Request for Statements of Qualifications Architectural Services

Request for Qualifications Issued: March 21, 2016
Deadline for Submittal of Responses: April 21, 2016
REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ)  
SELECTION OF ARCHITECT(S) TO PROVIDE  
ARCHITECTURAL/ENGINEERING SERVICES  
FOR PROJECTS IN THE  
TWIN RIVERS UNIFIED SCHOOL DISTRICT

The Twin Rivers Unified School District is seeking Statement of Qualifications (SOQ) from qualified architectural organizations to provide architectural and engineering services related to the construction of additions to existing school sites, modernization/reconstruction/renovation of existing schools and district facilities. It is the intent of the District to approve a list of architects that will be used to complete projects during the next several years that are included in a possible Bond Measure that is being considered for placement on the November 2016 General Election ballot.

Qualified organizations are invited to submit an original plus five (5) copies of said proposal along with an electronic copy of the SOQ that meet the requirements described herein no later than 3:00 p.m. on April 21, 2016, to the following address:

| Twin Rivers Unified School District  
| Attention: Debbie Gordon, Manager of Contract & E-Rate Services  
| 3222 Winona Way, Suite 200  
| North Highlands, CA 95660 |

This Request for Qualifications does not commit the Twin Rivers Unified School District to award a contract or pay any costs incurred in the preparation of a proposal response to this request. The District reserves the right to accept all or part of any SOQ or to cancel in part or in its entirety this Request for Qualifications. The District further reserves the right to accept the proposal(s) that it considers to be in the best interest of the District.

Thank you for your interest in working with our District.

Bill McGuire  
Deputy Superintendent  
TWIN RIVERS UNIFIED SCHOOL DISTRICT
INSTRUCTIONS FOR SUBMITTAL OF SOQ’S

I. GENERAL INSTRUCTIONS

A. Submittal of SOQ’S
   SOQ’s should be reviewed for accuracy before submission to the District since said document may not be adjusted after submission to the District. The District will not be responsible for errors or omissions in any SOQ. The District reserves the right to reject any and all SOQ’s, or to waive any irregularities, or informalities in the SOQ’s.

B. Signatures
   All SOQ’s must include a signature of an authorized officer of the firm submitting the SOQ. A signature form has been included with this document.

C. Disqualified SOQ’s
   Any SOQ received after 3:00 p.m. on April 21, 2016 shall be refused and returned to the firm unopened.

D. Withdrawal of SOQ’s
   Firms may withdraw their SOQ, either personally or by written request, at any time prior to 3:00 p.m. on April 21, 2016. Any request to withdraw a SOQ is effective only if received by before 3:00 p.m. on April 21, 2016 at the following location and addressed to:

   Twin Rivers Unified School District
   Attn: Debra Gordon, Manager of Contract & E-Rate Services
   3222 Winona Way, Suite 200
   North Highlands, California 995660

E. Copies of SOQ’s
   Each firm submitting a SOQ must include the original plus five (5) copies of the original along with an emailed pdf copy, or mailed electronic copy on a flash drive (no CD’s, please).

F. Contacts
   In order to control information disseminated regarding this RFQ, firms interested in submitting SOQ’s are directed not to make personal contact with members of the Board of Trustees and District Administration with the exception of the individual listed below:

   Debra Gordon, Manager of Contract & E-Rate Services
   Twin Rivers Unified School District
   (916) 566-1775
   E-Mail Address: debbie.gordon@twinriversusd.org

   Any questions concerning this Request for SOQ’s should be submitted by email to the above address no later than April 1, 2016. Responses to individual queries will be provided as soon as
possible. An anonymous summary of all Q&A will be emailed to all interested Respondents after April 5, 2016. Respondents who wish to be placed on an email list to receive the summary Q&A and any updates concerning this Request for SOQ’s should email debra.gordon@twinriversusd.org to request placement on the email list.

G. District Required Forms
Your response must include the District Required Forms that are enclosed herewith in Appendix 1, which include the Offer to Enter Into Contract; Terms and Conditions; Qualification Certification and Non-Collusion Affidavit.

H. Rights of the District
The District reserves the right to incorporate terms and conditions it determines to be proper or necessary into any contract negotiated as a result of a SOQ submitted in response to this RFQ.

II. OVERVIEW OF THE DISTRICT
The Twin Rivers Unified School District (TRUSD) is located in northeastern Sacramento County and has a 2015-16 enrollment of 28,000. In 2008, four area school districts, Grant Joint Union High School District and the Rio Linda, North Sacramento and Del Paso Heights Elementary School Districts, unified to create the Twin Rivers Unified School District. Two elementary school districts, Robla Elementary and Elverta Joint Elementary, did not participate in the unification.

At approximately 120 square miles in size, the district is generally divided in the center by Interstate 80. It encompasses the north and northeast portions of the city of Sacramento and unincorporated portions of Sacramento County. The districts serve the communities of North Sacramento, Del Paso Heights, Rio Linda, North Highlands and Foothill Farms. The district has four high schools, two junior high schools, three charter junior high schools, one creative arts junior high school, one technology academy (middle school grades), 30 elementary schools, two alternative schools, two adult schools and one special education preschool.

The District is in an economically diverse region characterized by a mix of residential development and light industry. Although there is a potential for growth, a moratorium has been placed on construction in the Natomas area. In terms of family income, 85 percent of District students are eligible for free and reduced price lunches in the current 2015-16 school year.

The district is governed by a seven member Board of Trustees and is under the day-to-day leadership of Steven Martinez, Ed.D., who was appointed District Superintendent effective July 1, 2013.
III. FINANCIAL PLAN

A. General Obligation Bonds
The Twin Rivers Unified School District Board of Trustees is considering a General Obligation Bond Measure to be placed on the November 2016 General Election ballot. This will be the major funding source for implementing the district approved long-range facility master plan.

B. Developer Fees
In addition to bond measure proceeds, the District will also apply developer fees to assist in the implementation of the facility master plan, and any interest earned from bond proceeds will also be used for capital facility projects included in the facility master plan.

C. Other Local Funds
Interest earned from bond proceeds will also be used for capital facility projects included in the facility master plan. It is also the intent of the district to apply other local funds as they become available to assist in financing the implementation of the facility master plan.

D. Projected State Facility Funds
The District has contracted with a consulting firm to assist in the development of State new school construction eligibility (if any) and a detailed projection of State modernization eligibility for each school site including the estimated student grants and the date the school will become eligible.

In addition, it is the intent of the District to aggressively pursue additional State construction funds including but not limited to career tech grants, joint-use grants, and any other program made available to local school districts.

Selected architectural firms will be required to work with District staff and the District’s consultant to secure all possible State construction funds through the Office of Public School Construction (OPSC) and the State Allocation Board (SAB).

E. Possible Federal Grants
The District will take advantage of any new or the extension of any Federal program that will assist the District in obtaining resources for its capital facility program and any new opportunity that might be made available by the Federal Government.
IV. DESCRIPTION OF SERVICES REQUIRED

A. Selection of Qualified Organization
   It is the intent of the administration to recommend to the Board of Trustees architectural firms with the services necessary to provide the district with a comprehensive range of architectural/engineering services that meets requirements of the district as described in the RFQ, has the ability to complete the assigned projects within an agreed upon timeline and at a competitive agreed upon fee.

B. Purpose of Request for Qualifications
   The District recently completed a long-range facility master plan that was approved by the Board of Trustees in September 2015. The master plan includes demographic information, proposed improvements to existing campuses based on updated district educational specifications and standards, proposed improvements to existing campuses, completion of a partially completed campus but not ready for occupancy, a review of estimated local funds currently available for facility improvements, estimated possible State funds for which the District is eligible and possible scenarios for estimated funding that could become available for facility improvements if the Board of Trustees places a Proposition 39 general obligation bond measure on the ballot in November 2016 and said bond measure is passed by the electorate.

   The District intends to enter into agreements with professional architectural firms for services as identified in the RFQ. Further, it is the intent of the District to use the SOQ’s submitted in response to this RFQ as the basis for determining a list of “preferred” architectural firms to provide comprehensive services as described in this RFQ and normally performed by architectural firms in meeting all State of California, federal and local agency and school district requirements. It is the intent of the district to selected more than one architectural firm as “preferred” architects; however, dependent of the quality of the responses received to this RFQ, the District reserves the right to select one or more architectural firms to provide services to the district.

C. Scope of Services
   The selected architectural firm will be required to provide the District with professional architectural services for construction projects and related projects that could possibly result in a non-construction project. More specifically, the selected architectural firm(s). List below, but not limited to, are services that will be required for each project awarded to one of the “preferred” architectural firms:

1. Work with District staff in the development of the project scope.

2. Using the educational specifications and building standards included in the district’s approved facility master plan, work with the district staff in incorporating the
educational specifications in the project scope whether the project be modernization, renovation or new construction.

3. Prepare preliminary project budget based on approved project scope with said preliminary budget to include all project costs including architect fees, agency fees, inspection, construction, testing, inspection furniture/equipment, etc.

4. Upon approval of project scope and budget by district staff, complete construction drawings for review and possible modification by district staff.

5. Update project budget based on district approved construction drawings.

6. Prepare project booklet that includes summary of project scope, project budget and project schedule for review and approval by Board of Trustees.

7. Upon approval of project booklet by Board of Trustees, obtain all government approvals on plans and specifications as required including, but not limited to, the Division of State Architect (DSA), California Department of Education. City of Sacramento, County of Sacramento and any other required State and/or local governmental agency.

8. Assist the District’s consultant on gaining State construction funds in the preparation and submittal of the funding documents to the Office of Public School Construction immediately upon approval of all necessary documents by the Division of State Architect, California Department of Department and any other State required agency.

9. Work with District staff and other selected consultants (program/construction management firms) in the development of the bid package including general conditions, plans and specifications, District approved contracts, etc. When necessary dependent on construction delivery method (CM with multiple prime, lease/leaseback, etc.) work with construction management firm in the development of sub-contractor scopes.

10. Assist District staff/consultants in the opening of bids and in the review of bids for completeness.

11. Assist District staff/consultants in the overview of the construction project.

12. Assist District staff/consultants in the “close-out” of the construction project.

13. Assist District staff/consultants process of gaining approval and sign-off of the construction project from all required State and local government agencies.

14. Other services as necessary to complete the project and agreed to by both parties.
V. CONTENTS OF STATEMENTS OF QUALIFICATIONS

A. General

In order for SOQ’s to be considered, said SOQ must be clear, concise, complete, well organized and demonstrate both respondent’s qualifications and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits is what is important in the SOQ.

Respondents shall submit one (1) unbound original plus five (5) copies of the SOQ in 12-point font and, with the exception of the unbound original, all copies shall be spiral bound into books of approximately 8 ½” x 11” format, not to exceed twenty (25) pages. Further a CD or electronic version of the SOQ shall also be made available to the District at the time the SOQ is submitted. Although not required, firms responding to this RFQ are permitted to include an appendix limited to samples of past projects that will NOT be considered part of the twenty-five (25) page limit.

All respondents shall follow the order and format specified below. Each section of the SOQ shall be tabbed to correspond to the numbers/headers shown below:

B. Submittal Letter

The cover letter shall be brief (two pages maximum). Include the SOQ’s title and submittal due date, the name, address, fax number and telephone number of the responding firm (or firms if there is a joint venture or association). If the firm is proposing to co-respond with another principal firm, the cover letter must specify the type of services to be provided by each firm and the proposed percentage allocated to that phase or function for the co-respondent. The submittal letter will NOT be considered part of the twenty-five (25) page limit.

C. Table of Contents

Include complete and clear listings of headings and pages to allow easy reference to key information. The table of contents will NOT be considered part of the twenty-five page limit.

D. Description of Firm

This section should provide the District information regarding the size, location, nature of work performed, years in business, and approach that will be used in meeting the needs of the District. Further, if the firm is proposing to co-respond, the required information included in this item must be included for each firm.

E. Project Team

Please list the employees/consultant(s) in your firm that would be involved in working with district staff in the development and implementation of all phases of the construction project. Further, include any consultants from other firms that will assist you in the project.
F. **Background of Assigned Staff**
Identify all personnel (in house and consultants) and provide a brief resume including pertinent experience of personnel who will be participating in construction projects that could be assigned to your firm. Provide total number of professional staff employed by the firm. Identify persons that will be principally responsible for working with the District. Indicate the role and responsibility of each individual. Further, if different staff members will be assigned based on the type of project (new construction, modernization, etc.) identify the staff members that will be assigned based on the type of project.

G. **DVBE Requirements**
Describe the firm’s DVBE contract capabilities and your ability to meet any State requirement related to DVBE.

H. **Project Team**
Please list the consulting engineers proposed by your firm to be used for any construction project assigned to your team. The District reserves the right to assign its “preferred” engineering/consulting firms if it is not familiar with or has not had positive experience with any of the listed consulting engineers in the SOQ. See Appendix X for the list of District-preferred engineering/consulting firms.

Proposed consulting engineers to be included in your SOQ include the following:

- **Structural** *(District preferred – Appendix 2)*
  - Provide names
- **Mechanical** *(District preferred – Appendix 2)*
  - Provide names
- **Civil** *(District preferred – Appendix 2)*
  - Provide names
- **Electrical** *(District preferred – Appendix 2)*
  - Provide names
- **Low Voltage**
  - Provide names
- **Technology**
  - Provide names
- **Landscaping**
  - Provide names
- **Roofing**
  - Provide names
- **Fire Sprinkler Engineer**
  - Provide names
I. References
Identify similar new construction (basically on existing sites) and modernization/renovation projects that your firm has completed. Further, use this section of the proposal to indicate the areas of expertise you have previously provided and how the firm’s expertise will enable the district to benefit from said expertise. Include the name of the district, the size of the district, when the project was completed and the name of the person and contact information most familiar with the project(s) for use by District staff in checking references.

J. Management of Workload
Describe the ability of your firm to complete projects assigned to your firm taking into consideration your current workload. Further, identify the size and number of capital projects your firm would be capable of handling simultaneously without the District experiencing any delays in the completion of project plans and specifications.

K. Fees
With the understanding the architect fees for projects are negotiable depending on the size and number of projects assigned to a firm, summarize your firm’s fee proposal based on the type of projects included in the District’s facility master plan (additions to existing campuses, modernization, rehabilitation, renovation, technology, etc.). Firms are encouraged but not required to be “creative” in their fee proposal by submitting a proposal that does not “mirror” the former fee schedule used by the Office of Public School Construction prior to the adoption of SB 50 in 1998.

L. Design Process – New Construction
Please describe the design process proposed by your firm for a new elementary school project. How would the Architect coordinate the work by the various consulting engineers? How would your firm go about securing the various agency approvals? How would your firm provide quality assurance in the plans and specifications? Does your firm have experienced in working with a construction manager in the design and pre-construction phases of a project?

M. Design Process – Modernization/Building Additions/Remodels at Existing Sites
Has your firm done prior architectural work at any of the District’s sites with state funded projects? If so, please list the project and year. What world be your process and considerations for designing a new building or a modernization on an existing site and how would you work with an assigned Construction Manager?

N. Construction and Occupancy
Please describe the desired working relationship in the field with a construction manager or general contractor during construction. What is your experience in working with Lease-Lease-Back, general and multi-prime contractors? How can change orders be minimized during construction?
O. Legal Issues

Please respond to each of the following questions:

• Is there now pending any legal action pending against your firm by another public agency related to services, or lack thereof, provided by your firm?

• Have there been any settlements or judgments involving such actions within the last ten (10) years? Please describe each such settlement or judgment, including the nature of the action and the amount of recovery?

• Within the past ten (10) years has your firm ever had an architectural or construction related consulting agreement terminated by a California public agency? If yes, please identify the name of the public agency and the reason for the termination.

P. Other

Each firm is encouraged to provide any additional information or description of resources that are pertinent for this project.

VI. SELECTION PROCESS

A. Initial Screening–Phase I

The District Superintendent or his designee will appoint a Selection Committee composed of district staff and individuals experienced in the school construction industry to screen applicants and select firms for oral interviews.

B. Oral Interviews – PHASE II

A panel composed of district staff as well as experts in the school construction industry and members of the community along with the District Superintendent or his designee will interview firms selected for oral interviews. Upon completion of oral interviews, the panel will select architectural firms to be recommended to be interviewed and possibly approved by the TRUSD Board of Trustees.

Target Date for Selected Firm Interviews: May 3, 2016

C. Appointment of “Preferred” Architectural Firm(s)

The Board of Trustees will review the recommendation of the oral interview panel and district superintendent and consider the appointment of the consulting firm to complete the LRFMP and consider the approval of an agreement with the selected firm.

Target Date for Approval by Board of Trustees of Selected Firm: May 10, 2016
D. SELECTION CRITERIA

Firms submitting SOQ’s are advised that all SOQ’s will be evaluated to determine the firm that will meet the needs of the District. Evaluation will include, but not be limited to the following criteria:

- Understanding the goals of the district and this project.
- Experience in the completion of new construction and modernization/renovation projects.
- Experience with school facility planning.
- Experience with school facility planning.
- Familiarity with best practices in sustainable design and planning of school facilities including the Collaborative for High Performance Schools and the State High Performance Schools Grant program.
- The ability to provide high quality planning services in a cost effective manner.
- Skill in facilitating complex community and district involvement process.
- Ability to complete the planning tasks within District approved schedules.
- Creativity in problem solving and planning in districts with at least 25,000 students.
- Experience in districts in urban areas with a diverse student population.
- The ability to accurately estimate the scope of facilities design and construction work and associated costs.
- Familiarity with the Twin Rivers Unified School District’s programs and facilities.
- Experience working with school districts, preferably in California.
- Proposed method of charging fees and the total costs identified in the proposal.

The Board of Trustees of the District reserves the right to accept or reject any or all SOQs, to select qualified “preferred” architectural firm(s) with or without interviews and to negotiate with any or more than one of the responsible submitters. Submitters shall be responsible for any and all expenses that they may incur in preparing proposals. Responses received from this SOQ will be used as the foundation for the development of an agreement and contract with specific provisions subject to review, negotiations, and approval of the Twin Rivers School District Board of Trustees and District Superintendent or his designee.
APPENDIX 1

DISTRICT-REQUIRED FORMS
PROPOSAL FORM

The Board of Trustees of the Twin Rivers Unified School District will select “preferred” architectural firm(s) to perform architectural work as assigned in the future. Once appointed by the Board of Trustees on a specific project, the selected firm shall be expected to enter into a contract with the District acceptable to both parties within 15 days following notification of being selected as the architect for each individual project with the understanding that the selection and contract is conditional on approval by the Board of Trustees.

The following “Offer to Enter Into Agreement” must be completed and included with responses to the RFQ in order for the proposal to be accepted by the District. As a final reminder, all proposals must be received in the Office of the Manager of Contract & E-Rate Services, TRUSD, 3222 Winona Way, North Highlands, CA, 95660 no later than 3:00 p.m. on April 21, 2016.

OFFER TO ENTER INTO AGREEMENT

The undersigned hereby proposes to enter into an agreement with the Twin Rivers Unified School District and furnish services as outlined in the request for qualifications subject to the terms and conditions contained herein.

Name and Address of Firm

Signature of Authorized Officer or Employee of Firm

_________________________  __________________________
Name                                                                 Signature

_________________________
Address                                                                 Title

_________________________
City and State                                                                 Date

_________________________
Telephone Number

_________________________
Fax Number

_________________________
Email Address
TERMS AND CONDITIONS

1. INSTRUCTIONS AND USE OF FORMS. In order to preserve uniformity and to facilitate the award of contracts, Respondents shall complete and return the enclosed District-required forms with their responses.

2. ACCEPTANCE OR REJECTION OF RESPONSES. The District reserves the right to reject any and all Responses that are incomplete, contain errors, arrive after the due date/time or are submitted by unqualified vendors. The District reserves the right not to award a contract if the District, in its sole discretion, deems the responses received pursuant to this RFQ/P lacking in any respect or insufficient to meet the District’s requirements and needs.

3. PROPOSAL PROTESTS. The following instructions must be followed by a Respondent who wishes to challenge the District’s selection and award of any contract pursuant to this Request for SOQs:
   a) Any protest must be submitted in writing to the Manager, Contract & E-Rate Services, Twin Rivers Unified School District, 3222 Winona Way, Suite 200, North Highlands, CA 95660, before 3:00 p.m. on the fifth (5th) business day following the District’s notification of its intention to award a contract pursuant to this RFQ/P.
   b) Only vendors who submitted a proposal in response to this RFQ/P may file a protest.
   c) Protests must contain the following specific information:
      - Protestor’s name, address, tele. no. and email address;
      - Date on which protestor’s Response was submitted to the District;
      - Protestor’s specific, detailed basis for the protest, which must be supported by facts and/or documentation. Protests based on hearsay, feelings or opinions not supported by facts, will be deemed invalid.
   d) The protestor shall send a copy of the initial protest document and any attached documentation to all other parties that may be affected financially by the outcome.
   e) The District will review and evaluate the protest for validity, including, if required, review by outside counsel. The District and/or counsel will provide a response within ten (10) days of review of the protest letter.
   f) If upon review, the proposal protest is found to be frivolous or lacking validity, the protest will be rejected and the protesting party may be deemed ineligible to participate in future District bidding or contracts.

4. ASSIGNMENT PROHIBITED. No contract awarded under this proposal shall be assigned without the express, prior written approval of the District. Any attempted assignment in violation of the provision may be voided at the option of the Board of Trustees.

5. NO CONTACT WITH BOARD OF TRUSTEES. Respondents may not contact any member of the Twin Rivers Board of Trustees regarding this RFQ/P, unless specifically invited to an interview conducted by the Board.

6. NON-DISCRIMINATION. The Twin Rivers Unified School District does not discriminate in the selection, acceptance, or treatment of any contractor based upon race, color, national origin, religion, sex, sexual orientation, handicap, age, veterans status, medical condition as defined in Section 12926 of
the California Government Code, ancestry, marital status, or citizenship, within the limits imposed by law. The District likewise prohibits discrimination by contractors and subcontractors, and may require the successful vendor(s) to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement, in compliance with Government Code 12990.

ACCEPTANCE OF TERMS AND CONDITIONS

The undersigned hereby acknowledges receipt and acceptance of the above Terms and Conditions.

Company Name: ________________________________

Authorized Signature and Date

Printed Name: ________________________________

Title: ________________________________
Qualification Certification

I, the undersigned, certify and declare, with specific reference to the California False Claims Act, Government Code sections 12650, et seq., that I have reviewed all of the information presented in this submittal and know its contents. The matters stated in the submittal are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true.

I declare under penalty of perjury that the foregoing is true and correct.

Name: __________________________________________

Signature: ________________________________________

Title: ____________________________________________

Date: ____________________________________________
NONCOLLUSION AFFIDAVIT TO BE EXECUTED AND RETURNED WITH PROPOSAL
(Public Contract Code Section 7106)

____________________________________, deposes and says that

Authorized Representative

he/she is ____________________________ of ______________________________

Title Contractor/Company Name,

the party providing the foregoing proposal; that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the respondent has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal; that the respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other respondent, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the respondent has not, directly or indirectly, submitted his or her price or any breakdown thereof, or the contents thereof, or divulged information of date relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member of agent thereof to effectuate a collusive or sham proposal.

____________________________________

Signature

____________________________________

Typed or Printed Name
APPENDIX 2

DISTRICT PREFERRED ENGINEERING FIRMS
<table>
<thead>
<tr>
<th>CIVIL ENGINEERS</th>
<th>MECHANICAL ENGINEERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BKF</td>
<td>LP Consulting Engineers</td>
</tr>
<tr>
<td>PBK</td>
<td>Turley &amp; Associates</td>
</tr>
<tr>
<td>Warren Consulting Engineers</td>
<td>Capital Engineering Consultants</td>
</tr>
<tr>
<td><strong>STRUCTURAL ENGINEERS</strong></td>
<td><strong>MEP (Mechanical, Electrical, Plumbing)</strong></td>
</tr>
<tr>
<td>Anderson-Doig</td>
<td>LP Consulting Engineers</td>
</tr>
<tr>
<td>BASE Design</td>
<td>PBK</td>
</tr>
<tr>
<td>CYS</td>
<td></td>
</tr>
<tr>
<td>PBK</td>
<td></td>
</tr>
</tbody>
</table>

*Board Approval: 3/15/2016*