

CONTRACT FOR THE PROCUREMENT
OF
GOODS AND SERVICES

**Service: Consulting Engineer Services for Planning Board,
Zoning Board of Appeals, Conservation Commission
and as otherwise needed**

Vendor: Chessia Consulting Services, LLC

Contract # 15-PB-02

August 2014



**Town of Scituate, Massachusetts
600 Chief Justice Cushing Highway
Scituate, MA 02066
www.scituatema.gov**

Town of Scituate
600 Chief Justice Cushing Highway
Scituate, Massachusetts 02066

H: CONTRACT-STANDARD CONTRACT

TOWN OF SCITUATE, MASSACHUSETTS
Contract Documents for the Procurement of Goods and Services

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AGREEMENT

The following provisions shall constitute an Agreement between the Town of Scituate, acting by and through its Town Administrator and/or Board of Selectmen, hereinafter referred to as "Town", and Chessia Consulting Services, LLC with an address of P.O. Box 724, Norwell, MA 02061 hereinafter referred to as "Contractor", effective August 1, 2014 through July 31, 2015. This contract may be renewed for two additional years in one-year increments, with the agreement of both parties. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work in accordance with the specifications contained in Attachment A - Scope of Services: _____ see attached.

ARTICLE 2: TIME OF PERFORMANCE:

The contractor shall complete all work and services required on or before as required by the Town, generally one week prior to Board meetings or as otherwise requested. If completion is not achieved by said date, the Contractor shall be liable to the Town for liquidated damages in the amount of N/A per calendar day. This contract shall terminate July 31, 2015.

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above, the contract sum of as per detailed invoices submitted to the Town for engineering review and inspection services for private development projects, based on the rates shown in the attached Cost Proposal, up to a total amount not to exceed \$25,000.00 in accordance with the provisions of the specifications, or as set forth in an attachment hereto in Attachment B, the price proposal.

ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.
4. The contract may be terminated for convenience by the Town.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall, to the maximum extent permitted by law, indemnify and save harmless the Town of Scituate, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) that may arise out of or in connection with the work and/or service being performed or to be performed by the Contractor, its employees, agents, or subcontractors. The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further agrees to reimburse the Town of Scituate for damage to its property caused by the contractor, its employees,

agents, subcontractors or materials. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor shall indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement.

ARTICLE 7: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds. The contractor shall be obligated to provide services hereunder, only to the extent that said funds are available.

ARTICLE 8: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 9: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

ARTICLE 10: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. Additionally, all amendments and changes shall be approved by the Finance Director/Town Accountant prior to execution by the awarding authority. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

ARTICLE 11: INSURANCE:

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

General Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$1,000,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Automobile Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$1,000,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Workers' Compensation Insurance as required by law

Coverage for all employees in accordance with Massachusetts General Laws

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty day notice of cancellation to the Town.

CERTIFICATION AS TO PAYMENT OF STATE TAXES

Pursuant to M.G.L.v.62C, S49A, I certify under the penalties of perjury that the Contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Chessia Consulting Services, LLC

20-4967048
Social Security Number or
Federal Identification Number

John C Chessia member
Signature of Individual or
Corporate Name

By: _____
Corporate Officer
(If applicable)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CONTRACTOR

by *John C Chessia*
John C. Chessia, member
Printed Name and Title

TOWN of SCITUATE

Awarding Authority Authorization:
AG Barger
by its Town Administrator, Patricia A. Vinchesi
Acting AG Barger
and/or by its Board of Selectmen:

TOWN OF SCITUATE

Department Authorization:

Department Acct # for Appropriation

by its Department Head

Procurement Compliance:

by its Procurement Manager

Certification as to Availability of Funds:

by its Finance Director/Town Accountant

CERTIFICATE OF VOTE
(Corporations only should complete this form)

At a duly authorized meeting of the Board of Directors of the

_____ held on _____ it was VOTED that
(Name of Corporation) (Date)

(Name) (Officer)

of this company, be and hereby is authorized to execute contracts and bonds in the name and on behalf of said company, and affix its corporate seal hereto; and such execution of any contract or obligation in this company's name on its behalf by such officer under seal of the company, shall be valid and binding upon this company.

I hereby certify that I am the clerk of the above named corporation and that _____ is the duly elected officer as above of said company, and that the above vote has not been amended or rescinded and remains in full force and effect as the date of this contract.

Date (Clerk)

Corporate
Seal

N/A

John Chessia

From: Bill Cordaro <Bill@agordon.com>
Sent: Tuesday, August 12, 2014 10:51 AM
To: jchessia@chessia.com
Subject: Certificate of Insurance
Attachments: Chessia Cert.pdf

Dear John,

Attached is the certificate of insurance that you requested.

You do not own a business automobile, therefore you do not have a Business Automobile policy.
You do not have any employees, therefore, you do not carry Workers Compensation coverage.

Thank you.

Bill Cordaro

Commercial Accounts Manager

Andrew G. Gordon, Inc. / Insurance & Risk Management

306 Washington Street, (Rt 53) Norwell.

Phone 781.659.2262 x209

Fax: 781.659.4725

Making insurance make sense.

CERTIFICATE OF INSURANCE

(PROVIDE AN INSURANCE CERTIFICATE NAMING THE TOWN AS INSURED UNDER THE POLICY)

This is to certify that the _____ (Company) has issued the policies listed below, that these policies are written in accordance with the Company's standard policies and endorsements, except as indicated below or as noted in the attachments hereto, which policies and endorsements will be made available to OWNER upon request, that they provide coverage and limits of liability shown with respect to the insurance indicated, that they are in force on this date, that all deductible amounts are indicated below, and that this Certificate is furnished in accordance with and for the purpose of satisfying the requirements of OWNER in connection with the award and performance of a contract or agreement between the Town of _____ (OWNER) and

1. Name of Insured _____
 2. Address of Insured _____
 3. Location and Description of Work _____
- Project Contract No. _____

Coverage and Limits of Liability
(at least as shown below)

Policy Number	Effective Date	Expiration Date	Each Occurrence		Aggregate
			Bodily Injury Liability	Property Damage Liability	
			Each Occurrence	Each Occurrence	Aggregate

A. Owners Protective Liability has been issued at the expense of Above Insured to _____ (Owner)

	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
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B. Comprehensive General Liability

	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
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Including: 1. Operations/Premises 2. XCU 3. Products/Completed Operations
4. Contractual as Below 5. Independent Contractors
6. Broad Form Property Damage 7. Personal Injury

C. Auto Liability

	Each Person	Each Accident	Each Accident
Including: 1. All Owned			
2. Hired	\$1,000,000	\$1,000,000	\$1,000,000
3. Non-owned	_____	_____	_____

D. Workmen's Compensation

Compensation Statutory State(s)
Coverage B Limit \$1,000,000 if Applicable

E. Umbrella Liability

\$2,000,000 Aggregate

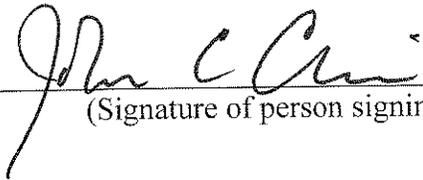
F. Builder's Risk Insurance - "All Risk" Completed Value Form

\$ _____ As Specified in Contract or Agreement

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person.

As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.



(Signature of person signing bid or proposal)



(Name of Business)

(Date)

- If more than one gift is given to a public employee, the value of all gratuities may be aggregated to reach the "substantial value" threshold. The value of gifts given to immediate family members of a public employee may, in certain circumstances, be attributed to the public employee.
- "Standing offers" (*e.g.*, "call me anytime you want to go to a game") are almost always considered to be of "substantial value", even if the cost of a single event is less than \$50, because the public employee could accept the offer more than once.
- You *may* generally pay for travel and limited other expenses incurred by a public employee in connection with a "legitimate speaking engagement". Contact the Commission for more information about this exemption.
- You *may* pay for travel, meals and other costs for state Executive Branch employees who utilize the "Travel and Participation in Training Sessions Where Private Entities Provide Financing" process described in 801 CMR 7.00. Note that this process requires advance approval by the state employee's Agency Head and Cabinet Secretary.
- **Hiring Public Employees:** Except in rare instances, you may *not* pay or otherwise compensate a public employee in connection with any matter that is "of direct and substantial interest" to their public employer. (G. L. c. 268A , §§ 4(b), 11(b) and 17(b).)

Types of matters that are considered "of direct and substantial interest" to the Commonwealth (or, in the case of a county or municipal employee, the relevant public employer) include: any matter pending before, under the official jurisdiction of, or involving action by an agency, board, commission or department of the public employer; any effort to change regulations, policies or procedures; and any contract, court case, or other legal matter to which the public employer is a party.

- You *may* pay "special" state, county and municipal employees in connection with matters of interest to their public employers, if they have not personally participated in the matters, the matters are not under their official jurisdiction and not pending in their agency if they serve on more than 60 days a year. Also, special exemptions apply to state legislators; contact the Commission for more information.

ACKNOWLEDGMENT OF RECEIPT OF CONFLICT OF INTEREST LAW

Introduction to the Conflict of Interest Law for the Private Sector

The conflict of interest law, G. L. c. 268A , is one of several laws that govern your dealings with public officials and employees. Below are some of the general rules that you must follow. You could face civil and criminal penalties if you take a prohibited action. Many aspects of the law are complicated and there are often exemptions to the general rules. We encourage you to seek legal advice from the Commission regarding how the law would apply to you in a particular situation.

- **Bribery:** You may not offer or give anything to a public official in exchange for that official agreeing to perform or not perform an official act. This prohibition applies to *all* offers and gifts, regardless of their value. You also may not give, offer or promise anything to a public employee (or prospective public employee) with the intent to influence an official act, or to persuade the employee to commit, collude in or allow a fraud. (G. L. c. 268A , § 2)
- **Registered Executive and Legislative Agents:** If your job involves interaction with the state Legislature, the Executive Branch, or independent authorities, you should contact the Secretary of State's Office regarding whether you are required to register as an Executive or Legislative Agent. Registered Agents may not give *anything* to a public official or policy-making public employee, or to an immediate family member of a public official or policy-making public employee. This prohibition applies to meals, drinks, entertainment, and all other types of offers or gifts, regardless of their value. (G.L. c. 3, § 43)
- **Gifts and Gratuities:** Even if you are *not* a Registered Agent, you may not give a public official or *any* public employee anything "of substantial value" for or because of the official's duties. (G. L. c. 268A , § 3(a).)
 - Gifts that are worth \$50 or more are considered to be of "substantial value" and are therefore prohibited.
 - This restriction applies to meals, drinks, entertainment, discounts, free educational conferences, waived event admission costs, travel reimbursements, gifts of appreciation, retirement presents, and all other forms of gratuities that are given to public officials. Honoraria for speeches may be given to state legislators, but *not* to appointed officials or employees.

- **Hiring Former Public Employees:** Former public employees and their business partners may *never* accept money or other forms of compensation in connection with matters in which they participated as public employees. Also, even if they did not personally participate in the matters, there is a one year "cooling-off" period before former public officials may personally appear before government agencies in connection with matters that had been under their official responsibility. (G. L. c. 268A, §§ 5, 12 and 18.)
- Special prohibitions apply to former state employees who worked on privatization contracts; contact the Commission for more information.

ACKNOWLEDGMENT OF RECEIPT

I, John C Chessia
Chessia Consulting Services, LLC, a vendor for Town of Scituate, hereby
 acknowledge that I received a copy of the summary of the conflict of interest law for the
 private sector
 on 8-14-14.
 (date)

Vendors should complete the acknowledgment of receipt and return it to the individual who provided them with a copy of the summary.

**Request for Taxpayer
 Identification Number and Certification**

Give Form to the
 requester. Do not
 send to the IRS.

Name (as shown on your income tax return)
John C. Chessia

Business name/disregarded entity name, if different from above
Chessia Consulting Services, LLC

Check appropriate box for federal tax classification:
 Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 Other (see instructions) ▶ _____

Exemptions (see instructions):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____

Address (number, street, and apt. or suite no.)
P.O. Box 724

City, state, and ZIP code
Norwell, MA 02061

List account number(s) here (optional)

Requester's name and address (optional)

Print or type
 See Specific Instructions on page 2.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

		-		-			
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Employer identification number

2	0	-	4	9	6	7	0	4	8
---	---	---	---	---	---	---	---	---	---

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ John C. Chessia Date ▶ 4-7-14

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien.
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States.
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

ATTACHMENT A – SCOPE OF SERVICES

Section 8 Scope of Services

8.1 Technical Engineering Review. Upon request, the consultant shall review development proposals for compliance with the Town of Scituate Subdivision Rules (primarily Sections 6, 7 and 8) and Regulations, and for inclusion of low impact development drainage techniques. In addition to civil engineering services, the consultant may be asked to provide traffic engineering review for conformance to federal, state and local requirements and standard engineering practices, and/or environmental regulatory review for conformance to applicable federal, state and local environmental laws and regulations, including but not limited to the DEP Stormwater Regulations, MGL Ch 131 S 40, the Town of Scituate Wetlands Regulations laws and best practices governing protection of water quality, endangered species, and waterways, floodproofing and reduction of environmental impacts. This review shall typically include:

1. Evaluation of drainage calculations for analysis of peak flow rate and volume for stormwater management design and stormwater impacts.
2. Evaluation of proposed stormwater management systems re. capacity and ability to convey and control peak flow rate, peak volume and when applicable, peak elevation.
3. Proposals for appropriate operation and maintenance of stormwater management systems and other infrastructure as applicable.
4. Recommendations on methods for control of erosion and sedimentation and best management practices during construction.

The consultant shall prepare a written report of findings in the form of a letter to the Planning Board, Zoning Board of Appeals and/or Conservation Commission as applicable. It shall consist of appropriate text, graphics, and maps to clearly communicate the review findings. The consultant shall provide a copy of the report to the Planning Board, Zoning Board of Appeals and/or Conservation Commission as applicable, by 9:00 a.m. one week prior to the Board meeting when the application will be considered. The Planning Board or Zoning Board of Appeals will distribute the report to the applicant and additional Town departments or boards.

8.2 Inspection Services. The consultant shall provide any or all of the inspections described in Town of Scituate Subdivision Rules and Regulations, Section 9.2, Inspections, and any others deemed necessary as requested by the Planning Board or Zoning Board of Appeals. The Town shall normally give the consultant a minimum of 48 hours notice that such inspection is required. The consultant shall provide inspection reports to the Town in a timely manner.

8.4 Billing by Consultant. The consultant shall prepare separate estimates and bills for each individual project. Each estimate shall include separate tasks and the expected number of hours to be spent on each. Each bill shall include the task, personnel used, their hourly rate, the date of work and the number of hours spent on each task.

ATTACHMENT B – COST PROPOSAL

COST PROPOSAL FORM
(To be mailed in a separate envelope from Proposal)

The firm or firms identified below agree to complete the work described in this RFP for the amount indicated below, as follows: (Use a separate line for each individual or category of individual who will perform the serve)

<u>Name of Firm</u>	<u>Services Performed</u>	<u>Title of Individual Performing Services</u>	<u>Professional Certifications or Registration of Individual Performing Service</u>	<u>Hourly Rate</u>
Chessia Consulting Services LLC	Public Hearings	Member/CEO John C. Chessia	P.E.	\$140
"	General Review	"	"	\$120
"	Construction Insp.	"	"	\$110

Please indicate typical recurring charges not reflected in the basic hourly rate such as travel time, mileage, copying, telephone consultation, faxing, and any others.

Above listed expenses billed at cost plus 15% mileage is \$0.55/mile

Cost Proposal Certification

The signature below shall certify that all of the costs associated with the provision of the consultants services are included in the Cost Proposal Form. This shall further certify that by filing a proposal the consultant is aware of and will be subject to all requirements of this RFP and the proposal filed.

The figures provided on the Cost Proposal Form represent all of the costs associated with the tasks described in the Scope of Services for this Request for Proposals.

John C. Chessia
Name of Person Authorized to sign proposals

CEO/Member
Title of Person Authorized to sign proposals

John C. Chessia
Signature of Above Person

COST PROPOSAL FORM
(To be mailed in a separate envelope from Proposal)

The firm or firms identified below agree to complete the work described in this RFP for the amount indicated below, as follows: (Use a separate line for each individual or category of individual who will perform the serve)

<u>Name of Firm</u>	<u>Services Performed</u>	<u>Title of Individual Performing Services</u>	<u>Professional Certifications or Registration of Individual Performing Service</u>	<u>Hourly Rate</u>
Vanasse & Associates, Inc.	Traffic Engineering and Peer Review	Principal	P.E., PTOE	\$200
Vanasse & Associates, Inc.	Traffic Engineering and Peer Review	Sr. Transportation Engineer	E.I.T.	\$115

Please indicate typical recurring charges not reflected in the basic hourly rate such as travel time, mileage, copying, telephone consultation, faxing, and any others.

Mileage cost is \$0.56/mile; copying cost is \$0.40/pp color; \$0.10/pp B&W; faxing cost is \$1.00/per page. All

other charges are included in the hourly rate.

Cost Proposal Certification

The signature below shall certify that all of the costs associated with the provision of the consultants services are included in the Cost Proposal Form. This shall further certify that by filing a proposal the consultant is aware of and will be subject to all requirements of this RFP and the proposal filed.

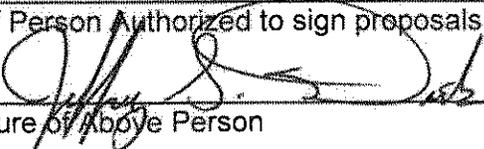
The figures provided on the Cost Proposal Form represent all of the costs associated with the tasks described in the Scope of Services for this Request for Proposals.

JEFFREY S. DIRK

Name of Person Authorized to sign proposals

PRINCIPAL

Title of Person Authorized to sign proposals



Signature of Above Person