



Town of Coventry

Department of Planning & Development
1675 Flat River Rd. Coventry, RI 02816
Phone (401) 822-9184 Fax (401) 822-6236

024-21

Request for Proposals

Coventry Comprehensive Community Plan – Major Update

Due: September 7, 2021 by 2:00 pm

Deliver to:

Office of Town Clerk
Coventry Town Hall
1670 Flat River Road
Coventry, RI 02816

For Further Information, Please Contact:

Russell S. Crossman
Director of Planning and Development
401 822 9184
rcrossman@coventryri.org

Introduction

The Town of Coventry, Rhode Island (the "Town") is seeking proposals from qualified firms and consultants in the field of land use planning, economic development/redevelopment, zoning, housing and community development to update the Town's Comprehensive Community Plan (the "Comp Plan"). The Town's existing Comp Plan was originally adopted in August 1992, was last amended in June 2000 and expired in March 2004. Over the last fifteen years, several attempts to update the Comp Plan have been attempted, but Coventry has not been able to finalize an approved document. The Town seeks to update its Comp Plan to satisfy the requirements of the Rhode Island Comprehensive Planning & Land Use Act, R.I. Gen. Laws, and title 45, Chapter 22.2 (the Act") and to secure approval of the plan from the Rhode Island Division of Statewide Planning.

Background

Coventry has the largest land area of any municipality in Rhode Island with a broad diversity of development within 64 square miles, that runs the gamut from dense, semi-urban, commercial and residential development in the east, to very large rural and agricultural development and undeveloped woodlands in the west. Accordingly, the chosen consultant will need to have experience in a broad array

of community planning topics and be able to respond to a variety of local interests, concerns and objectives for the Town's future development.

The Town has some updated comprehensive planning data and an unapproved draft comprehensive plan prepared since 2010 for review and use in preparing the Comp Plan update. Although never formally adopted due to the passage of a new statewide comprehensive planning act in 2011, these materials include valuable, contemporary information on recent development issues to supplement the Town's official Comp Plan. Copies of these materials are available for review as part of the RFP process.

Scope of Work

The Town is requesting proposals from qualified firms with considerable experience in land use planning, economic development/redevelopment, community design, housing, zoning, and community involvement/participation. The Comp Plan will provide strategies to encourage protection of the quality of life for the Town's residents and businesses through improved compatible land uses, economic development, natural resource protection, recreational/park area development, and general improvements to the quality of life throughout the Town of Coventry.

Tasks

The successful bidder shall undertake a complete study and analysis of existing conditions and identify constraints as well as needs and opportunities in the Town with focus on implementation strategies based on detailed evaluation and refinement of issued, goals, and policies defined in the Comprehensive Plan update in accordance with RIGL 45-22.2. The plan update shall include a major update of the existing plan including a complete reformat of the document into a user-friendly Comp Plan with graphic based data visualization and mapping, taking advantage of current technology such as GIS, MapView/ArcGIS, Excel, Adobe pdf, MS Word to the greatest extent possible.

The firm or consultants will, to the maximum extent feasible, utilize existing information, reports and studies on file with the Town and/or provided by the Town. The Proposal will also include a complete list of all sub consultants, resumes, firm experience and level of effort for this project. The firm or individual will work closely with the Department of Planning and Development to:

- Conceive a structure and schedule for the Comprehensive Plan Update.
- Assemble and analyze data
- Synthesize information gained into a comprehensive plan update document that is formatted for easy reading and viewing.

The scope of work shall include all tasks necessary to prepare an updated draft Comp Plan for local adoption as well as submission to the Rhode Island Division of Statewide Planning for review, comment and approval. Unless otherwise set forth herein, the Town desires that the updated Comp Plan be modeled on and prepared in accordance with the Rhode Island Comprehensive Planning Standards Manual, as adopted by the State Planning Council on January 14, 2016 (the "Standards Manual"). All proposals should be based on a scope of work that shall provide, at a minimum, the following services:

Initiate and update the Comprehensive Plan process which shall include the following:

1. An initial summary assessment of the existing Comp Plan and the draft 2011 update identifying any significant additions, deletions or modifications that will be required in the new Comp Plan.
2. At least three (3) public community meetings (charrettes), including conducting/moderating the meetings, recording, compiling, analyzing and summarizing the information gathered during the meetings;
3. Meetings with a Coventry Comprehensive Plan Advisory Committee on an as-needed basis;
4. Meetings with the Rhode Island Division of Statewide Planning on an as-needed basis;
5. Attending Planning Commission and Town Council meetings on an as-needed basis;
6. Consultation with Town of Coventry Department heads on an as-needed basis;
7. Regular consultation with Town Planning Staff;
8. A public involvement process outlining method(s) to encourage active public participation;
9. Public meetings and workshops (ongoing throughout the process);
10. Review and analyze existing conditions;
11. Assemble data and inventory including socioeconomic and demographic trends;
12. Produce an element by element update of the Coventry Comprehensive Plan;
13. Conduct a land use and municipal infrastructure analysis;
14. Review and analyze existing and projected housing conditions and trends;
15. Evaluate the existing and proposed transportation projects and/or improvements;
16. Identify community issues, concerns, problems and needs;
17. Project future needs for housing, recreation, public facilities, services and natural resources/open space preservation;
18. Develop goals, objectives and policies;
19. Identify opportunities in the Town;
20. Recommend zoning amendments that would implement the goals, policies and objectives contained within the Comp Plan update;
21. Prepare an Implementation Program which includes implementation strategies/actions, identification of responsible parties and time frames for each action;
22. Analyze the existing town-wide GIS land use maps for compliance with RI Statewide Planning Standards and update as necessary;
23. All required GIS mapping;
24. Prepare plan update and executive summary including text, maps and graphics;
25. Ensure internal consistency of all plan elements and consistency with the State Guide Plan;
26. Produce draft Comp Plan update suitable for public presentation to the Advisory Committee, Planning Commission and Town Council;
27. Responsible for submitting draft plans to the Town of Coventry Planning Commission, RI Statewide Planning and the Coventry Town Council for their required approvals;
28. Consultants shall be responsible for incorporating all State comments into the Comp Plan until such time the Comp Plan has received final State of Rhode Island approval;
29. Preparation of a final Comp Plan update that: satisfactorily addresses all elements mandated by the Act; is formatted consistent with the Standards Manual; and is ready for submission to the Rhode Island Division of Planning for review, comment and approval. Elements of the Comp Plan are listed below. These elements should be addressed as stand-alone elements or incorporated into one or more other related elements at the consultant's discretion.

- a. Objectives, Goals & Policies (*addressing future growth and development, and conservation and preservation of natural, cultural, open space and recreational resources*);
- b. Maps (*showing existing conditions, future land use and addressing methods for resolving discrepancies between the two*)
- c. Natural Resources;
- d. Open Space & Outdoor Recreation;
- e. Historical & Cultural Resources;
- f. Housing;
- g. Economic development;
- h. Agriculture;
- i. Services & facilities;
- j. *Energy;
- k. *Renewable energy;
- l. Water supply;
- m. Circulation / Transportation;
- n. Natural Hazards;
- o. Land use;
- p. Implementation.

- * The topic of Renewable energy, particularly utility-scale wind turbines and solar farms, has become a significant issue within the Town that needs to be addressed in the Comp Plan. Of particular concern is how these facilities fit in with the Town's woodland, open space, agricultural and low density residential uses. At the consultant's discretion Renewable energy may be addressed as a stand-alone element, or as part of an Energy element.

- 30. A project timetable identifying proposed completion dates for the various tasks/elements in the most expeditious and cost effective order given the availability of funding. All deliverable elements shall be delivered to the Town Planning Department staff in electronic format for review and edits on an as-completed basis.

Mapping Tools and GIS Interaction

The Comp Plan must make use of computer capabilities for data inventory and ArcGIS mapping maps shall be formatted so that they may be overlaid and all layers may be easily and accurately depicted. All maps and data must be computer-accessible and prepared in a compatible computer format. The consultant shall be responsible for analyzing existing town-wide GIS land use maps for compliance with Statewide Planning Standards and update as necessary.

Public Participation

The consultant must have experience in developing public outreach programs as part of a Comp Plan update including but not limited to facilitating public meetings, hearings and workshops that communicate the draft amendments, policies, goals and concepts to the community in a clear and concise manner. The consultant shall work with the Town Staff, the Advisory Committee, Planning Commission and the Town Council to review and develop a coordinated public outreach program that encourages

public review of the comprehensive update and will provide a forum for active public presentation. The consultant is responsible for preparing all notices for public hearings, meetings and workshops and as required shall prepare minutes and staff reports for each public presentation. All meetings shall be open to the Public and the consultant must accept all public comment.

Project Representative

The consultant shall maintain effective communication and coordination with the designated Town of Coventry project representative:



Deliverables

The Consultant will be expected to deliver at a minimum:

1. A locally adopted, State approved Comprehensive Plan, which meets all requirements as outlines in § 45-22 of the Rhode Island General Laws and standards set by the Rhode Island Division of Statewide Planning.
2. All cartographic, graphical, tabular or either compilations or representations of data assembled in support of the project.
3. Products such as reports and studies must be furnished in both hard copy and electronic format.
4. Twenty (20) bound color copies, five (5) unbound copies, and five (5) electronic versions of the final comprehensive plan update in Microsoft Word, Adobe Acrobat and/or ArcView.
5. The consultant shall also provide to the Town any GIS mapping data contained in the final comprehensive plan document.
6. Documents shall be provided to the Town of Coventry a minimum of ten (10) working days prior to public release.
7. Electronic copies must include editable files of reports and studies in Microsoft Word.
8. All GIS products must be submitted as topologically correct ArcGIS geo-data bases or shape files with metadata meeting all Federal Geographic Data Committee metadata standards and shall be made available to RIGIS.
9. Copies of presentational material (power point presentation, display boards, etc.)
10. All interim and final products (reports, maps, data, etc.) supported by this agreement shall be public documents pursuant to RI General Laws.

Project Timeframe

Work is expected to start in October of 2021, and the finished product should be ready for local adoption and submission to the Rhode Island Division of Planning within approximately 24 months. The project time frame will be finalized with the successful bidder. The qualified firm or consultants should demonstrate the ability to complete the project on schedule or explain why a departure from the proposed timeframe is recommended.

The consultant will work with the Town to develop a project time frame which may include but not be limited to the following tasks and milestones:

- Overall project timeframe (Certain tasks may run concurrently)
- Work with the Advisory Committee, Planning Commission, Planning Department and Town Council to delineate the process including the public participation process Data assembly, review and analysis
- Public meetings/public participation Prepare update of plan elements including text maps and graphics and Executive Summary
- Prepare new existing and future GIS based community-wide land use maps, if necessary, pursuant to RI Division of Statewide Planning standards. Ensure internal consistency of plan elements and State Guide Plan.
- Produce draft Comp Plan update suitable for public presentation to the Advisory Committee, Planning Board and Town Council. Submit approved plan update for Statewide Planning Review and approval
- Produce adopted and approved Comprehensive Plan

Proposal Requirements

All Proposals shall be based on completing the scope of work previously outlined.

The proposal shall also include, at a minimum, documentation of the firm or individual's qualifications for conducting the requested work. This can include information related to:

1. Amount of experience in design, land planning, public policy, or management consulting.
2. Availability for principal or project manager for required meetings.
3. Amount of experience in the management of public information processes and conducting Comp plan updates or revisions.
4. Proven experience working in the public sector and in working with local neighborhood organizations.

Responses must also include, at a minimum:

1. General description of the firm or individual's experience;
2. Documentation of the firm or individual's qualifications for conducting the requested work as outlined above;
3. A detailed scope of services for the proposed work;
4. An outline of the schedule for the completion of tasks ;
5. List of references, including name, title, agency, address, project cost, and telephone number for similar projects completed within the last five years;
6. An outline of the total project cost, with a breakdown that identifies the cost for completing each item listed in the Scope of Work;
7. Other pertinent information that would aid the Town in making a selection.

Ten (10) copies of the proposal shall be submitted to Office of Planning and Development, Coventry Town Hall Annex, 1675 Flat River Road Coventry, RI 02816 in a sealed envelope marked "RFP Comprehensive Plan Update Proposal". The Town reserves the right to cancel any requests for proposals, and to reject in whole or in part any and all projects, when it is deemed in the best interest of the Town to do so.

INSTRUCTIONS TO VENDORS

1. BIDS/PROPOSALS:

Instruction forms and specifications may be obtained in person, online or by mail at the Office of Planning and Development, Coventry Town Hall Annex, 1675 Flat River Road, Coventry RI 02816. Sealed bids or proposals will only be accepted by the Town of Coventry, if submitted in accordance with these instructions, the General Conditions and any other attached specifications.

2. QUALIFICATIONS:

Qualified consultants shall have technical experience in comprehensive land use planning, economic development/redevelopment, community design, housing, historic preservation, zoning, urban design, growth center development, environmental analysis, and citizen involvement/participation in accordance with RIGL § 45-22.2 "The Rhode Island Comprehensive Planning and Land Use Act." The qualified consultant shall also provide personnel capable of gathering and analyzing necessary data and GIS layers for GIS based mapping and data.

The Town may make such investigation as it deems necessary to determine the ability of the Bidder to furnish the services and the Bidder shall furnish to the Town all such information and data for this purpose that the Town may request. The Town reserves the right to reject any bid if the evidence submitted by the Bidder or an investigation of such Bidder fails to satisfy the Town that such Bidder is properly qualified to carry out the obligations of the contract.

3. MINIMUM SUBMISSION REQUIREMENTS

In order to conduct a reasonable and efficient evaluation of prospective applicants, the Town requires that firms prepare qualification statements which are clear and concise, and which follow the format outlined below. Proposals shall be bound and submitted on typewritten, single-sided, 8 ½" x 11" paper. Font size shall be no less than 12-point type and the proposal shall contain a Table of Contents that cross-references each requirement with the specific page in the proposal.

In addition to a Bid Sheet; a Vendor Responsibility Form; an Equal Opportunity Employer Form; a Statement Under Oath to Accompany Bid Form; and RFP supporting documentation, all prospective bidders shall submit one (1) unbound Original; seven (7) bound copies of their proposal AND one (1) .pdf copy on a flash drive. Submissions shall follow the outline below and include, at a minimum, staff experience, including resumes of each associate or individual working under the terms of the contract, a list of any sub-consultants that the company proposes to use including resumes of key personnel, examples of recent similar in nature to the work described under this RFP.

The document shall be submitted by the deadline and addressed to:

Office of the Town Clerk
Coventry Town Hall
1670 Flat River Road
Coventry, RI 02816

All sealed proposal will be received until 2:00 pm on September 7, 2021, at which time they will be opened and read aloud. All proposals shall be labeled "Comprehensive Community Plan RFP" on the outside of the envelope or package.

All questions regarding this RFP should be addresses to Russell S. Crossman, Director of Planning and Development, (401) 822-9184, or email at rcrossman@coventryri.org

Proposals must consist of the following minimum requirements:

- A statement of interest in the project along with a narrative describing how the consultant proposes to complete the project.
- Statement of qualifications and experience listing similar projects completed including samples of similar work with references and project descriptions.
- Describe how the consultant will organize its personnel and staffing including a designated project manager and day to day contact (if different from project manager) along with a description of their areas of responsibility and specific experience relative to the tasks assigned.
- Include a general outline of tasks, products and project schedule, including the number of hours required to complete each task.
- Provide a minimum of three (3) client references with contact name(s) and telephone numbers(s) of relevant projects and where they were performed.
- Project Budget which shall provide a not-to-exceed lump sum fee for professional services required to complete the Scope of Services. In addition to the lump sum fee, the consultant shall specify costs by activity of function tasks identified in the scope of work including a summary of non-labor costs and reimbursable expenses inclusive ancillary costs.
- Insurance – Provide information on the firm's current professional liability insurance and errors and omissions insurance including name of the carrier, policy limits and policy deductible. Firms responding shall have a minimum of \$1 Million in professional liability insurance and statutorily required workmen's compensation and motor vehicle insurance.

4. REQUIRED ATTACHMENTS TO BIDS:

Each bid shall be accompanied by the following which are attached herewith:

- Notarized affidavit (non-collusion oath) executed by the Bidder, or if the Bidder is a corporation, executed by a duly authorized representative of the corporation;
- Vendor responsibility form; and
- Equal Opportunity Employer form.

5. ACCEPTANCE OR REJECTION OF BIDS RESERVATIONS:

The Town will accept or reject bids within ninety (30) days of the date after the bids are opened. The Town reserves the right to reject or accept any or all bids or portion thereof where such acceptance or rejection would, in the Town's sole discretion, be in the best interest of the Town,

and further reserves the right to reduce or modify the scope of the project in order to meet funding limits, budget and scheduling constraints.

6. ADDENDA:

Any addenda, including response(s) to bidders' questions, issued after the request for bids are distributed shall be covered in the bid, and in closing the contract they shall become a part thereof.

7. SPECIFICATIONS:

Bidders must examine the specifications carefully. In case doubt shall arise as to the meaning or intent of anything shown in the specifications, inquiry shall be made in writing to the Town before the bid is submitted. The submission of a bid shall indicate that the bidder thoroughly understands the terms of the RFP and specifications.

GENERAL CONDITIONS

1. RESERVATIONS:

- The Town reserves the right to waive formalities or technicalities in bids as the interests of the Town may require.
- The Town may waive minor differences in specifications provided these differences do not violate the intent of the specification or materially affect the operation for which the item is being acquired.
- Bids which show omission, irregularity, alteration of forms, or additions not called for, and conditional or unconditional, unresponsive bids or bids obviously unbalanced may be rejected.
- The Town reserves the right to award contracts on a lump sum or an individual item basis or such combination thereof as the interests of the Town may require.
- If in the Town's judgment, the Town's best interest will be served by doing so, the Town reserves the right to reject any and/or all bids; to accept a portion of a bid or bids only; to advertise for new bids; to proceed to do the work otherwise; or to abandon the work.

2. DISPUTES:

In cases of disputes as to whether or not an item or service quoted or delivered meets the specifications, the decision of the Town shall be final and binding on both parties.

3. FAILURE TO DELIVER:

In the event the Contractor fails to deliver the services and materials covered by the contract and in accordance with the delivery terms stipulated in the contract, then the Town will have the right to purchase on the open market the services and/or materials covered in the Bid Proposal and shall have as damages the cost of obtaining such services and/or materials and any additional costs incurred by the Town as a result thereof.

4. INSURANCE:

The Contractor shall maintain such commercial general liability and broad form property damage insurance and Workers' Compensation Insurance as will protect the Town from any and all claims under Workers' Compensation Acts, and from any other claims for loss or damages or for general injury or damage to property which may arise from Contractor's operations under the contract; whether such operations be by themselves or by any subcontractor or anyone directly or indirectly employed by either of them. Certificate of Insurance shall be on an occurrences basis.

The Contractor shall name the Town as additional insured to the required insurance policy and will furnish a Certificate of Insurance or other acceptable evidence of insurance coverage to the Town within ten (10) days from date of award, but in no event later than the date of execution of the Contract.

- **Comprehensive Liability Insurance:** Limits of Coverage (Applies ONLY to Contractors performing services in and/or for the Town; NOT for supply only Contracts) Limits of coverage for commercial general liability and broad form property damages coverage are to be no less than One Million Dollars (\$1,000,000.00) occurrence/One Million Dollars (\$1,000,000.00) aggregate personal injury and death and One Million Dollars (\$1,000,000.00) property damage. One Million Dollars (\$1,000,000.00) aggregate, where insurance aggregates apply.
- **Automobile Liability Insurance.** Motor vehicle insurance meeting the requirements of Rhode Island law and covering every vehicle and driver involved in providing the services, in the following amounts:
 - Bodily injury liability with limits of \$500,000.00 each person and \$1,000,000.00 each accident;
 - Property damage liability with a limit of \$100,000 each accident.
- **Workers' Compensation:** Contractor shall maintain Worker's Compensation coverage for the duration of the contract. Evidence of coverage must be presented before the final contract is signed by the Town.

5. INDEMNIFICATION:

The successful bidder will be required to indemnify, defend and hold the Town harmless against any and all liability to any person or persons for or by any reason of any condition or malfunction of the materials used, and against any and all claims made or liability to any person or persons by reason of any act or omission or negligence of the bidder or any of its agents, servants, or employees. This indemnification shall include reasonable attorney's fees incurred by the Town in connection with such claim or liability.

6. INSPECTIONS:

The Town has the right to inspect and test all services and materials called for by the contract, to the extent practicable at all times and places during the term of the contract. The Town shall perform inspections and tests in a manner that will not unduly delay the work. If any of the services and/or materials do not conform to contract specifications, the Town may require the

contractor to perform the service or again provide a replacement product in conformity with contract specifications, at no increase in contract amount.

EVALUATION AND SELECTION CRITERIA

The proposals will be examined and evaluated based on the factors presented below. It is the responsibility of the consultant to provide information, evidence or exhibits which clearly demonstrate the ability to satisfactorily respond to project requirements and the factors listed below.

Company Qualifications and Experience

Maximum 30 points

Proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques, and guidelines required for the performance of the required work. All elements within this factor are of equal importance. The consultant must indicate specific experience in the required areas.

Personnel Qualifications and Availability

Maximum 15 points

Specialized experience is required of project personnel; proposals must clearly demonstrate the capability, academic background, training, certifications and experience of the proposed personnel. The availability of the proposed staff is also of critical importance and must be demonstrated.

Performance Record of Firm

Maximum of 15 points

The consultants shall provide a list of references for at least three (3) recent projects of similar size and complexity. References must include current telephone contact information and affiliation.

Project Understanding

Maximum 10 points

The consultant must demonstrate an understanding of the Town of Coventry's operations and the role and function of this contract in meeting the needs of the Town's Planning, Public Works, Sewer, and Building Departments along with the needs of the Kent County Water Authority (KCWA).

In addition to understanding the Scope of Work and approach, the consultant must demonstrate the following which will be considered in the selection:

- Knowledge of current issues and state of art practices and procedures in the relevant technical areas previously discussed.
- Knowledge and experience in developing Comprehensive Plans (updates) in similar sized communities.
- Working knowledge of the geographic area as evidenced by prior work experience in the region.

- The ability to provide the necessary skills and expertise from in-house resources and/or sub-consultants.

Cost Evaluation

Maximum 30 points

Cost will be considered as an independent factor from the above evaluation factors. **The consultant shall provide a project budget which shall provide a not-to-exceed lump sum fee for professional services required to complete this Scope of Services.** In addition to the lump sum fee, the consultant shall specify costs by activity of function tasks identified in the scope of work including a summary of non-labor costs and reimbursable expenses inclusive of ancillary costs.

EVALUATION PROCEDURE

- All Proposals will be reviewed by a steering committee and rated based upon a combination of factors regarding the proposal and the evaluation criteria set forth in these specifications.
- Selection shall be made of a bidder determined to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price. Price however, shall not be considered the sole determining factor.
- The Town may/may not conduct interviews with the top-ranked firms prior to making a selection of the most qualified and responsive firm in the best interest of our Community.
- Based upon the results of the review process, a contract may be developed with the highest-rated consultant. If an agreement cannot be reached, negotiations with other consultants, in order of their review ranking may be conducted until an agreement can be reached.

VENDOR RESPONSIBILITY FORM

(A separate sheet of paper may be used if necessary)

1. Summarize briefly your experience in providing the commodities or service outlined in the attached specifications:

2. List the names and addresses of three (3) firms, **with telephone numbers and contact person**, for which you have provided similar commodities or services:

3. List the name and address of one bank or other institution that can provide the Town with an adequate credit reference:

Federal I.D. #

Name of Bidder: _____

Address: _____

Telephone #:

By: _____

Signature

Typed Name and Title

EQUAL OPPORTUNITY EMPLOYER

This company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, this company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

This company expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

Bidder: _____

Type/Print Name of Company

Address: _____

Town/State: _____

Zip Code

By: _____

Signature of Person Authorized to Sign Bid

Type/Print Name and Title of Person

Authorized to Sign Bid

Town of Coventry, RI

STATEMENT UNDER OATH TO ACCOMPANY BID

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price.

ATTEST/WITNESS

Name of Bidder-Type/Print

_____ By: _____
Signature of Person Authorized to Sign

Name and Title of Signatory (Type or Print)

STATE OF _____

LOCALITY OF _____, TO WIT:

On this ____ day of _____ 20 ____, before the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed on the foregoing instrument for the purposes therein contained. IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year aforesaid.

Notary Public

My Commission Expires: _____