

**Board of County Commissioners Columbia County,  
Florida**

**RFQ NO. 2019-B**

**PROJECT:  
CONSTRUCTION MANAGER  
FOR RAIL SPUR SEGMENT 1  
NORTH FLORIDA MEGA INDUSTRIAL PARK**

## RFQ FOR CONSTRUCTION MANAGER RFQ NUMBER: 2019-B

The Columbia County Board of County Commissioners is inviting licensed and qualified Construction Management professionals with experience in the construction of rail projects to submit proposals to provide construction management services for the North Florida Mega Industrial Park Rail Spur Segment 1.

To be eligible for consideration, all proposers must be registered in the State of Florida to practice their profession at the time of proposal. Proposers without a complete proposal described will be considered incomplete.

The Request for Qualifications information is available online only at:

<http://www.columbiacountyfla.com/PurchasingBids.asp>

Deadline for receipt of sealed proposals is 2:00 p.m. (January 31, 2019). Send or deliver in person one (1) original and five (5) copies and one electronic copy, on a thumb drive or cd to: Columbia County Board of County Commissioners, 135 NE Hernando Ave., Suite 203, Lake City, FL 32055. Only sealed proposals received on or before the aforementioned time and date will be considered. **Proposers shall indicate RFQ Number and Project Title on the outside of the envelope.**

The Board of County Commissioners reserves the right to accept or reject any and all proposals and to waive any informalities.

## **PART I GENERAL INFORMATION**

Submittals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the response to this RFQ.

One clearly identified original and five (5) copies of your qualification submittal are required. At least one (1) submittal must have an original signature. If only one (1) original signature is submitted, please mark on the outside of the submittal which one is the original. One electronic copy on either a thumb drive or cd is required.

Qualification submittals will be received by the County Managers Office until 2:00 p.m. on January 31, 2019.

The RFQ number and title must be printed on the sealed envelope or wrapping containing each submission.

Questions concerning this project are to be directed in **writing** to Ray Hill via email at [ray\\_hill@columbiacountyfla.com](mailto:ray_hill@columbiacountyfla.com). Questions shall be submitted no later than seven days prior to the date scheduled for opening of Proposals.

The construction of Rail Spur Segment 1 will connect the CSX railroad to the proposed North Florida Mega Industrial Park.

## **PART II SCOPE OF WORK**

The County has received grant funding to construct a rail spur between CSX Rail and the North Florida Mega Industrial Park that will include an at grade crossing of US-90. The location is approximately 3 miles east of Lake City. The County seeks a Construction Manager with rail project experience to accomplish this construction. The work is funded by a grant from the Florida Department of Economic Opportunity.

The selected Construction Manager will provide pre-construction, value engineering, bidding and construction services for Rail Spur Segment 1 and will be required to enter into an agreement with Columbia County.

Columbia County has worked with an Engineering Firm for the master site plan, design, construction plans, and bid specifications for construction of the Rail Spur (Segment 1) that will connect the existing CSX railroad to the North Florida Mega Industrial Park. The rail spur crosses US Forestry property along an easement owned by Columbia County.

It is Columbia BOCC's intention to employ the Construction Manager at Risk to provide overall Project Construction Management. The Construction Work and overall Project Management during the construction and design phase process shall be on a negotiated fee basis. The CM firm will provide design phase services including plans review and value engineering.

The Construction Manager shall ensure compliance with all laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and authority. The County requires the Construction Manager to keep all the files and records that pertain to this Project and provide a copy to the Owner at the completion of the Project.

Additional Projects may or may not be assigned as part of this Agreement. This project is the first rail segment of a larger project that will provide rail service within the North Florida Mega Industrial Park.

### **PART III SUBMISSION REQUIREMENTS**

Interested firms or individuals shall include the following information in their submittals in the exact order listed here with separating page tabs in an 8.5 by 11 page format. Include page tabs so those evaluating the submittal can compare each section with others that are submitted.

The Letter of Interest shall not exceed two pages in length and entire submission shall not exceed fifty pages in length (not including the No Lobbying Affidavit and required forms, identified under Tabs 5 and 6.)

Tab 1: Letter of Interest: 1.) A letter stating the proposer's interest in this project signed by the person who will have contract authority over it. 2.) Include a statement that the contents of the submittal are true and accurate. 3.) Provide an overview of the key areas of the proposal and summarize the proposer's position as to why the company should be selected. 4.) Please state in this letter that you can meet the insurance/bonding requirements of the County.

Tab 2: Experience: 1.) Organizational Chart and Qualifications of staff to be utilized on this project with names, resumes, length of time with firm and previous clients served. 2.) The firm's and assigned staff's specific experience with providing construction management for the construction of railroad connections of industrial track to main line rail service. Description of previous experience should include owner's name, contact person, budget, scope, time schedule and final cost. 3.) Describe experience completing most recent and similar work for other entities as Construction Manager of Record, including contract amounts and dates of at least three most similar and current projects. 4.) Include Personnel Profiles of key staff to be assigned to project.

Tab 3: Project Understanding/Approach: 1.) Describe your understanding of the scope and your organization's intended approach to this specific project. 2.) Indicate your current workload and the availability of resources within your organization to perform the work required. 3.) Describe your experience with industrial railroad construction.

Tab 4: Company Background/Location/Related Services: 1.) Description of Firm, including the location (office) from which the project will be administered, the location (office) where the contract authority resides, and the location of individuals anticipated to be assigned to this project. 2.) Include an organization chart showing the working relationship of project personnel to the management structure. 3.) Companies must be registered to operate in the State of Florida by the Department of State (Division of Corporations) at the time of application. Provide proof of such status (if applicable) for the Interested Parties. Such proof shall take the form of a Certificate of Corporate Status from the Florida Department of State and the Certificate must be valid or issued by the Department of State within ten (10) calendar days of the application submission date. 4.) Enclose a copy of the Interested Parties' current general contracting license from the Department of Business and Professional Regulation. 5.) Provide proof of the Interested Parties' ability to provide liability insurance coverage in the amounts of \$1 million General Liability and \$5 million Umbrella. 6.) Name of Surety Company with

appropriate letter from Bonding Agent to support capability of bonding a potential project of \$5,000,000.00.

Tab 5: References: Include the name of a responsible individual, address, phone number, fax number and email (if available) of one (1) client reference for projects for an Industrial Railroad client, CSX Industrial Development, CSX Design and Construction, and the Florida Gulf and Atlantic Railroad.

Tab 6: Any other information considered pertinent by the proposer.

Tab 7: Forms:            Attachment A-Completed Projects  
                             Attachment B - Current Projects  
                             Public Entity Crime Statement  
                             Conflict of Interest Disclosure Form  
                             Drug-Free Workplace Certification

Tab 8: Additional Railroad Specific Requirements – because a portion of the work will be performed on CSX right-of-way, the following requirements must be met:

1. Interested Parties' key employees shall be e-RailSafe Certified to work on CSX property. Interested Parties shall provide proof of compliance for all key employees.
2. Interested Parties shall have a current, Federal Railroad Administration approved, random drug and alcohol testing program conforming to final rule published on June 10, 2016 for Drug & Alcohol testing for MOW workers. These rules apply to contractors working on railroad right-of-way. Interested Parties shall provide proof of their FRA approved program.
3. Interested Parties' key employees shall be safety trained for CSX annual Roadway Worker Protection Rules. Interested Parties shall provide proof of compliance for all key employees.

## **PART IV EVALUATION OF THE SUBMITTALS**

**Method of Selection:** Qualifications of the proposers shall be reviewed by a Selection Committee and ranked based upon the criteria stated in this RFQ under "Criteria." The selection process shall be open to the public and records maintained in accordance with the requirements of the State of Florida and Columbia County.

It is the intent of the County to evaluate and rank the firms from the submittals. However, if after review, the Committee feels additional information is needed, a shortlist of no more than three firms may be invited to make oral presentations to the committee regarding their qualifications, approach to the project and ability to furnish the required services. These short-listed firms will then be ranked. The recommended ranking will be submitted to the Board at their first available regularly scheduled meeting.

Notification of the highest ranked firm will occur after approval by the Board and negotiations will begin promptly with that firm. The fees proposed may, at the County's option, be further negotiated during this phase. Negotiations will continue pursuant to the competitive negotiation procedures of Florida law.

The Board of County Commissioners reserves the right to reject any or all proposals, with or without cause, and/or accept the proposal that, in its judgment, will be in the best interest of the County.

**Criteria:** Qualifications for the Construction Manager shall be evaluated using the following criteria:

***Letter of Interest (5 Points):*** Provide an overview of key areas of the proposal and summarize the Proposer's best asset for being selected.

***Experience (15 points):*** Scoring will emphasize direct project experience with providing construction management for the connection of industrial track to main line rail service and additional experience associated with track construction for industrial rail users and governmental agencies.

***Project Personnel (15 points):*** Scoring will emphasize expertise, specific project examples limited to rail expansion projects, management of signalized grade crossings of FDOT or County managed highways, new track and grade crossing construction, and variety of professional backgrounds, certifications, and skills.

***Project Understanding/Approach (25 points):*** Scoring will emphasize project approach and proven strategies implemented and/or managed by the team for industrial rail or short line clients. The construction manager's experience is to demonstrate rail knowledge and construction management approach for controlling cost, managing the schedule, and providing quality control. The respondent will also describe any experience with the procurement processes

working with government agencies and state grant funds.

**Company Background/Location/Related Services (10 points):** Scoring will emphasize management, organization, history, variety, and levels of service.

**Similar Project References (20 Points):** The respondent will describe its work experience and working relationship with CSX Industrial Development, CSX Design and Construction, and the Florida Gulf Atlantic Railroad. Scoring will emphasize the experience, relationship, and quality of the industrial and commercial rail client recommendations.

**Compliance with Railroad Related Requirements (10 points):** The respondent will describe its CSX e-RailSafe Program and provide proof of compliance for key employees. The respondent will describe its annual CSX Roadway Worker Protection Safety Training Program and provide proof of compliance for all key employees. The respondent will describe its FRA approved random drug and alcohol testing program, in conformance to Rule 219, and provide proof of compliance.

#### Estimated Schedule of Events

Advertise January 10, 2019

Final Questions Due January 24, 2019

Submittals Due January 31, 2019

Evaluation Committee Meeting February 7, 2019

Recommendation to Board February 21, 2019.

## **PART V MISCELLANEOUS**

- A. *No lobbying:* all proposers, firms or individuals are hereby placed on notice that any communication, whether written or oral, with Columbia County elected officials or any other staff or outside individuals working with the county in respect to this request (with the exception of contract/purchasing personnel designated to receive requests for interpretation or corrections), or technical questions directed to the project manager, is prohibited. These persons shall not be lobbied, either individually or collectively, regarding any question for bid, proposals, qualification and/or any other solicitations released by the county. To do so is grounds for immediate disqualification from the selection process. The selection process is not considered final until such time as the Board of County Commissioners has made a final and conclusive determination.
- B. *Gratuities and Kickbacks:* It shall be unethical for any person to offer, give or agree to give any County employee or former County employee a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation or preparation of any part of a program requirement or a purchase request.
- C. *Modifications:* The County reserves the right to modify, alter or change the scope, size or other aspects of this project.
- D. *Level Playing Field:* The contents of this RFQ are intended to provide a level playing field on which firms or individuals may base their responses.
- E. *Public Entity Crime Affidavit:* As requested by Florida State Statute 287.133(2)(a), a person or affiliate who has been placed on the convicted vendor list following a conviction for a Public Entity Crime may not submit a bid on a contract to provide any goods or services to a Public Entity, may not submit a bid on a contract with a Public Entity for the construction or repair of a public building or a public work, may not submit bids on leases of real property to a Public Entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any Public Entity, and may not transact business with any Public Entity in excess of the threshold amount provided in S.287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list. Any person must notify the County within 30 days after a conviction of a Public Entity crime applicable to that person or to an affiliate of that person.
- F. *Conflict of Interest:* The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director, or agent who is also a public officer or an employee of the Columbia County Board of County Commissioners, or any of its agencies. Furthermore, all proposers must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches.

ATTACHMENT A  
COMPLETED PROJECTS

1. Project Title and Location\_\_\_\_\_

Your Contract Amount\_\_\_\_\_

Contractor or Sub\_\_\_\_\_

Required Completion Date\_\_\_\_\_

Actual Completion Date\_\_\_\_\_

Owner's Contact Name, Address & Phone Number

\_\_\_\_\_  
\_\_\_\_\_

2. Project Title and Location\_\_\_\_\_

Your Contract Amount\_\_\_\_\_

Contractor or Sub\_\_\_\_\_

Required Completion Date\_\_\_\_\_

Actual Completion Date\_\_\_\_\_

Owner's Contact Name, Address & Phone Number

\_\_\_\_\_  
\_\_\_\_\_

3. Project Title and Location\_\_\_\_\_

Your Contract Amount\_\_\_\_\_

Contractor or Sub\_\_\_\_\_

Required Completion Date\_\_\_\_\_

Actual Completion Date\_\_\_\_\_

Owner's Contact Name, Address & Phone Number

\_\_\_\_\_  
\_\_\_\_\_

ATTACHMENT A  
COMPLETED PROJECTS  
(Continued)

4. Project Title and Location\_\_\_\_\_

Your Contract Amount\_\_\_\_\_

Contractor or Sub\_\_\_\_\_

Required Completion Date\_\_\_\_\_

Actual Completion Date\_\_\_\_\_

Owner's Contact Name, Address & Phone Number

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\_\_\_\_\_

5. Project Title and Location\_\_\_\_\_

Your Contract Amount\_\_\_\_\_

Contractor or Sub\_\_\_\_\_

Required Completion Date\_\_\_\_\_

Actual Completion Date\_\_\_\_\_

Owner's Contact Name, Address & Phone Number

\_\_\_\_\_  
\_\_\_\_\_

ATTACHMENT B  
CURRENT PROJECTS

1. Project Title and Location\_\_\_\_\_

Your Contract Amount\_\_\_\_\_

Contractor or Sub\_\_\_\_\_

Required Completion Date\_\_\_\_\_

Actual Completion Date\_\_\_\_\_

Owner's Contact Name, Address & Phone Number

\_\_\_\_\_  
\_\_\_\_\_

2. Project Title and Location\_\_\_\_\_

Your Contract Amount\_\_\_\_\_

Contractor or Sub\_\_\_\_\_

Required Completion Date\_\_\_\_\_

Actual Completion Date\_\_\_\_\_

Owner's Contact Name, Address & Phone Number

\_\_\_\_\_  
\_\_\_\_\_

3. Project Title and Location\_\_\_\_\_

Your Contract Amount\_\_\_\_\_

Contractor or Sub\_\_\_\_\_

Required Completion Date\_\_\_\_\_

Actual Completion Date\_\_\_\_\_

Owner's Contact Name, Address & Phone Number

\_\_\_\_\_  
\_\_\_\_\_

ATTACHMENT A  
COMPLETED PROJECTS  
(Continued)

4. Project Title and Location \_\_\_\_\_

Your Contract Amount \_\_\_\_\_

Contractor or Sub \_\_\_\_\_

Required Completion Date \_\_\_\_\_

Actual Completion Date \_\_\_\_\_

Owner's Contact Name, Address & Phone Number

\_\_\_\_\_  
\_\_\_\_\_

5. Project Title and Location \_\_\_\_\_

Your Contract Amount \_\_\_\_\_

Contractor or Sub \_\_\_\_\_

Required Completion Date \_\_\_\_\_

Actual Completion Date \_\_\_\_\_

Owner's Contact Name, Address & Phone Number

\_\_\_\_\_  
\_\_\_\_\_

SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A  
NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to COLUMBIA COUNTY, FLORIDA

by: \_\_\_\_\_  
(print individual's name and title)

for: \_\_\_\_\_  
(print name of entity submitting sworn statement)

whose business address is: \_\_\_\_\_ and

{if applicable) its Federal Employer Identification Number (FEIN) is: \_\_\_\_\_

{If the entity has no FEIN, include the Social Security Number of the individual

signing this sworn statement: \_\_\_\_\_.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- A. A predecessor or successor of a person convicted of a public entity crime; or
  - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment

or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. {Indicate which statement applies.)

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_  
Signature

Sworn to and subscribed before this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Personally known \_\_\_\_\_ OR produced identification \_\_\_\_\_

Type of Identification: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

Notary Public - State of Florida  
SEAL OR STAMP

COLUMBIA COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RFQ No. 2019-X

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all RFQ responders/proposers must disclose if any Columbia County Board of County Commissioner's employee(s), elected official(s), or any of its agencies is also an owner, corporate officer, agent, employee, etc., of their business.

Indicate either "yes" (a county employee, elected official or agent is associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

YES \_\_\_\_\_ NO \_\_\_\_\_  
Name(s) Position(s)

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Firm Name: \_\_\_\_\_

By (Printed): \_\_\_\_\_

By (Signature): \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

**RFQ No. 2019-X**  
**DRUG-FREE WORKPLACE CERTIFICATION**

THE BELOW SIGNED proposer CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under quote, the employee will abide by the terms of the statement and will notify the employer of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in employee's community, by an employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**RFQ No. 2019-X**  
**Railroad Specific Requirements - Certification**

THE BELOW SIGNED Interested Parties CERTIFIES that it meets the requirements listed below. Provide proof of compliance for each section at the time of submittal of Qualifications.

Railroad Specific Requirements – because a portion of the work will be performed on CSX Right-of-way, the following requirements must be met.

- 1.) Interested Parties key employees must be e-RailSafe Certified to work on CSX property. Provide proof of compliance for all key employees.
  
- 2.) Interested Parties must have a current, Federal Railroad Administration approved random drug and alcohol testing program conforming to final rule published on June 10, 2016 for Drug & Alcohol testing for MOW workers. These rules apply to contractors working on railroad right-of-way. Interested Parties shall provide proof of their FRA approved program.
  
- 3.) Interested Parties' key employees must be safety trained for CSX annual Roadway Worker Protection Rules. Provide proof of compliance for all key employees.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_