from the City, unless volunteered by a responsible official in that agency. Good business practice, such as formal letters of request, and making of appointments, should be followed.
- c) The Request for Proposal does not commit the City to award a contract, to pay any costs incurred in preparation of the proposal or to procure or contract for services or

supplies. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety this Request for Proposals, if it is in the best interests of the City to do so. The City may require the Consultant selected to participate in negotiations, and to submit such price, technical, or other revisions of their proposals as may result from such negotiations.

Tab E - References

All Bidder(s) must include present and past performance information with a minimum of three (3) references of recent similar projects. References cannot include City staff as a reference. However, references can include other governmental agencies. Please verify that all reference information is correct.

Reference 1	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

Reference 2	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

Reference 3	
Company name:	
Address:	
Contact person:	
Email address:	

Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

1. Provide a list of contracts that your company has been awarded during the last three (3) years, showing year, type of services, dollar amounts of services provided, location, contracting company, contact name, and phone number.

BIDDER'S RESPONSE:

2. Provide details of any failure or refusal to complete a contract. If none, that must be stated.

BIDDER'S RESPONSE:

Tab F - Cost Proposal/Budget Narrative

In this section, please complete and include this Cost Proposal. The Cost Proposal shall contain all of the cost components including direct, indirect costs, and fees. The City reserves the right to negotiate final fees with the selected Contractor(s). Proposals must fully describe all costs of charges to the City as part of this service/project. As stated in the Cost Proposal, Bidders must provide fully inclusive blended rates, which are all-encompassing of the Bidder's project-related or supported expenses, including travel expenses. Bidders may also include any other documents as information to further explain the proposed costs.

Method of payment. Payment by the City for the services will be made only after the services have been performed and an invoice is submitted. The invoice should specifically describe the services performed, the name(s) of the personnel performing such services, hours provided for the service at the hourly rate quoted in this proposal. The appropriate City representative must approve the invoice. The City will make payment on a monthly basis, thirty (30) days after receipt of the invoice.

Cost proposals should be segregated between the two phases, and have one total amount for the work to be completed under one contract.

Tab G - Bidder Attachment

Any response that Bidders are finding difficulty pasting into the “Bidders Response” boxes in any section of the RFP, bidders shall paste in Tab G. When pasting attachments to Tab G, label the attachments “Attachment 1”, Attachment 2” and so forth. Enter the corresponding “Attachment Number” into the Bidder’s Response box as the example shows below:

Below is an example:

Tab C - Company Profile

This section of the proposal is designed to establish the bidder as an entity with the ability and experience to operate the program as specified in the RFP. The Company Profile should be concise and clear, and include descriptive information regarding service delivery. The following information must be provided as follows:

1. Business name and legal business status (i.e. partnership, corporation, etc.)

BIDDER’S RESPONSE: Located in “Attachment 1”

2. Proof of non-profit status, if applicable

BIDDER’S RESPONSE: Located in “Attachment 2”

Tab G - Any response that Bidders are finding difficulty pasting into the “Bidders Response” boxes in any section of the RFP, bidders shall paste in Tab I. When pasting attachments to Tab G, label the attachments “Attachment 1”, Attachment 2” and so forth. Enter the corresponding Attachment Number into the Bidder’s Response box with the words “See Tab G.” List all attachments with an index tab.

List all attachments included in this Section. Please use additional pages to list attachments if necessary.

Attachment Number	Document Title	Page Number
Attachment 1	_____	_____
Attachment 2	_____	_____
Attachment 3	_____	_____
Attachment 4	_____	_____
Attachment 5	_____	_____
Attachment 6	_____	_____
Attachment 7	_____	_____
Attachment 8	_____	_____

Tab H - Certification

I, the undersigned, certify and declare I have read and know the contents of the proposal the proposer listed below is submitting to the City of Oxnard (“City”). I certify under penalty of perjury that the preparer(s) of this proposal has/have provided only complete and truthful information to the City in this proposal. I understand that any misrepresentations or material omissions within this proposal will be grounds for potentially disqualifying the proposer or not awarding the contract to the proposer. Additionally, any misrepresentations or material omissions within this proposal are considered breaches of the contract (should the proposer be awarded that contract); the City shall have the right to terminate the contract immediately without consequences, and the City retains all other legal rights available to the City for breach of contract.

I, the undersigned, hereby give permission to the City and its employees and agents to contact references—including those references’ officials, employees, and agents (collectively, “References”)—of the proposer and its officers, managers, members, general partners, limited partners, or other owners of at least ten percent (10%) of the business, or if the business is a corporation or s-corporation, of its stock (collectively, “Owners”), and request information from other clients—including those clients’ officials, employees and agents (collectively, “Other Clients”). I further give permission for the City to review any criminal records of the Owners and obtain public records regarding the Owners, such as records of arrests, indictments, convictions, civil judicial actions, tax liens, and outstanding judgments. I have authority to waive, and I do waive, any and all rights and claims by the proposer, the Owners, and all of their heirs and assigns against the City and its officials, employees and agents, the References, and the Other Clients regarding any actions taken pursuant to, related to or incidental to, the authorization given in this paragraph. Furthermore, I agree that the City and its officers, employees and agents may but have no obligation to share any such information.

I am executing this proposal on behalf of the proposer. I warrant and represent under penalty of perjury that I have the authority to execute this proposal on behalf of the proposer and I have the authority to bind the proposer to the answers provided in this proposal. If any information provided herein becomes inaccurate, I will immediately notify the City and provide updated accurate information in writing, under penalty of perjury.

Date: _____ Proposer’s Name _____

Name, Title and Signature _____

Name, Title and Signature _____

The City requires the following: for a corporation or s-corporation, two signatures: (1) the Board President, CEO or Vice President, and (2) the Board Secretary, Assistant Secretary, CFO or Assistant Treasurer; for an LLC, two signatures, both of whom must be managers of the LLC; and for a partnership or limited partnership, the signatures of all partners. If your entity has a different structure, or if the above-listed persons are not the appropriate signers, submit to the City Attorney legally-binding documentation stating who can sign and bind the proposer.