

Request for Proposal

Speed Limit Reduction Campaign and Analysis

Official Notice #14-1-2022

Issued by:

City of Milwaukee

Department of Public Works

Infrastructure Services Division



Proposals must be submitted by:

5:00 PM CST on July 29, 2022

LATE SUBMITTALS WILL BE REJECTED

Introduction

The City of Milwaukee Department of Public Works' (DPW) Infrastructure Division has a vision of *sustainable, vibrant, equitable, and connected streets and public spaces that provide choice, safety, comfort, and access for everyone in Milwaukee.*

This vision is implemented through DPW's two overarching goals in all of its work:

1. Reducing motor vehicle speeds
2. Making streets safer and more enjoyable places to walk

DPW is committed to racial equity and prioritizing historically underserved residents in its work. The vision, goals, and commitment should be considered when preparing a response to this RFP.

Background

Managing speeds at safe levels is a core element of traffic safety in cities throughout the US. Speeding is often the primary factor that determines the severity of a crash, and people walking or biking are much more likely to be seriously injured or killed when involved in a crash with a speeding driver. Milwaukee residents have shown support for targeting unsafe speeds – at community meetings, through initiatives like Safe and Healthy Streets, by calling for the adoption of a *Vision Zero* policy, and through increasing numbers of requests for speed humps. Cities that have adopted a *Vision Zero* Policy prioritize safe speeds in three ways: 1) street design, 2) automated enforcement, and 3) setting safe speed limits.

This proposed scope of work addresses the third strategy – setting safe speed limits. A growing body of [research](#) suggests that reducing posted speed limits can indeed reduce speeds and crashes, even absent of other countermeasures like enforcement and engineering changes. In addition to reducing speeds and crashes, lower posted speed limits allow for more design flexibility and prioritization on pedestrian safety in street design. Design decisions on curb radii, vertical traffic calming devices, lane width, etc. are often based on posted speed limits, so reducing posted speeds creates more opportunities for safer, more vibrant, and more enjoyable streets.

This project will set safe speeds by changing the residential street speed limit to 20 MPH, running a marketing campaign to promote the change, and analyzing and recommending changes to speed limits on non-residential (arterial and collector) streets.

Scope of Work

Task 1: Project Management

Perform tasks necessary to meet project milestones.

Tasks and deliverables include:

1. Introductory meeting
2. Project coordination and schedule
3. Kickoff meeting
4. Regular bi-weekly project meetings with City of Milwaukee project manager

Task 2: Residential Speed Limit Policy Change

Assist City staff in adopting local legislation to change the default residential street speed limit to 20 MPH.

Tasks and deliverables include:

1. Provide assistance to City staff researching the necessary local ordinance and/or policy changes to change the default speed limit on residential streets to 20 MPH, and ensuring local policy changes are in compliance with state statutes
2. Develop a cost estimate to replace existing 25 MPH speed limit signs on residential streets with 20 MPH speed limit signs; DPW will provide a list of existing sign locations
3. Collect 'before' and 'after' 24-hour speed and volume data at 45 locations throughout the City (3 per aldermanic district) to gauge effectiveness of the residential speed limit change
 - a. Coordinate data collection and analysis, including location selections
 - b. Develop memo with descriptive and comparative stats by street, district, and citywide

Task 3: Citywide Marketing Campaign

Develop and implement a citywide marketing campaign to promote the change to a 20 MPH speed limit on residential streets. The campaign should identify a single phrase or slogan that resonates with Milwaukee residents. The campaign must be culturally responsive to various demographic groups within the city, including Spanish-speaking residents.

Tasks and deliverables include:

1. Propose up to five focus groups based on geography and/or demographics with input from DPW
 - a. Hold an initial meeting with each group to provide background on the initiative and its importance, listen to community ideas and concerns, and to inform campaign strategy
 - b. Hold a second meeting with each group to present the campaign slogan / phrase and strategy; adjust campaign slogan / phrase and strategy as needed
 - c. Assume each focus group session will include 12 participants and run for two hours
2. Develop marketing strategies based on different demographic groups
 - a. One marketing strategy must be targeted towards Spanish-speaking residents
3. Identify a preferred phrase or slogan appropriate for Milwaukee; the phrase or slogan can be existing or new and unique to Milwaukee
4. Create a campaign website
5. Create three videos, three yard sign designs, and three billboard concepts
6. Develop ten unique social media posts to be used on Facebook and Twitter
7. Write three press releases about the campaign
8. Solicit \$50,000 worth of paid media, using a combination of radio ads, bus ads, and online ads
 - a. The \$50,000 budget for paid media **should not** be included in the cost proposal
9. Administer the Reckless Driving Mini Grant program, taking direction from the City of Milwaukee
 - a. Develop new guidelines for the Reckless Driving Mini Grant program based on the campaign
 - b. Prepare the application for the program

- c. Create a page on the campaign website for the program
- 10. Develop up to five survey questions for inclusion in DPW’s Safe and Healthy Streets Community Survey that gauge the level of awareness and understanding of speed limits in the City of Milwaukee. Survey questions will be included in surveys administered outside of this scope of work before and after launch of the citywide speed limit change.

Task 4: Non-Residential Street Speed Limit Analysis

Analyze current speed limits on non-residential (arterial and collector) streets and recommend changes.

Tasks and deliverables include:

1. Analyze the City’s 50 identified Commercial Corridors to determine where the speed limit should be lowered to 25 or 20 MPH
2. Evaluate speed limits on up to 50 corridors on the City’s High Injury Networks and recommend reduced speed limits
 - a. DPW will provide maps and selected corridors
3. Analyze 25 recently installed traffic safety projects to determine where a lower posted speed limit will complement the changes
4. Analyze streets with posted 30 MPH speed limits that do not fall under subtasks 1, 2, and 3 above to determine if speed limits should be reduced, looking at characteristics such as land use, volumes, number of lanes, street width, etc.

Consultant Team and Sub-Consultants

The consultant team must consist of 1) a transportation engineering, planning, or policy firm, and 2) a marketing firm that can demonstrate strong familiarity with the Milwaukee market. Either firm may serve as the prime.

Additional sub-consultants may be included. Non-traditional planning partners, such as local community-based organizations, are encouraged in order to diversify the knowledge and expertise of the consultant team. SWMBE utilization is not required, but encouraged.

Proposal Requirements

The proposal should include the following information:

	Word Limit
1. Firm name, address, telephone number, and contact person (prime only)	N/A
2. Statement of interest and qualifications for the project	500
3. Project understanding and summary of the project approach	1,000
4. Brief history of all firms on the consultant team as it relates to the project and indication of any SWMBE qualified firms	250 per firm
5. Discussion of firms’ ability and expertise to provide the required professional services and qualifications related to the project tasks	1,000
6. Up to four recent projects completed by firms on the consultant team demonstrating related experience, e.g., citywide policy changes, citywide marketing or public awareness campaigns, etc. (include contact person and contact information (email and phone, if possible) for each project included)	1,500 (total)

7. One-page resumes for key project staff	N/A
8. A schedule that shows all milestones for launching the citywide marketing campaign by December 31, 2022; include expected key dates for running the campaign beyond launch and expected dates for accomplishing other project tasks by June 30, 2023	N/A
9. A cost proposal that will cover all required tasks	N/A

In addition to the proposal requirements above, firms must review the federal terms attached to this RFP, identify any terms that they would take exception to, and supply a revised term that they would agree to that differs as little as possible from the City's terms.

Selection Process

Proposals will be evaluated by City of Milwaukee selection committee. The committee will conduct a qualifications-based evaluation of the proposals and establish a ranked list. The City reserves the right to conduct interviews with top ranked firms, if applicable. The City of Milwaukee will negotiate a final scope and fee with the selected consultant. If the City and the highest-ranking consultant cannot agree on contract terms, the terms will be negotiated with the next highest-ranking consultant, and so forth until an award can be made.

Scoring Criteria

	Points
Firm name, address, telephone number, and contact person (prime only)	2.5
Statement of interest and qualifications for the project	10
Project understanding and summary of the project approach	15
History of all firms in relation to project	5
Description of any SWMBE firms and how they will be utilized	15
Firms' ability and expertise to provide the required professional services and qualifications related to the project tasks	15
Up to four recent projects completed by firms on the consultant team demonstrating related experience, e.g., citywide policy changes, citywide marketing or public awareness campaigns, etc.	15
One-page resumes for key project staff	5
A schedule that shows all milestones for launching the citywide marketing campaign by December 31, 2022, includes expected key dates for running the campaign beyond launch, and expected dates for accomplishing other project tasks by June 30, 2023	5
Proposal cost	10
Adherence to federal Terms & Conditions	2.5
Total possible points	100

Proposal Submission and Schedule

Interested firms should submit a proposal by **July 29, at 5:00 PM** Central to Kate Riordan (kriord@milwaukee.gov) by emailing a single PDF document or a link to a file hosting site. A confirmation of receipt will be sent by Monday, August 1, at 12:00 PM.

1. RFP released: June 23, 2022
2. Submit questions related to RFP: July 8, 2022
3. RFP questions and answers posted on [DPW's Official Bid Notices site](#): July 15, 2022
4. Proposals due: July 29 2022
5. Interviews (if applicable): Weeks of August 1 / August 8, 2022
6. Selected firm notified (estimate): August 17, 2022

Contracts

All firms who respond to this RFP will be notified in writing of the final selection and the City's intent to begin negotiations with the highest-ranking firm. The negotiated contract will be a Not to Exceed, Actual Costs Plus Fixed Fee contract. Compensation for extra work will be negotiated on the basis of detailed hourly costs.

Payment will be made monthly upon receipt of the firm's billing statement and progress report.

Other than as noted herein, contact or communication, direct or indirect, on behalf of any consultant regarding this Request for Proposals with elected officials or appointed officials and/or City staff or representatives shall result in disqualification.

Terms Required for all City of Milwaukee Contracts Funded with Federal Grants Subject to the Uniform Guidance

In the event of a conflict between these Terms Required for all City of Milwaukee Contracts Funded with Federal Grants Subject to the Uniform Guidance (“Federally Required Contract Terms”) and the terms of the main body of the Contract or any exhibit or appendix, these Federally Required Contract Terms shall govern.

1. **Debarment and Suspension.** Contractor represents and warrants that, as of the execution of this Contract, neither Contractor nor any subcontractor or sub-consultant performing work under this Contract (at any tier) is included on the federally debarred bidder’s list listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” If at any point during Contract’s term Contractor or any subcontractor or sub-consultant performing work at any tier is included on the federally debarred bidder’s list, Contractor shall notify City immediately. Contractor’s completed Vendor Debarment Certification is attached hereto and incorporated herein.

2. **Amendment Permitted.** This list of Federally Required Contract terms may be amended by City in the event that the applicable federal grant providing funding for this Agreement contains additional required terms.

3. **Record Retention.** Contractor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. Contractor further certifies that it will retain all records as required by 2 CFR § 200.333 for a period of three (3) years after it receives City notice that City has submitted final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed. Unless Contractor is functioning as a sub-recipient of grant funding, rather than as a contractor, this requirement is in addition to, and not in place of, City’s public records retention requirements set forth elsewhere herein.

4. **Procurement of Recovered Materials.** Pursuant to 2 CFR §200.323, Contractor represents and warrants that in its performance under the Contract, Contractor shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

5. **Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended**—If this is a contract or sub-grant in excess of \$150,000, Contractor must comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

6. **Energy Efficiency.** Contractor certifies that Contractor will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

7. **Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352). Contractor certifies that:

7.1. No federal appropriated funds have been paid or will be paid, by or on behalf of Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of and Federal contract, grant, loan, or cooperative agreement.

7.2. If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, Contractor shall request from City and provide, completed, to City the "Disclosure Form to Report Lobbying," in accordance with its instructions as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96).

7.3. Contractor shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

7.4. Contractor's completed Byrd Anti-Lobbying Certification is attached hereto and incorporated herein.

8. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** If this Contract is for an amount in excess of \$100,000 and involves the employment of mechanics or laborers, Contractor must comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Contractor must compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

9. **Right to Inventions.** If the federal award is a "funding agreement" under 37 CFR 401.2 and this is an agreement between City or a sub-recipient and a small business firm or nonprofit organization regarding the substitution of parties, assignment of performance or experimental, developmental or research work thereunder, City or sub-recipient will comply with 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

10. **DHS Seal, Logo, and Flags.** Contractor shall not use the Department of Homeland Security ("DHS") seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

11. **Federal Government is Not a Party.** The Federal Government is not a party to this Contract and is not subject to any obligations or liabilities to City, Contractor, or any other party pertaining to any matter resulting from the Contract.

12. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148).** If this is a "prime construction contract," in its performance under the Contract, Contractor shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Contractor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Contractor is required to pay wages not less than once a week. **Note: this paragraph is not applicable to contracts paid for solely with ARPA SLFRF moneys.**

13. **Copeland "Anti-Kickback" Act (40 U.S.C. 3145).** If this is a "prime construction contract" in excess of \$2,000, Contractor shall, in its performance of the contract, comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that Contractor is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

14. **Equal Employment Opportunity.** If this is a “federally assisted construction contract,” as defined by 41 CFP Part 60-1.3, except as otherwise provided in 41 CFR Part 60, in its performance under the contract, the 41 CFP Part 60-1.3 shall comply with the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The text of 41 CFR 60-1.4(b) is available upon request.

15. **Termination for convenience.** If this Contract is for an amount in excess of \$10,000 and it lacks a termination for convenience clause, the following applies: City may terminate this Contract at any time for any reason by giving at least thirty (30) days' notice in writing from City to Contractor. If Contractor is terminated for convenience by City, Contractor will be paid for services actually performed or commodity actually provided.

16. **Termination for cause.** If this Contract is for an amount in excess of \$10,000 and it lacks a termination for cause clause, the following applies: If Contractor shall fail to fulfill in timely and proper manner any of its obligations or violate any of the provisions of this Contract; City shall have the right to terminate this Contract. City shall notify Contractor of its intent to terminate, by giving Contractor prior written notice at least five (5) business days before the effective date of the termination, identifying the alleged deficiencies in Contractor's performance, and shall give Contractor thirty (30) days to cure such deficiencies prior to termination. In such event, all deliverables completed by Contractor as of the date of termination shall, at the option of City, become property of City. Notwithstanding the above, Contractor shall not be relieved of liability to City for damages sustained by City by virtue of any breach of the Contract, and City shall retain its remedies under law.

17. **Executive Order 13202- Preservation of Open Competition and Government Neutrality Towards Contractors' Labor Relations on Federal and Federally Funded Construction Contracts.** These requirements apply to recipients and sub-recipients of awards and cooperative agreements and to any manager of a construction project acting on their behalf. These individuals or employees of one of these organizations must ensure that the bid specifications, project agreements, and other controlling documents do not: (a) require or prohibit bidders, offerors, contractors, or subcontractors to enter into or adhere to agreements with one or more labor organizations, on the same or other related construction project(s); or (b) otherwise discriminate against bidders, offerors, contractors, or subcontractors for becoming or refusing to become or remain signatories, or otherwise to adhere to agreements with one or more labor organizations, on the same or other related construction project(s). Contractors or subcontractors are not prohibited from voluntarily entering into agreements with one or more labor organizations.

18. **Domestic preferences for procurements.** Pursuant to 2 CFR §200.322, as appropriate, and to the extent consistent with law, Contractor should, to the greatest extent practicable under this Contract, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subcontracts and purchase orders for work or products under this Contract.

19. **Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment.** Contractor shall not use funds under this Contract to purchase, or enter into subcontracts to purchase, any equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of a system that is subject to [2 CFR § 200.216](#) (generally, video surveillance or telecommunications equipment produced by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, their subsidiaries or affiliates, or any entity that the Secretary of Defense reasonably believes to be an entity owned or controlled by the government of a foreign country). In the event Contractor identifies covered telecommunications equipment or services that constitute a substantial or essential component of any system, or as critical technology as part of any system that is subject to 2 CFR § 200.216, during Contract performance, Contractor shall alert City as soon as possible and shall provide information on any measures taken to prevent recurrence.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The bidder, proposer, contractor, or subcontractor, as appropriate, certifies to the best of its knowledge and belief that neither it nor any of its officers, directors, or managers who will be working under the Contract, or persons or entities holding a greater than 10% equity interest in it (collectively "Principals"):

1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency in the United States;
2. Have within a three-year period preceding this proposal, bid, or agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state anti-trust or procurement statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally or civilly charged by a government entity, (federal, state or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and
4. Have within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or bid, or termination of the award or, in some instances, criminal prosecution.

I hereby certify as stated above:

Signature Date

Print Title and Name of authorized representative

I am unable to certify to one or more the above statements. Attached is my explanation.

Signature Date

Print Title and Name of authorized representative

BYRD ANTI-LOBBYING CERTIFICATION

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of and Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned

shall complete and submit Standard Form—LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96)].

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including all subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. Contractor certifies and affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any. FAR 52.203-12, "Limitation on Payments to Influence Certain Federal Transactions" is hereby incorporated by reference into this certification

Signature Date

Print Title and Name of authorized representative