

City of Hendersonville
WWTF Ultraviolet Disinfection Improvements
Prequalification for Bidding Form
Due by 2:00 pm on August 19, 2022

Explanation of Pre-Qualification Selections:

The City of Hendersonville is accepting statements of experience from general contractors to prequalify for bidding on the City of Hendersonville WWTF Ultraviolet Disinfection Improvements. Only Bids submitted by prequalified Contractors/Bidders will be considered. The City is interested in selecting the most highly qualified contractors for prequalification. Information provided in the Prequalification for Bidding Form will be the basis for the evaluation and prequalification of Contractors/Bidders. To ensure that the Prequalification for Bidding Form is given full consideration, each Contractor/Bidder must do the following:

- Read the instructions carefully to make sure they understand the requirements.
- Complete the entire Prequalification for Bidding Form.
- Provide signatures where indicated.
- Do not leave any portion of a form blank; indicate N/A if not applicable.

Copies of the Prequalification for Bidding Form are available at the [City's website](#) or www.questcdn.com. You may download the Form for \$15 by inputting Quest project #8262952 on the website's Project Search page. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in free membership registration, downloading, and working with this digital project information.

Submit an electronic copy in pdf format of the required forms and other documentation to the Bid Agent, Zachary Trammel, PE of McKim & Creed, Inc. by email at ztrammel@mckimcreed.com no later than Friday, August 19, 2022 at 2:00 pm. The Contractor's/Bidder's name and the project name (City of Hendersonville WWTF Ultraviolet Disinfection Improvements) shall be clearly displayed in the email and attachment. Timely submission is the sole responsibility of the applicant. Electronic submittals received after the specified time will not be considered.

The forms must be typed or neatly printed. The information presented shall be clear, complete, concise and not misleading. All attachments submitted shall be identified with the name of the applicant. Failure to submit a response on the official forms provided for that purpose may be considered just cause for rejection of the response. Modification of any portion of the forms may be cause for rejection of the response. Failure to answer all of the questions in the application may result in disqualification. Any questions by the Contractor/Bidder shall be submitted in writing (via email) to the Bid Agent, Zachary Trammel, PE of McKim & Creed, Inc. at ztrammel@mckimcreed.com up to ten business days prior to the prequalification due date. The City reserves the right to decide, on a case-by-case basis, at its sole discretion, whether to reject such an application as non-responsive. The City of Hendersonville reserves the unqualified right to reject any or all prequalification statements and to waive informalities.

The decision to prequalify a Contractor/Bidder shall not constitute a determination that the applicant is responsive and responsible, and such applicant may be subsequently rejected as non-responsive and non-responsible on the basis of subsequently discovered information during bid evaluation.

The City shall not be responsible for any cost incurred by the Contractor/Bidder for the participation in this prequalification process. Each applicant shall bear all costs and expense in connection with the preparation and submission of materials and the provision of any supplemental information requested. The City shall have no liability for cost incurred by the Contractor/Bidder in connection with the review and evaluation of prequalification materials and any findings and determinations made. All materials and information submitted during the prequalification process will become the property of the City and will not be returned to the applicant.

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The City's Project Manager shall establish a Prequalification Committee for this project to review and score applications submitted by the firms to determine the prequalification eligibility. The Prequalification Committee shall approve or deny the applications in accordance with the prequalification criteria and scoring system. All scores 85 and above will be prequalified. All firms that submitted applications for prequalification shall be notified within 10 business days of the prequalification committee's decision, including the reason for denial, via e-mail. Notice shall be provided prior to the advertisement of bids for the project and with sufficient time for the firm to protest the denial of prequalification. Upon denial, the applicant may request an informal meeting with the City to receive feedback and suggestions for improvement. Firms wishing to appeal the decision shall follow the protest process described below.

Protest Procedure

1. The firm may protest the denial of Prequalification as noted below.
 - a. The firm may protest the denial of prequalification. A written protest must be received by the Bid Agent (Zachary Trammel, PE, Project Manager, McKim & Creed, Inc., ztrammel@mckimcreed.com), or designee, within two business days of notice of denial. The written protest shall clearly identify the project and the Bid Agent, clearly articulate the reasons for the protest, and attach any documents or additional information in support of the firm's position. The Bid Agent, or designee, will contact the firm and set up a date and time to discuss the protest. If upon review, the Bid Agent, or designee, determines that the firm meets the criteria for prequalification, the firm shall be notified that it is prequalified to bid on the project and allowed to participate in the bid process. If the Bid Agent, or designee, upholds the denial, the firm shall be notified in writing by e-mail.
 - b. If the firm desires further review after receiving the decision of the Bid Agent, the firm may request an administrative review and final decision by the City Manager, or designee. A written request for administrative review must be received by the City Manager, or designee, within two business days of the firm's receipt of the decision from the Bid Agent, or designee. The request for administrative review shall clearly identify the project and the Bid Agent, clearly articulate the reasons for the review, and attach any documents or additional information in support of the firm's position. The City Manager, or designee, will contact the firm and set up a date and time for the administrative review. If, upon review, the City Manager, or designee, determines that the firm meets the criteria for prequalification, the firm shall be notified that it is prequalified to bid on the project and allowed to participate in the bid process. If the City Manager, or designee, upholds the denial, the firm shall be notified in writing by e-mail. The decision of the City Manager, or designee, on the protest shall be final.
2. General Rules for Protests – Firms submitting prequalification applications shall be provided an e-mail address for the communication with the Bid Agent during the protest process. The firm shall provide at least two e-mail addresses for use by the Bid Agent in communicating with the firm. The bid opening cannot occur until the protest process is completed. The bid opening must be scheduled in order to allow sufficient time for a bidder that is prequalified as a result of a protest to submit a bid on that project. Bids received from firms who have been ruled disqualified to bid shall not be opened. A firm's failure to comply with any requirements of the protest procedures of this section shall result in the firm's protest being terminated and rendered moot.

Pursuant to the G.S. 143-135.8, this form gathers information about the contractors seeking to qualify for the work and provides a general format for the prequalification criteria. Completing this questionnaire does not guarantee

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SECTION 1. GENERAL COMPANY INFORMATION

1. a. Primary/Main office location

Company Name

Physical Address

Mailing Address

City/State Zip Code + 4

(_____) (_____) _____
Phone number Fax number

Primary Contact Name

Secondary Contact Name

Primary Contact Email Address

Secondary Contact Email Address

[Matrix: 0-1 point. If completely filled in give 1 point. If not, give 0 points.]

Organization

1. b. Business type Corporation Partnership Limited Liability Company Sole Proprietor Joint Venture

Is your firm registered with the State of North Carolina to do business? Yes No

Is your firm owned or controlled by a parent or any other organization? Yes No

Describe Ownership if Yes: _____

List all other names your firm has operated as for the past five (5) years: _____

[Matrix: 0-1 point. If completely filled in give 1 point. If not, give 0 points.]

1. c. Licensing Information (Please provide all North Carolina professional licenses required for you to perform your services.)

NC License number/name of licensee License Limit/Level State/County/City Privilege License (provide copy)

Has any license ever been denied or revoked? Yes No If yes, please describe, _____

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[Matrix: 0-1 point. If completely filled in give 1 point. If not, give 0 points.]

1. d. Type of Work Performed on a regular basis

Primary Scope of Work: _____

Secondary Scope of Work: _____

Other Scope of Work: _____

What type of work do you self perform? _____

[Matrix: 0-1 point. If completely filled in give 1 point. If not, give 0 points.]

Bonding

1. e. (1) Attach letter, dated within the last 30 days, from your surety company, signed by their Attorney in Fact, verifying their willingness to issue sufficient payment and performance bonds for this project, on behalf of your firm and the dollar limits of that bond commitment, both single and aggregate. Surety company bond rating shall be rated "A" or better under the A.M. Best Rating system or The Federal Treasury List.

Have you attached a surety letter? Yes No

[Matrix: 0-2 points. If surety letter attached give 2 points. If not, give 0 points.]

1. e. (2) Have any Funds been expended by a Surety Company on your firm's behalf? Yes No If yes, explain

[Matrix: 0-2 points. If no funds expended by surety company give 2 points. If not, give 0 points.]

Insurance

1. f. The minimum requirements of coverage are listed below. Firms must indicate that they can provide evidence of insurance coverage, should they be the successful bidder by attaching a copy of their insurance certificate. Have you attached a copy of your insurance certificate? Yes No

- **Worker's Compensation:** The Contractor agrees during the pendency of any agreement with the City to carry Insurance covering all employees meeting statutory limits in compliance with the applicable state and federal laws. The coverage must include employer's liability with a limit of **\$100,000** for each accident, **\$100,000** bodily injury by disease each employee; and **\$500,000** bodily injury by disease, policy limit.
- **Commercial General Liability:** The Contractor agrees during the pendency of any agreement with the City to carry Commercial General Liability Insurance. Coverage shall have minimum limits of **\$2,000,000** general

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aggregate, products/completed operations aggregate, personal and advertising injury and each occurrence. This shall include premises and operations, broad form property damage, XCU coverage and contractual liability. The coverage shall be written on an occurrence basis.

- **Business Auto Liability :** The Contractor agrees during the pendency of any agreement with the City to carry Business Auto liability insurance. Coverage shall have a minimum limit of **\$1,000,000** per occurrence, combined single limit for bodily injury liability and property damage liability. This shall include owned vehicles, hired and non-owned vehicles and employee non-ownership.

[Matrix: 0-2 points. If insurance certificate attached give 2 points. If not, give 0 points.]

SECTION 2. GENERAL REQUIREMENTS

Experience - Size/Capacity/Workload

2. a. (1) List the annual dollar value of water/wastewater construction work the company has performed for each year over the last (3) three calendar years (if applicable).

1 _____(yr)	2 _____(yr)	3 _____(yr)
-------------	-------------	-------------

[Matrix: 0-3 points. For each year completed give 1 point each.]

2. a. (2) How many water/wastewater projects do you currently have under contract or in progress and what is their total dollar value?

- _____ (# of projects) ;
- \$ _____ (Current projects contract amount);
- \$ _____ (Projects current amount remaining to bill)

[Matrix: 0-2 points. If section completed give 2 points. If not, give 0 points.]

2. a. (3) What was your largest water/wastewater job completed? _____

	Name & Description	\$ _____	(Dollar Amount)
	Location		Year Completed

[Matrix: 0-3 points. Take the “dollar amount of largest job completed” and multiply by 1.5. If the result is larger than the estimated package cost then give 3 points. If the result is smaller then give 0 points.]

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2. a. (4) Current water/wastewater backlog \$ _____
(Dollar Amount)

[Matrix: 0-3 points. Take “current backlog” dollar amount and add “largest job completed (2.a.(3)) multiplied by 1.5”. If the result is smaller than the average of the “annual dollar amounts” listed in (2.a.(1)) multiplied by 1.5, then give 3 points. If the result is larger then give 0 points.]

2. a. (5) List the three largest water/wastewater contracts currently under contract or in progress, including for each, the name of the project, owner, engineer and other information below.

#1 –Project Name	
Description of Work Performed	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Engineer Name/Representative	
Engineer Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

#2 –Project Name	
Description of Work Performed	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Engineer Name/Representative	
Engineer Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

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#3 –Project Name	
Description of Work Performed	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Engineer Name/Representative	
Engineer Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

[Matrix: 0-4 points for each project listed. For each project above, give 2 points for each positive reference from the owner and engineer.]

Office Locations

2. b. Will this project be managed and directed from an office in NC? An office in NC is defined as “The principal place from which the trade or business of the bidder is directed or managed,” per GS 143-59 (c). Yes No

[Matrix: 0-1 point. If office location is managed and directed from NC office give 1 point. If not, give 0 points.]

Litigation/Claims

2. c. (1) Has your company been involved in any judgments, claims, arbitration or mediation proceedings, or suits within the last five (5) years, whether resolved or still pending resolution? Yes No If yes, state the project name(s), year(s), case number and reason why: _____

[Matrix: 0-2 points. If company has not been involved in any of the above give 2 points. If they have, give 0 points.]

2. c. (2) Are there currently any judgments, claims, arbitration or mediation proceedings or suits pending or outstanding against your company, its officers, owners, or agents? Yes No If yes, state the project name(s), year(s), case number and reason why: _____

[Matrix: 0-2 points. If there are no current judgments, claims, arbitration, suits or mediation pending give 2 points. If there is, give 0 points.]

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2. c. (3) Has your company, its officers, owners, or agents ever sued or been sued by a public entity over a public project? Yes No If yes, state the project name(s), public entity, year(s), case number and reason why: _____

[Matrix: 0-5 points. If company, its officers, owners, or agents have never sued or been sued by a public entity over a public project give 5 points. If they have, give 0 points.]

2. c. (4) Has your company ever failed to complete work awarded to it? Yes No If yes, please provide project name(s), year(s), and reason why: _____

[Matrix: 0-4 points. If company has never failed to complete work it has been awarded then given 4 points. If they have failed to complete work then, give 0 points.]

2. c. (5) Have you ever paid liquidated damages on any project? Yes No If yes, state the project name(s), year(s), and reason why. _____

[Matrix: 0-3 points. If "Yes" without sufficient explanation, give 0 points. If "No," give 3 points.]

2. c. (6) Has your present company, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, or bid-rigging? Yes No If yes, state the project name(s), year(s), and reason why. _____

[Matrix: 0-3 points. If "Yes," give 0 points. If "No," 3 points.]

2. c. (7) Has your present company, its officers, owners, or agents ever been barred from bidding public work in North Carolina? Yes No If yes, state the project name(s), year(s), case number and reason why. _____

[Matrix: 0-3 points. If "Yes," give 0 points. If "No," 3 points.]

Safety Record

2. d. List your company's Experience Modification Rate (EMR) for past three years. (Attach OSHA 300 Log for the last 3 years.) Have you attached OSHA 300 log? Yes No

_____	_____	_____
Present Rate	Last Rate	Year before rate

If these rates reflect corporate performance over a number of locations, please explain, to the extent possible, the performance experience of the location serving this project: _____

List any OSHA fines and Jobsite fatalities in the past 3 years with an explanation: _____

[Matrix: 0-3 points. If EMR rate is less than or equal to 1 then give 3 points. If not, give 0 points.]

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SECTION 3. PROJECT SPECIFICS

3.a. The assigned project superintendent for this project shall be: _____.
Include a resume. Have you included a resume? Yes No

[Matrix: 0-2 points. If resume included, give 2 points. If not, give 0 points.]

3.b. The experience this superintendent has on this specific type of project is: ___ <5 ___ 5-10 ___ >10 years.

[Matrix: 0-3 points. If <5 years give 1 pt, 5-10 years give 2 pts, >10 years give 3 pts.]

3.c. The assigned project manager for this project shall be _____.
Include a resume. Have you included a resume? Yes No

[Matrix: 0-2 points. If resume included, give 2 points. If not, give 0 points.]

3.d. The experience this project manager has on this specific type of project is: ___ <5 ___ 5-10 ___ >10 years..

[Matrix: 0-3 points. If <5 years give 1 pt, 5-10 years give 2 pts, >10 years give 3 pts.]

Similar Projects

3.e. List five (5) current or completed projects of similar type which most closely reflects the size and complexity of the type of work being requested for the currently proposed project within the last 10 years.

A project will be considered as comparable only if it meets all of the following criteria:

- The project is currently ongoing or was completed within the last ten (10) years.
- The project is defined as an open channel ultraviolet disinfection system installation, open channel ultraviolet disinfection system replacement, open channel mechanical screen installation, wastewater treatment facility improvements project, and/or water treatment facility improvements project, similar in size and scope to the City of Hendersonville WWTF Ultraviolet Disinfection Improvements project.
- At least one similar project shall have included the installation or replacement of an open channel ultraviolet disinfection system or open channel mechanical screen within a cast-in-place concrete channel.
- At least one similar project shall have included the construction of a cast-in-place reinforced concrete hydraulic structure at a water or wastewater treatment facility.
- Each comparable project shall have a contract value of \$1,000,000 or greater.

Quantity of Comparable Experience Projects

Submit a minimum of five (5).

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Evaluation of Comparable Experience

- Provide information and example projects that best illustrate your company's capability, experience and performance. You must provide all the information requested for each project. Photographs of projects are desirable, but not required.
- You must provide current references (name, telephone number and address) for your comparable projects. If the Prequalification Committee is unable to contact the references listed to verify experience and performance, that project may not be considered.
- Projects constructed and/or completed for the direct use or occupancy of the company(s) submitting the Qualification Statement will not be considered as a comparable project.
- Projects not meeting all the criteria or missing project information will not receive points.
- During evaluation of project performance, emphasis will be placed on past performance of projects of similar size and nature to the City of Hendersonville Wastewater Treatment Plant Improvements – Filter Replacement project. Evaluation will include the applicant's ability to meet scheduled completion dates, quality of work, and overall cooperation and coordination.
- The City intends to contact references listed on the form and may contact other potential references if referred to them in the course of this evaluation. The City reserves the right to contact any party it deems appropriate and by submitting a response to this request, the contractor releases the City and any references from all liability concerning this exchange of information.

Format for Comparable Experience Submissions

Provide the information for each project on the form on the next page. Clearly identify any additional sheets or photographs with the project name.

Complete one form (next page) for each project.

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3.e.(1) Comparable Project #1 Name: _____

Contractor's office or branch that managed this project: _____

Project Location: _____

Contract Completion Date: _____

Project Description (Clearly indicate the scope of work for which you were responsible): _____

Subcontractors Used on Project: _____

Contract Amount: Orig. Contract Amount: \$ _____

Final Contract Amount: \$ _____ % Change: _____

Contract Duration: Orig. Contract Duration: _____ Days

Final Contract Duration: _____ Days % Change: _____

If either Contract Amount or Duration increased by more than 5% attach an explanation.

Client Reference for Construction: (It is your responsibility to assure that the telephone number and email address listed are correct. If your reference cannot be contacted, this project may not be considered.)

Owner's Representative or Project Manager: _____

Address: _____

Telephone: _____ Email Address: _____

You may attach another sheet containing additional information and/or photographs.

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3.e.(2) Comparable Project #2 Name: _____

Contractor's office or branch that managed this project: _____

Project Location: _____

Contract Completion Date: _____

Project Description (Clearly indicate the scope of work for which you were responsible): _____

Subcontractors Used on Project: _____

Contract Amount: Orig. Contract Amount: \$ _____

Final Contract Amount: \$ _____ % Change: _____

Contract Duration: Orig. Contract Duration: _____ Days

Final Contract Duration: _____ Days % Change: _____

If either Contract Amount or Duration increased by more than 5% attach an explanation.

Client Reference for Construction: (It is your responsibility to assure that the telephone number and email address listed are correct. If your reference cannot be contacted, this project may not be considered.)

Owner's Representative or Project Manager: _____

Address: _____

Telephone: _____ Email Address: _____

You may attach another sheet containing additional information and/or photographs.

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3.e.(3) Comparable Project #3 Name: _____

Contractor's office or branch that managed this project: _____

Project Location: _____

Contract Completion Date: _____

Project Description (Clearly indicate the scope of work for which you were responsible): _____

Subcontractors Used on Project: _____

Contract Amount: Orig. Contract Amount: \$ _____

Final Contract Amount: \$ _____ % Change: _____

Contract Duration: Orig. Contract Duration: _____ Days

Final Contract Duration: _____ Days % Change: _____

If either Contract Amount or Duration increased by more than 5% attach an explanation.

Client Reference for Construction: (It is your responsibility to assure that the telephone number and email address listed are correct. If your reference cannot be contacted, this project may not be considered.)

Owner's Representative or Project Manager: _____

Address: _____

Telephone: _____ Email Address: _____

You may attach another sheet containing additional information and/or photographs.

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3.e.(4) Comparable Project #4 Name: _____

Contractor's office or branch that managed this project: _____

Project Location: _____

Contract Completion Date: _____

Project Description (Clearly indicate the scope of work for which you were responsible): _____

Subcontractors Used on Project: _____

Contract Amount: Orig. Contract Amount: \$ _____

Final Contract Amount: \$ _____ % Change: _____

Contract Duration: Orig. Contract Duration: _____ Days

Final Contract Duration: _____ Days % Change: _____

If either Contract Amount or Duration increased by more than 5% attach an explanation.

Client Reference for Construction: (It is your responsibility to assure that the telephone number and email address listed are correct. If your reference cannot be contacted, this project may not be considered.)

Owner's Representative or Project Manager: _____

Address: _____

Telephone: _____ Email Address: _____

You may attach another sheet containing additional information and/or photographs.

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3.e.(5) Comparable Project #5 Name: _____

Contractor's office or branch that managed this project: _____

Project Location: _____

Contract Completion Date: _____

Project Description (Clearly indicate the scope of work for which you were responsible): _____

Subcontractors Used on Project: _____

Contract Amount: Orig. Contract Amount: \$ _____

Final Contract Amount: \$ _____ % Change: _____

Contract Duration: Orig. Contract Duration: _____ Days

Final Contract Duration: _____ Days % Change: _____

If either Contract Amount or Duration increased by more than 5% attach an explanation.

Client Reference for Construction: (It is your responsibility to assure that the telephone number and email address listed are correct. If your reference cannot be contacted, this project may not be considered.)

Owner's Representative or Project Manager: _____

Address: _____

Telephone: _____ Email Address: _____

You may attach another sheet containing additional information and/or photographs.

[Matrix: 0-6 points for each project listed. For each similar project listed above give 3 points. In addition, for each project above, give 3 points for positive reference from the Owner's Representative or Project Manager.]

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SECTION 4. SIGNATURE

By signing this document, you are acknowledging that all answers are true to the best of your knowledge. **Any answers found to be falsified will bar you from being prequalified on this project.**

Company Name (as licensed in NC)

Physical Address

Mailing Address

a. Dated this day of: _____

Submitted by: _____
Signature by Authorized Officer

Print Title of Authorized Officer

Phone: _____
Contact person's phone number

E-mail: _____
Contact person's E-mail address

b. Notary Certification:
North Carolina
_____ County

I, a Notary Public of the County and State aforesaid, certify that _____, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official seal, this the _____ day of _____, 20 ____.

(Official Notary Seal or Stamp)

Signature of Notary Public

My commission expires _____, 20 ____

[Matrix: 0-1 point. If signature section fully executed with notary give 1 point. If not, 0 points.]