



Kentfield School District

Architectural RFQ/P

Addendum #1

4/2/25

Owner:

Kentfield School District
800 College Ave
Kentfield, CA, 94904

To: Prospective Bidders

The following changes, modifications and additions to project documents described below are made a part thereof and are subject to all of the requirements thereof as if originally specified. The submitter must acknowledge receipt of the Addendum in the space provided on the bid proposal form; failure to do so may subject the Submitter to disqualification.

621 W Spain Street • Sonoma, CA 95476
707-933-0624 • Fax 707-996-8390

Addendum #1

This addendum consists of Two (2) pages.

Item #1 Change of Document Title from RFP to RFQ/P -

- In order to better align with the project scope and procurement process, the document previously titled "Request for Proposals" (RFP) will now be designated as a "Request for Qualifications/Proposals" (RFQ/P)

End of Addendum #1

**KENTFIELD SCHOOL DISTRICT
NOTICE OF REQUEST FOR PROPOSALS
FOR ARCHITECTURAL SERVICES**

The Kentfield School District (“District”) hereby requests proposals from architectural firms to provide services for the District’s Architectural Services RFQ/P listed in the District's Request for Proposals (“RFP”). The full version of the RFP can be obtained by contacting District representative Beth Fogel at bfogel@kentfieldschools.org.

The architectural services to be provided include design and construction administration for the Project discussed within the RFP. This RFP and any resulting contract shall be subject to all applicable laws (incorporated herein by reference) including but not limited to payment of prevailing wages.

Proposals are due no later than: **April 17, 2025 by 4:00 PM** unless extended by the District.

Proposers to this RFP should submit responses electronically in PDF format via email to the Contact Email listed in the RFP below. Proposer is responsible for verifying that the email and attachments have been received. RFP proposals shall be submitted electronically as follows:

Beth Fogel
Executive Assistant to the Superintendent
bfogel@kentfieldschools.org
CC
Marcus Armstrong Brown
Project Assistant
Marcus@Greystonewest.com

PROPOSED KEY EVENTS AND DATES FOR THIS RFP

Please note that the below schedule is a tentative proposed schedule of events and is subject to change at the District’s sole discretion.

Event	Date
RFP Advertisement	April 2, 2025 & April 9, 2025
Deadline for Inquiries	April 14, 2025
Proposal Deadline	April 17, 2025
Notification of Arch Shortlist	April 24, 2025
Interviews (if any)	May 2, 2025
Notice of Intent to Award	May 13, 2025
Contract Award	May 13, 2025

Any questions regarding this RFP must be submitted in writing and sent by email to Beth Fogel at bfogel@kentfieldschools.org CC Marcus Armstrong Brown at Marcus@Greystonewest.com on or before **April 14, 2025 by 4:00 p.m.** Any and all responses will be submitted in writing to all recipients of this RFP.

**KENTFIELD SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR ARCHITECTURAL SERVICES**

School District Name: Kentfield School District (“District”)

School District Address: 750 College Avenue
Kentfield, CA 94904

School District Contact Email: Beth Fogel : bfogel@kentfieldschools.org (“Contact Email”)

Deadline for Proposal Submission: April 17, 2025 (“Deadline”)

Project Name: Architectural Services RFQ/P (“Project”)

Details regarding the specifics of the Project are included in the Project description below and incorporated herein by reference.

The District invites proposals (“Proposal”) from qualified architects (“Architect” together with architectural firm “Firm”) for the Project. The District intends to select a qualified and experienced architectural firm to provide architectural services as described herein.

Proposals should demonstrate expertise in school facility design and familiarity with school construction projects. Architects submitting Proposals should demonstrate experience performing work similar to the Project. Architect shall be required to comply with any and all applicable requirements relating to prevailing wage and registration with the Department of Industrial Relations.

Any proposals not received by the Deadline may be disqualified at the sole discretion of the District.

Questions regarding this RFP may be directed to the Contact Email at least seven (7) days prior to the Deadline. No other members of the District's staff or Board should be contacted about this procurement during the procurement process. The District may, in its sole discretion, disqualify any proposer who engages in any prohibited communications.

The District reserves the right to cancel or revise this RFP, for any or no reason, in part or in its entirety. The District makes no representation that any contract will be awarded to any proposer responding to this RFP. The District expressly reserves the right to postpone proposal consideration for its own convenience, to waive any informality or irregularity in a proposal received, and to reject any and all proposals received in response to this RFP.

I. PROJECT BACKGROUND AND DESCRIPTION

The District is a California public school district operating and existing under the laws of the State of California. The District is seeking architectural and engineering services to construct Measure E Projects. The District invites qualifying Proposals from qualified and experienced architectural firms through this RFP to perform the architectural work and related construction oversight services, as more particularly described herein.

II. ANTICIPATED REQUIRED SERVICES

The selected Architect will be expected to perform the following services:

1. Review the District's Project budget and timetable and confirm in writing that the Project can be designed and constructed for the budget and within the proposed completion schedule.
2. Prepare the design criteria, plans, specifications and other Project-specific material. The documents shall be of sufficient detail to show design intent of the District with regard to the Project and to allow potential contractors to prepare a detailed proposal in response to a request for proposals or bid on the Project as applicable. Additionally, the documents shall specify the exact or minimum amount of usable floor areas required, and the environmental conditions (power, light, heating, cooling, ventilation, etc.) required for the Project and, as appropriate and requested by the District, specific design directives and performance criteria for certain portions of the Project.
3. Provide related construction oversight services.
4. Participate in all meetings determined to be necessary (with District and other interested parties) to ensure the successful completion of the Project.
5. As requested by District, provide a presentation to the District's governing board concerning the completed documents to assist with obtaining Project approvals from the District's governing board.
6. Respond to RFIs submitted by the General Contractor and other entities performing work on the Project.
7. Perform additional duties as described by contract or directed by the District.
8. Prepare Plans and documents required by the California Department of Education ("CDE") and the Division of State Architect ("DSA").
9. Review available documentation, verify existing field conditions and confirm the accuracy of as-built documents to utilize for preparation of the design documents.
10. Prepare Project schedule, budget, design documents which satisfy the requirements of the State's School Facilities Program (or successor program) and the District Educational Specifications and/or guidelines.

11. Prepare all necessary bidding information and forms required by the District and assist the District throughout the bid process.
12. Prepare schematic/design development of construction document plans and specifications for submittal to the District and other agencies requiring submittal for Project approval.
13. Prepare all necessary schematic/design and construction document and an estimated Project cost summary of submittal to the District and other agencies requiring submittal for Project approval.
14. Prepare as-builts of completed Project.
15. Assist with Project closeout.
16. Track, process, and submit all required close-out documentation required by DSA and/or any other regulatory agency.

Please Note: The responsibilities and duties listed herein are stated in general terms and are for informational purposes only. The parties shall negotiate a final agreement after a recommended firm has been selected.

III. TERMS AND CONDITIONS

A. Personnel

The Architect shall be capable of performing the work described herein with minimal guidance or direction. All personnel who will be involved in inspecting or overseeing work performed on the Project shall have prior experience working on and successfully delivering public projects of similar scope and size. Experience working on projects using the Design-Bid-Build and Lease-Leaseback construction delivery methods are highly desired.

B. Payment Method

The selected firm will be paid an agreed-upon, negotiated, firm price. The selected firm shall be paid for value earned consistent with a schedule of deliverables and associated payment negotiated with the District at time of contract execution. Proposers should submit a detailed pricing proposal, including but not necessarily limited to a current hourly fee schedule (by job title). If referencing basic services costs, include typical staffing expectations, professional fee schedules, and variations that the District could expect, if applicable.

C. Applicable Laws and Regulations

Throughout this procurement and any subsequently executed contract, all proposers are required to comply with all applicable state, federal, and local laws and regulations, including but not limited to the California Labor Code. Proposers shall be responsible for complying

with all applicable prevailing wage requirements and any applicable reporting and registration requirements as required by the California Department of Industrial Relations.

Submissions may be withdrawn at any time prior to the closing date and time for receipt thereof specified above. The proposer shall withdraw its submission by delivering a written request signed by an authorized officer of the proposer's organization to the attention of Raquel Rose.

IV. INSTRUCTIONS TO PROPOSERS

A. GENERAL

1. Questions and Inquiries

Any questions regarding this RFP or the Project shall be directed, in writing, to the Contact Email specified above. Questions must be submitted in writing, and must be received by the District not later than the date and time established above. All such requests must be accompanied by all relevant information supporting the request for modification, interpretation, or clarification of this RFP. The District will evaluate any question or request submitted, but reserves the right at its sole discretion to determine whether to respond.

Proposers must refrain from contacting any other member of the District staff, administration or any member of the District's Board of Education prior to the final selection of a Firm for the Project. Any prohibited communications may result in immediate disqualification of a proposer's response to this RFP.

2. Proposal Validity Period

The proposer agrees that its proposal will remain valid for 180 calendar days ("Validity Period") following the Proposal Due Date. The District may request an extension of the Validity Period. Once award is made to a proposer, all elements of that proposer's proposal shall remain valid until the completion of the Project where an agreement is executed, including exercise of any potential options.

3. Public Records

All proposals submitted in response to this RFP become the property of the District and responses to this RFP are subject to the provisions of the California Public Records Act (Government Code Section 7920 *et seq.*) and Public Contract Code (PCC) Section 10165.

Documents provided by the proposer marked Trade Secret, Confidential, or Proprietary and any financial records provided by the proposer shall be clearly identified, labeled, and addressed. The District agrees to safeguard the documents to the best of its ability, and all information contained therein, against disclosure to the fullest extent permitted by law. However, in the event of arbitration or litigation, the documents shall be subject to discovery, and the District assumes no responsibility for safeguarding the documents, unless the proposer has obtained an appropriate protective order issued by the arbitrator or the court. A proposer has the duty of clearly labeling any Trade Secret, Confidential or Proprietary

information as such. No liability will attach to the District for the errant release of Trade Secret information by the District under any circumstances.

4. Conflicts of Interest

The proposer shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of any contract without immediate divulgence of this fact to the District.

5. Full Opportunity

The District hereby affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprises (“SLBE”), Small Emerging Local Business Enterprises (“SELBE”), Disabled Veterans Business Enterprises (“DVBE”) and minority and women business enterprises shall be afforded full opportunity to submit proposals in response to this RFP and will not be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified person with a disability shall, on the basis of the disability, be excluded from participating in, be denied the benefits of or otherwise be subjected to discrimination in any consideration leading to the award of the contract.

6. Forms

The following attached forms shall be completed and submitted with each Proposal:

RFP Form A – CERTIFICATION

RFP Form B – PROPOSAL SUBMITTAL ACKNOWLEDGMENT

RFP Form C – PREVIOUS DISQUALIFICATION, REMOVAL, OR OTHER
PREVENTION OF PROPOSING CERTIFICATION

B. INSTRUCTIONS FOR SUBMITTING RESPONSE

Each firm responding to the RFP shall address the following items in its response. Each item below shall be separated and clearly marked by tabs, or other means, to allow for easy review by the District.

1. Cover Letter

A maximum one-page, dated introductory letter must be submitted including the legal name of the respondent, address, telephone and fax numbers, RFP number and the name, title, and signature of the person(s) authorized to submit the qualifications on behalf of the Firm.

2. Table of Contents

A table of contents of the material contained in the proposal should follow the cover letter.

3. Executive Summary

The executive summary should contain:

- a. An outline of the Firm's philosophy concerning architectural services on public projects, particularly school construction projects;
- b. A synopsis of the Firm's approach to successfully working with school districts on the preparation of documents for school construction projects of similar size and magnitude; and
- c. A brief summary of the Firm's qualifications to engage in a professional relationship with the District.

4. Description of Firm

Provide specific information regarding the size, financial strength, location, nature of work performed, number of employees, years in business, California business license number (if applicable), and tax identification number of the Firm. Please identify the principal-in-charge who will serve as the District's main contact throughout the Project. Include the address, telephone, and fax number of the office that will be primarily responsible for providing services under the proposal.

Please also provide evidence that the Firm is in good standing and able to complete business in the State of California.

5. Background of Firm's Personnel

Identify and provide the background, including resumes, of employees whom the Firm expects will be utilized on the Project and will make up the Project team. The team proposed must remain intact during the procurement process and the life of the Project, if the proposer is selected, unless agreed to otherwise in writing by District. By submitting a proposal, proposer acknowledges that the District is making a selection based on the experience and qualifications of the team presented in the proposal and any changes to the team without the consent of the District may constitute a breach of contract by the proposer.

6. Experience in Providing Documents for Public Construction Projects

Provide a comprehensive narrative of your Firm's experience working with other California public school districts and other public agencies in successfully providing architectural services associated with the preparation of documents for use on the construction of a public project of similar size and scope as the Project, which narrative should clearly demonstrate your Firm's experience and qualifications to be able to successfully provide the services described herein.

The narrative should address the following:

- a. An explanation of your experience with the California Department of Education ("CDE"), the Office of Public School Construction ("OPSC"), the Division of the

State Architect (“DSA”), the Uniform Building Code (“UBC”), and Title 24 of the California Code of Regulations. Such experience shall be considered mandatory for any Firm submitting a Proposal in response to this RFP.

- b. Evidence that your Firm and personnel proposed in your Proposal have the expertise and experience in construction project design review and evaluation, scheduling, and cost estimating to carry out the professional services described herein.
- c. Demonstrated experience providing architectural services in California associated with preparation of design documents and specifications for school construction projects using the Design-Bid-Build and Lease-Leaseback construction delivery methods, particularly renovations and expansions of existing school facilities.
- d. Demonstrated experience providing construction oversight and administration throughout the life of a project.
- e. Evidence of experience providing outreach to District stakeholders in both a governing board meeting and public forum setting whereby updates on the Project are provided and questions are answered by your Firm.
- f. Discuss your knowledge and approach toward the following:
 - i. Reviewing architectural design concepts, principles and standards;
 - ii. Supervisory principles, practices and procedures;
 - iii. Building construction methods and materials;
 - iv. Compliance with applicable building codes and ordinances and accepted standards of quality for public projects;
 - v. Coordination with Project owner, CM and contractor(s); and
 - vi. Project design for school construction projects on working school campus.

Your narrative should be complete and clear to provide an insightful, straightforward, and concise overview of the capabilities of your Firm. Inclusion of additional facts, information and examples of previous work are encouraged if it will help to highlight your Firm’s qualifications and experience.

7. Budget/Completion History

- a. Provide project budget information from your five (5) most recent school architectural projects. Include original budgets, change orders, and final budget at close out. Please give detailed information for each job

including a contact name with contact information. Provide original schedule and completion dates.

- b. For each project identify the number of change orders or contingency draws paid as a result of alleged errors or omissions in the architectural plans or specifications. Please specify the amount of each such change order.

8. Litigation History

Proposals shall list all litigation in the last five (5) years, filed either by a client, a client's representative, or a contractor, which names the Firm, Firm's employees, or the Firm's consultants as defendants of any type. State the nature of the complaint, the beginning and end date, or anticipated end date, of each lawsuit, case number of proceeding, and the judgment or resolution or the anticipated judgment or resolution, including any settlement outside of court.

The Firm shall also provide specific information on termination for default and information concerning any convictions for filing false claims within the past five (5) years.

The Firm shall state whether the Firm has or has not filed a petition for bankruptcy. If the Firm has filed a petition for bankruptcy, the Firm shall provide the date the petition was filed and identify the jurisdiction in which the petition was filed.

9. Complaints Lodged with Local, State, or Professional Agencies

The Firm shall disclose complaint(s), if any, that have been lodged against the Firm with any local public agency, any agency of the State of California, or any professional organization with which the Firm is affiliated and, if so, describe the nature of the complaint(s) and outcome(s) or anticipated outcome(s).

10. Insurance

The Firm shall describe the outcome of claims, if any, filed against the Firm's general liability, professional liability, or automobile liability insurance carriers during the past five (5) years.

The selected proposer will be required to provide the following minimum amount of insurance coverage:

- a. General Liability (including operations, products and completed operations, as applicable): \$2,000,000 per occurrence for bodily injury, personal injury & property damage. If commercial general liability insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this Project/location or the general aggregate limit shall be twice the required occurrence limit.
- b. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
- c. Workers Compensation: As required by the State of California.

- d. Employers' Liability: \$1,000,000 each accident, \$1,000,000 policy limit bodily injury by disease, \$1,000,000 each employee bodily injury by disease.
- e. Errors & Omissions Liability: \$1,000,000 per occurrence.

Endorsements shall clearly state that the District is named as an "Additional Insured" under the policy described and that such insurance policy shall be primary to any insurance or self-insurance maintained by the District. Further, each policy shall be endorsed to state that coverage shall not be suspended, voided, reduced, or canceled except after thirty (30) days prior written notice to the District.

11. References

The proposer shall list a minimum of five (5) references for whom the Firm has provided services in California for school district construction projects. Please include the following information for each reference provided on separate pages:

- a. Year(s) of services
- b. School district
- c. Current contact person
- d. Title/position
- e. Contact phone number
- f. Project description
- g. Dollar value of the project

12. Project Plan and Methodology

Describe the procedures and safeguards the Firm will employ to ensure that the needs of the District will be satisfied, including completion of the architectural services requested herein in a cost-effective and timely manner.

13. Current Projects and Workload

Please describe current projects that the Firm is engaged in of similar size and scope. Please describe how current workload demands on the Firm may impact providing the requested services for the Project.

14. Joint Ventures and Associations

If the Project is to be undertaken by the Firm in joint venture or in association with one or more other entities, identify the parties involved in such a joint effort, the roles and responsibilities of each party, and whether all parties will be jointly and severally liable for performance and all contractual liabilities. In the event of a joint venture, please provide a copy of the joint

venture agreement and identify which Firm will be the lead member of the venture. The District reserves the right to require the lead Firm to sign a Guarantee concerning the work to be completed.

15. Fee Estimate Range/Terms

Describe the method proposed by the Architect for calculating and charging fees for performance of the work on the Project.

If the proposed fee approach includes hourly rates for additional services, describe the additional services and the hourly rates or costs associated with these services.

Identify whether the Architect proposes to bill reimbursable costs at cost or to add a mark-up to such costs.

The final fee for completion of the work shall be negotiated with the District should the Architect be selected to perform the work.

16. Other

Each Firm is encouraged to provide a description of resources or any other information the Firm believes is pertinent to its Proposal. Please do not include brochures or other marketing-related materials.

C. DISTRICT'S EVALUATION PROCESS

Upon the District's receipt of the proposals, each proposal will be reviewed for (a) minor informalities, irregularities, and apparent clerical mistakes which are unrelated to the substantive content of the proposal; (b) conformance to the RFP instructions regarding organization and format; and (c) the responsiveness of the proposer to the requirements set forth in this RFP. Those proposals determined to not be responsive to the requirements of this RFP may be excluded from further consideration and the proposer may be so advised. The District may also exclude from consideration any proposer whose RFP contains a material misrepresentation. The District reserves the right to reject any or all proposals, to waive minor technicalities or to advertise for new proposals, if in the judgment of the District, such course of action is in the best interests of the District.

The District will review and evaluate proposals submitted in response to the RFP. After an initial screening of the proposals, the District may at its sole discretion conduct in-person interviews with one or more proposers.

Interviews will consist of a proposer's presentation and a question and answer discussion session. The presentation will afford the proposers the opportunity to highlight the significant aspects of their approach and understanding of the Project and offer a chance for the District to ask clarifying questions of their proposal. The oral presentation shall not be used to fill in missing or incomplete information that was required in the written proposal. **The key Project personnel listed by the proposer in its proposal shall conduct the presentation.**

The District reserves the right to contract with one or more firms. The District makes no representation that participation in the RFP process will lead to an award of a contract or any agreement whatsoever.

The District may perform an investigation of the proposers that extends beyond contacting the school districts or other entities identified in the proposals. The District shall have the right to request any additional information from any or all of the proposing firms, to select, in its sole discretion, firms that will be interviewed, and to select, in its sole discretion, the firm that best meets the needs of the District and to initiate negotiations to engage that firm.

The following are conditions precedent to final award of the contract(s): (a) successful completion of negotiations; (b) receipt by District of all of the documents required to be provided prior to execution of the contracts ; and (c) any other conditions required by the District's governing board. Final award will be evidenced by execution of the agreement by the District's designee following any necessary approvals by the District's governing board.

D. SUBCONTRACTOR LISTING

Architect's Proposal shall list any sub-consultant that Architect may use on the Project. Architect shall only list and utilize sub-consultants with a proven track record of cost effective design for similar projects, over the last five (5) years.

E. MISCELLANEOUS

The individual or official of the Firm who has the authority to contractually bind the Firm must sign the RFP response.

The RFP response preparation and associated costs are the sole responsibility of the proposer and no proposer will be reimbursed by the District for any costs associated with responding to this RFP.

Proposals shall be submitted to the Contact Email. Firm is entirely responsible for the means of delivering the Proposal to the appropriate individual on time.

Each proposer shall be solely responsible for examining this RFP and all its parts with appropriate care and diligence. Each proposer is also responsible for monitoring the information concerning this RFP and the procurement.

Each proposer agrees that the District shall be entitled to use all work product that is not returned to the proposer (including concepts, ideas, technology, techniques, methods, processes, drawings, and reports) contained in its proposal or generated by or on behalf of the proposer for the purpose of developing its proposal without compensation or consideration to the proposer, except such work product specifically labeled as a Trade Secret or Proprietary. By submitting a proposal, each proposer acknowledges that the District may incorporate and use such work product or concepts based thereon in the performance of its functions. The use of any of the work product by the District is at the sole risk and discretion of the District, and shall in no way be deemed to confer liability on the unsuccessful proposer.

By submitting a proposal, each proposer acknowledges and agrees that it does not have the right to keep the contents of its proposal from being used by the District, as described herein.

Responses may be rejected if they do not provide the information requested herein in the format requested, or if submitted without all required information and signatures.

The District reserves all rights not otherwise specified within this RFP.

[END OF RFP DOCUMENT]

RFP Form A - CERTIFICATION

I certify that I have read the attached **Request for Proposals – Architectural Services RFQ/P** and the instructions for providing a response. I further certify that I am authorized to commit the Firm to the qualifications submitted.

Signature

Type or Print Name

Title

Company

Address

Telephone

Fax

Date

If you are responding as a corporation, please provide your corporate seal here:

All materials submitted in response to this RFP shall become the property of the Kentfield School District.

RFP FORM B

PROPOSAL SUBMITTAL ACKNOWLEDGMENT
(Proposer to complete and return form with proposal)

Proposer: _____

Project Name: **Architectural Services RFQ/P**

Ladies and Gentlemen:

The undersigned ("Proposer") submits this Proposal in response to the RFP issued by the District, including any and all Addenda, to complete the work described in the RFP. Please note that initially capitalized terms not otherwise defined herein shall have the meanings set forth in the RFP.

By signing below, Proposer acknowledges receipt, understanding, and full consideration of all materials posted on the website including all Addenda. Proposer represents and warrants that it has read the RFP and agrees to abide by the contents and terms of the RFP.

Proposer further understands that all costs and expenses incurred by it in preparing a response to this RFP and participating in the Project procurement process will be borne solely by the Proposer.

This RFP shall be governed by and construed in all respects according to the laws of the State of California.

Name of Authorized Representative
of Proposer (Point of Contact): _____

Representative Title: _____

Firm Name: _____

Phone: _____

Fax: _____

Email: _____

Proposer's business address, if different than Authorized Representative:

Address: _____

City: _____

State: _____

ZIP: _____

State or Country of
Incorporation/Formation/Organization: _____

By executing and submitting this form, the Proposer confirms that the Authorized Representative named above is authorized to act as agent on behalf of the Respondent with regard to this RFP.

Signature of Authorized Representative

Date: _____

RFP FORM C

**PREVIOUS DISQUALIFICATION, REMOVAL, OR OTHER
PREVENTION OF PROPOSING CERTIFICATION**

The Proposer shall complete, under penalty of perjury, the following questionnaire:

Has the Proposer or any major participant, any officer or any employee who has a proprietary interest thereof, ever been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of a violation of law or a safety regulation? (Please circle one of the answers below)

YES

NO

If the answer is yes, explain the circumstances in the following space (or attach additional sheets as necessary):

Name of Proposer: _____

Signature of Proposer: _____

Date: _____

265-5/7234784.1