

**Town of Durham
New Hampshire
Public Works Department
100 Stone Quarry Drive
Durham, NH 03824**

**Richard Reine, Director of Public Works
April Talon, P.E., Town Engineer**



**Request for Statement of Qualifications for
Professional Engineering Services for Wastewater Treatment Plant Odor Control
Systems**

October 23, 2020



LEGAL NOTICE

TOWN OF DURHAM NEW HAMPSHIRE

Request for Statement of Qualifications Professional Engineering Services for Wastewater Treatment Plant Odor Control Systems

The Town of Durham invites qualified engineering firms to submit a statement of qualifications for Wastewater Treatment Plant Odor Control Systems. The Request for Statement of Qualifications will be available beginning October 28, 2020 at the Durham Public Works Office, 100 Stone Quarry Drive, Durham NH 03824 or online at the Town's website <https://www.ci.durham.nh.us/rfps>.

Sealed statements (4 hard copies) will be received at Durham Public Works Office, Attn" Richard Reine, Director of Public Works, 100 Stone Quarry Drive Durham, NH 03824, until 1:00 pm, on December 4, 2020.

The engineering and consulting firms will be evaluated on the basis of qualifications and experience with projects of similar size and scope.

The Town reserves the right to reject any or all proposals if it is in the public interest to do so or to waive minor informalities.

Procurement in Brief
Request for Statement of Qualifications for
Professional Engineering Services for Design of Wastewater Treatment Plant Odor
Control Systems

Primary Procurement Contact	April Talon, P.E. , Town Engineer 603-868-5578
RFQ Package Available	October 28, 2020 Information and details of bidding requirements may be obtained at the Durham Public Works Office, 100 Stone Quarry Drive, Durham, NH 03824 or online at the Town's web site https://www.ci.durham.nh.us/rfps
Pre-Proposal Site Walk	9:00 am, November 10, 2020 Durham WWTP, 50 Piscataqua Road (Rte 4) Durham, NH 03824
Deadline for Written Questions	5:00 pm, November 17, 2020 By Mail: DPW – Durham Public Works Office, 100 Stone Quarry Drive, Durham, NH 03824 BY Fax: 603-868-8063 By E-mail: atalon@ci.durham.nh.us Questions are to be clearly labeled as: QUESTIONS - Engineering Services for Design of Wastewater Treatment Plant Odor Control Systems
Addenda	If any changes are made to this procurement, an addendum will be issued. Addenda will be e-mailed to all bidders on record as having received the bid package and posted on the Town's webpage.
When and where statements are due	1:00 pm, December 4, 2020 Durham Public Works Office, 100 Stone Quarry Drive, Attn: Richard Reine, Director of Public Works Durham, NH 03824 LATE BIDS WILL NOT BE ACCEPTED OR CONSIDERED
Number of Required Paper Copies	4 copies of Proposal
Tentative Designer Interviews	The week of January 4, 2021
Contract Award	Anticipated February 2021 Approval of Town Administrator and Town Council is REQUIRED
Contract Length	This will commence upon execution and expire December 31, 2021.

Part 1: Description of Bid

1.01 About Durham

The Town of Durham, NH is located in Strafford County, beside Great Bay at the mouth of the Oyster River, and just 13 miles northwest of Portsmouth. Durham is the home of the University of New Hampshire. It is bordered on the west by the town of Lee, on the north by the town of Madbury, on the east (and across Great Bay) by the town of Newington, and on the south by the Town of Newmarket. Durham has a population of 14,638 (2010 Census) and occupies a land area of approximately 25.5 square miles. Established as a town in 1732, Durham is governed by a nine-member Town Council. The day-to-day management is under the direction of a Town Administrator. Durham is a community with tremendous wealth of natural resources and a dynamic ecological diversity. It's also a beautiful community with spectacular open spaces and intimate quiet settings. It's a community of active and thriving neighborhoods. It's a community that values education and quality of life.

The Town provides a full range of governmental services including police and fire protection, emergency medical services, collection, disposal, and recycling of solid waste, sewers, streets, water services, health and human services, town library, and recreation.

1.02 Background

The Town of Durham, NH, acting through its Town Administrator is interested in retaining the services of a wastewater engineering and design consultant with experience in designing and planning new odor control systems for our Wastewater Treatment Facility. We expect that the consultant or team chosen will assist the Town in developing design and construction documents, including an engineer's estimate.

The Town of Durham wastewater treatment facility (WWTF) is located to the east of the downtown and University of New Hampshire areas on Route 4/Piscataqua Road along the Oyster River. The original WWTF was a primary treatment facility constructed in the 1960s. The facility was upgraded in 1977 to provide secondary treatment with expanded primary treatment facilities, new aeration facilities, secondary clarifiers, and disinfection facilities. Additionally, new solids handling facilities were provided to store, dewater, and compost residual solids. Since then, there have been numerous upgrades and improvements to all systems within the facility. The facility is designed to treat an average daily flow of 2.5-million gallons per day (MGD) and a peak hour flow of 7.40-MGD.

1.03 Overview of Services.

Services of the Engineers may include but are not limited to the following engineering tasks associated with the Town's projects as described above.

- Initial consultation with Town Staff to include on-site inspection of existing wastewater facility and odor producing processes.
- Review of prior odor control studies that have been completed for the Town.
- Engineering evaluation of odor control system alternatives
- Preliminary design and final design approvals from NHDES if required.
- Detailed construction drawings and specifications for Town staff review.
- Provide the Town with an engineer's estimate of construction.
- Attendance at several meeting with Town staff.
- Communication with New Hampshire Department of Environmental Services (NHDES).
- Assistance in identifying and applying for available sources of future grant and or loan funding, (SAG eligible)
- Assist with bid preparation and processing.

The Engineer shall provide staff with the capability to perform in the following professional disciplines:

- Wastewater Engineering
- Civil (relating to roadway design)
- Construction administration and monitoring
- Utility systems
- Environmental engineering
- Environmental science (i.e. noise, air, and water pollution)
- Geotechnical engineering
- Attend meetings as deemed necessary by the Town
- Bidding and construction-related services

Part 2: Quality Requirements

2.01 Minimum Qualifications

- A. Engineers or consultants must have successfully completed projects of similar size and scope;
- B. Engineers and consultants must have a minimum of 10 years' experience successfully completing projects of similar efforts, no projects completed prior to 2010 will be considered to meet this requirement;
- C. Engineers and consultants must provide a complete list of all projects completed between 2010 and 2020 along with the names, addresses, and phone numbers for whom the consultant has previously performed work of similar nature.
- D. Engineers and consultants must provide references in the following categories:
 1. General Wastewater Design
 - i. Four (4) references related to design work completed for a municipality
 - ii. Three (3) references of contractors that constructed the work
 2. Odor Control Design
 - i. Four (4) references related to design work completed for a municipality
 - ii. Three (3) references of contractors that constructed the work

Please include the names, addresses, and phone numbers for these references.

The Town will contact all references provided, but may also contact the municipalities or contractors included on the projects' list.

- E. Engineers and consultants must be available to commence work immediately;
- F. Engineers and consultants must provide a list of proposed subcontractors that may be used as part of the engineering or consultant team, including responsibilities and resumes of lead personnel.
- G. Engineers must have experience or identified subcontractors for all items listed in this RFQ.
- H. Four copies of the proposals are required to be considered a complete submission.
- I. Engineers and consultants must meet insurance requirements as indicated in attached sample agreement.

Part 3. Submission Requirement

3.01 Statement of Qualification

- A. General Submission Requirements/ Work Plan

Identify broadly how firm intends to address the needs as outlined in the RFQ.

The Town does not desire firms to include in their submittal any discussion of or solutions specific to this request, therefore Town employees should not be contacted to provide information, and no tour of sites will be provided.

- B. Estimated Scope Hours for completion of design (plans and specifications) and to include bid phase services. This information will not be used for comparative evaluation criteria during the selection process.

Estimated Scope Hours	
Principal in Charge	
Project Manager	
Lead Project Engineer	
Project Engineer	
QA/QC	
Engineering Technician	
Office Assistant	

- C. Organization

The Statement of Qualifications shall contain one (1) original and three (3) copies for a total of four (4) copies in a sealed package. The Statement of Qualifications must clearly be marked: "Statement of Qualifications – Professional Engineering Services for Design of Wastewater Treatment Plant Odor Control Systems". The Technical Proposal must be signed by an individual authorized to bind the Bidder to the Contract.

The Technical Proposal Must Include the Following:

1. Section 1: Letter of Interest/Executive Summary
2. Section 2: Experience of the Firm
 - i. The proposer shall provide the following information, as a minimum, which describes the relevant experience of the firm.
 - ii. Provide a description of the firms organization including:
 1. Number of employees and professional disciplines in:
 - a. Total
 - b. New Hampshire
 - c. Other New England or Northeastern states
 2. Year formed and the number of operating years in:
 - a. New Hampshire office(s)

- b. Other New England and/or Northeastern state office(s)
 - 3. Number of years providing requests services to cities, towns, and other governmental clients in:
 - a. Durham
 - b. New Hampshire
 - c. Other New England or Northeastern States
 - 4. Resources of the firm relevant to requested experience.
 - iii. Illustrate the methodology of the firm in the category/categories that are applicable:
 - 1. Full engineering drawings, including all details necessary for construction contractors to perform the work.
 - 2. Obtaining all permits necessary for the work or identifying and notifying the owner of any permitting process required.
 - 3. Environmentally Sustainable Design Concepts/Energy Conservation Measures
 - 4. Bidding services.
 - 5. Public relations assistance, project management, public notices, and attendance at public meetings.
 - 6. Detailed construction and cost estimates for the construction phase.
 - 7. Construction layout services.
 - 8. Construction supervision, project cost, and time control.
 - iv. Identifying for each relevant project type, the appropriate number of projects conducted in the last 5 years, identifying the appropriate contract value for each, resource from the Engineer, quality control programs, and any other relevant information the Engineer wishes to provide for projects in:
 - 1. New Hampshire
 - 2. Other New England or Northeastern states
 - v. Proposers will be required to provide example documentation for completed projects that are comparable to the services being requested.
- 3. Section 3: Qualifications and Experience of Staff
 - i. The proposer shall provide resumes of the principals, key staff architects, engineers, and scientists, and any sub-consultants who would be directly involved with Town contracts. The proposer shall include in the proposal an organizational chart together with a discussion of the role of each individual. The proposer, by naming Project Principals, (Project Officer, Project Director/Manager, etc.), indicates a commitment of these individuals to this contract. The Project Principals must be Registered Professional Engineers in New Hampshire and show a minimum of 10 years' experience in providing similar services to municipal clients. The proposer shall provide two municipal client references each for the proposed Project Principals.
 - ii. The proposer shall demonstrate that the key staff individuals responsible for work under this contract have a minimum of 7 years' experience in relevant engineering services.
- 4. Section 4: Project Management Approach
 - i. The proposer shall indicate how it plans to approach the contract in terms of project management, staffing, and responsiveness (3 pages minimum).

3.02 Other Requirements and Notices

- A. Failure to complete any form, provide the requested information, or make any alterations to forms that are required to be submitted as presented may be deemed a conditional bid and the bid will be rejected
- B. Bidder must acknowledge all addenda related to this bid, if any. Failure to acknowledge addenda does not in itself disqualify a bidder; however the bidder shall be subject to any

terms, conditions, and/or requirements that may be identified or result from the issuance of the addenda.

- C. Bids must be received, and time stamped no later than the deadline stated in the Procurement In-Brief (Where and When Bids are Due). LATE PROPOSALS WILL NOT BE CONSIDERED.
- D. A Bid Bond is not required.
- E. Delivery will be at the expense of the Bidder. Any and all damages that may occur due to packaging or shipping will be the sole responsibility of the Bidder.
- F. The Bidder must be prepared to sign the Town's contract, the Town will NOT sign a contract provided by the bidder. The Town's Standard Contract is available online and included in this bid information package. Bidders are expected to review the specimen contract. Unless otherwise noted by the Town, the terms and conditions contained therein are NOT negotiable. Additionally, Bidders must be prepared to sign the Master Agreement and the Project Based Contract for each project they are selected for. The Town's Master Agreement and Project Based Contract are both available online and included in this bid information package. Bidders are expected to review the specimen contracts. Unless otherwise noted by the Town, the terms and conditions contained therein are NOT negotiable.
- G. The Town does not desire firms to include in their submittal any discussions of or solutions specific to this request, therefore Town employees should not be contacted to provide information, and no tours of the facilities will be provided. However, the following existing information is available for review by contacting Town Engineer, April Talon, P.E. via email atalon@ci.durham.nh.us or 603-868-5578.
 - 1. 2017 Durham WWTP Odor Control Study
 - 2. Energy Evaluation – Durham Wastewater Treatment Facility and Collection System Pump Station – Process Energy Services, LLC - December 2018

Part 4. Selection Process

An Evaluation Committee will review the statement of qualifications. Bidders who submit proposals that meet all of the requirements set forth under Minimum Qualifications (Part 2) and satisfy the Submission Requirements (Part 3) will then be judged using Comparative Evaluation Criteria (Part 5). The criteria to be utilized for this project are shown below. After the evaluations have been completed a summary will be collected. All vendors that clearly meet the Minimum Qualification Requirements based on their submitted documents WILL be required to make a presentation and discuss their proposal and services with the Evaluation Committee. The Town will contact the Bidders in the order that the proposals are received to schedule appointments. Bidders who fail to make a presentation will be deemed rejected and therefore the proposal will be rejected.

The Evaluation Committee will determine the most advantageous proposal, taking into consideration the evaluation of the statement of qualifications, the quality of the references, and service information.

The Town desires technical excellence for this contract and will evaluate all qualifications.

Section 5. Comparative Evaluation Criteria

Proposals which satisfy the Quality Requirements (Part 2) and comply with the Submission Requirements (Part 3) will be further evaluated based on the criteria listed below. Interviews with the Bidders WILL be part of the evaluation process. For each criterion, proposals will be assigned a rating of Highly Advantageous, Advantageous, Not Advantageous, or Unacceptable. After the Evaluation Committee provides a rating for the individual criteria, it will assign a composite rating to each proposal. Criteria that will be used for comparative purposes are the following:

Overall	
Highly Advantageous	The proposal is complete and demonstrates a clear understanding of the services to be performed and how the services will be provided in accordance with the Town needs. The Bidder exceeds the Minimum Qualifications. Provided complete list of all clients over past ten years with updated address, phone numbers and point of contact
Advantageous	The proposal is complete and the Bidder meets all the Minimum Qualifications. Only provided Reference to meet minimum requirement in RFQ.
Not Advantageous	The proposal is incomplete/is not clear whether it satisfies the services, but the Bidder meets all of the Minimum Qualification.
Unacceptable	The Firm does not meet the Minimum Qualifications.

Experience of Identified Staff	
Highly Advantageous	The lead personnel have twenty (20) or more years' experience with projects similar to those outlined in the RFQ.
Advantageous	The lead personnel have fifteen (15) or more years' experience with projects similar to those outlined in the RFQ.
Not Advantageous	The bidder has ten (10) or more years' experience with projects similar to those outlined in the RFQ.
Unacceptable	The bidder has less than (5) years' supervisory with projects similar to those outlined in the RFQ.

Experience of Supervisory Personnel	
Highly Advantageous	The lead personnel have twenty (20) or more years' supervisory experience with projects similar to those outlined in the RFQ.
Advantageous	The lead personnel have fifteen (15) or more years' supervisory experience with projects similar to those outlined in the RFQ.
Not Advantageous	The bidder has ten (10) or more years' supervisory experience with projects similar to those outlined in the RFQ.
Unacceptable	The bidder has less than (5) years' supervisory experience with projects similar to those outlined in the RFQ.

Experience and Capabilities of the Firm	
Highly Advantageous	The bidder has twenty (20) or more years' experience in providing services comparable to that listed in the overview of services.
Advantageous	The bidder has ten (10) or more years' experience in providing services comparable to that listed in the overview of services.
Not Advantageous	The bidder has five (5) or more years' experience in providing services comparable to that listed in the overview of services.
Unacceptable	The bidder has less than (5) years' experience in providing services comparable to that listed in the overview of services.

Management Approach & Capacity to Perform Work	
Highly Advantageous	The proposal is complete and demonstrates a clear understanding of the services to be performed and how the services will be provided in accordance with the Town needs. The Bidder exceeds the Minimum Qualifications.
Advantageous	The proposal is complete and the Bidder meets all the Minimum Qualifications.
Not Advantageous	The proposal is incomplete/is not clear whether it satisfies the services, but the Bidder meets all of the Minimum Qualification.
Unacceptable	The Firm does not meet the Minimum Qualifications.

Successful Completion of Similar Project	
Highly Advantageous	The bidder has twenty (20) or more years' experience in providing services comparable to that listed in the overview of services and has evidence of successful completion.
Advantageous	The bidder has ten (10) or more years' experience in providing services comparable to that listed in the overview of services and has evidence of successful completion.
Not Advantageous	The bidder has five (5) or more years' experience in providing services comparable to that listed in the overview of services and has evidence of successful completion.
Unacceptable	The bidder has less than (5) years' experience in providing services comparable to that listed in the RFP in relation to the work required and has evidence of successful completion.

Successful Completion of Projects in the New England Area	
Highly Advantageous	The bidder has twenty (20) or more years' experience providing services comparable to that listed in the RFP with New Hampshire Municipal Clients.
Advantageous	The bidder has ten (10) or more years' experience providing services comparable to that listed in the RFP with New Hampshire Municipal Clients.
Not Advantageous	The bidder has five (5) or more years' experience providing services comparable to that listed in the RFP with New Hampshire Municipal Clients.
Unacceptable	The bidder no experience providing services comparable to that listed in the RFP with New Hampshire Municipal Clients.

5.02 Interviews

As part of the evaluation process, the Evaluation Committee will require a presentation by Bidders that meet the Minimum Quality Requirements. Interviews will consist of questions from the selection committee on the technical proposal, and bidders must be ready to speak to their qualifications and action plans for this project.

Presentations should be no longer than 30 minutes, with approximately 15 minutes additional reserved for questions from the Evaluation Committee.

A presentation to the Evaluation Committee is a requirement for award of a contract. Bidders that fail to make a presentation will be deemed non-responsive and therefore the proposal will be rejected.

Interview	
Highly Advantageous	Bidder offers an exceptionally creative, well organized and compelling presentation, and demonstrates an ability to effectively communicate ideas and plans. The Bidder responds to the Committee's questions with factual and clear answers, and follows up on Committee requests for additional information promptly (less than 24 hours). Follows directions well during interview.
Advantageous	Bidder offers a clear well organized presentation, and demonstrates an ability to effectively communicate ideas and plans. The Bidder responds to the Committee's questions with factual and clear answers, and follows up on Committee requests for additional information within the time frame agreed to at the presentation (usually not more than 2 business days).
Not Advantageous	Bidder offers an unclear and confusing presentation, and does not effectively communicate their ideas and plans. The Bidders' responses to the Committee's questions were unclear and/or did not follow up on any request for additional information promptly. Failure to provide requested information within the agreed time will be a basis for rejection of the Bidder.
Unacceptable	Bidder declines or does not make a presentation.

5.03 Bidder References

Quality of References	
Highly Advantageous	8 clients contacted by the Town, among them at least 5 municipalities and 3 contractors commented substantively, positively with less than 2 bid document and construction issues related to the plans, with their experiences with the Bidder, and their expertise and gave the firm a highly positive recommendation.
Advantageous	5 clients contacted by the Town, among them at least 3 municipalities and 2 contractors, commented substantively and positively on their experiences with less than 5 issues with bid documents and plans, with their experiences with the Bidder, and their expertise and gave the firm a highly positive recommendation.
Not Advantageous	3 clients contacted by the Town among them at least 2 municipalities and 1 contractor, commented substantively and positively on their experiences with the Bidder and gave the firm a highly positive recommendation.
Unacceptable	No client contacted by the Town commented substantively and positively on their experiences with the Bidder.

Part 6. Insurance and Indemnification

6.01 Insurance – See Agreement

6.02 Indemnification – See Agreement

Part 7. Rule for Award

The Contract will be awarded to the most advantageous consultants based on the scope of services, evaluation criteria, and references. This will be determined by the evaluation committee, based on the majority opinion of the committee members. Any proposed changes to the Town's standard contract **must** be submitted with the Vendor's proposal by the indicated deadline. **No changes will be accepted after that time.**

Vendors who decline to sign the contract as is, without having submitted proposed changes with their technical proposal, will be deemed unresponsive and disqualified from award. The Town herein declares its express purpose not to award the contract to any Bidder unable to furnish evidence, satisfactory to the Town, that it has sufficient ability, experience, and capital to execute and complete the work in accordance with the contract. If requested, any vendor may be required to demonstrate financial stability satisfactory to the Town.

Award, payment and performance obligations shall depend on the availability and appropriation of funds.

The Town reserves a period up to ninety (90) calendar days following the opening of the proposals in which to evaluate and award the contract.

The Town may terminate the Contract at any time upon written notice for any reason including its own convenience or for cause, including but not limited to, failure to perform the work required under the contract, failure to document satisfactorily to the Town amounts being charged, failure to have any necessary local, State or Federal licenses and/or permits, failure to pay any and all required taxes, failure to maintain required worker's compensation insurance in force at all times, failure to comply with any local, State or Federal regulations pertaining to services to be provided, failure to promptly correct any performance or lack of performance which conflicts with the Town's use, and failure for satisfactory behavior of all staff and management. In the case of a termination for cause, the Town shall give the Firm a written notice as provided in the Agreement.

Bidder Information Response
Request for Statement of Qualifications for
Professional Engineering Services for Design of Wastewater Treatment Plant Odor
Control Systems

Legal Name of the Bidder: _____

Company Name: _____

Company Address: _____

City State Zip: _____

Company Web Address: _____

Company Telephone: _____ Company Fax number: _____

State of Incorporation (Date): _____

If the bidder is a partnership, give full names and addresses of all partners; and if an individual, give residential address if different from business address.

Company Contacts - Required

Individual submitting the bid (this is the individual who should sign the Certificate of Good Faith):

Name: _____ Title: _____

Mailing Address _____

Telephone: _____ Fax number: _____

Email Address: _____

Individual to be contacted about the bid (if different from the individual submitting the bid):

Name: _____ Title: _____

Mailing Address _____

Telephone: _____ Fax number: _____

Email Address: _____

Best Times to Contact: _____

Individual authorized to contractually bind the company (This will be the individual whose name and title will appear in the contract documents and will execute the contract if the contract is awarded to the company):

Name: _____ Title: _____

Mailing Address _____

Telephone: _____ Fax number: _____

Email Address: _____

Best Times to Contact: _____

1. Has the bid been signed by a person legally authorized to commit the Bank to contract, if awarded? Yes No
2. Is the bidder prepared to provide the insurances as required? Yes No
3. Has the bidder placed any conditions or restrictions with its bid to the Town which conflict with the Scope of Services? Yes No If yes, the bid may be deemed conditional.
4. Is the Bidder prepared to execute the Town's contract if awarded? Yes No

This form must be completed and filed with the technical proposal.

CERTIFICATE OF GOOD FAITH
Request for Statement of Qualifications for
Professional Engineering Services for Design of Wastewater Treatment Plant Odor
Control Systems

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting the bid or proposal

Individual Full Name (Print/Type)

Name of Business (Print/Type)

(Date)

Two Witnesses or Notary

Witness One Signature

Witness Two Signature

Witness One Full Name (Print/Type)

Witness Two Full Name (Print/Type)

Witness One Primary Address

Witness Two Primary Address

OR

Commonwealth of Massachusetts

County of _____

On this ____ day of _____, 20__, before me, the undersigned notary public, personally appeared _____ (name of document signer), proved to me through satisfactory evidence of identification, which were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

- as partner for _____, a partnership.
- as _____ for _____, a corporation.
- as attorney in fact for _____, the principal.
- as _____ for _____, (a) (the) _____.

(official signature and seal of notary)

My commission expires: _____

This form must be completed and filed with the technical proposal.

CERTIFICATE OF AUTHORITY

1. I hereby certify that I am the Clerk/Secretary of _____
(Insert full name of Corporation)
2. corporation, and that _____
(Insert the name of officer who signed the **contract and bonds**)
3. is the duly elected _____
(Insert the title of the officer in line 2)
4. of said corporation, and that on _____
(The date must be **ON OR BEFORE** the date the officer signed the **contract and bonds**.)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were present or waived notice, it was voted that

5. _____ the _____
(Insert **name** from line 2) (Insert **title** from line 3)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

6. ATTEST: _____ AFFIX CORPORATE SEAL HERE
(Signature of **Clerk or Secretary**)*

7. Name: _____
(Please print or type name in line 6)*

8. Date: _____
(Insert a date that is **ON OR AFTER** the date the officer signed the **contract and bonds**.)

* The name and signature inserted in lines 6 & 7 must be that of the Clerk or Secretary of the corporation.

Professional Reference Form
Request for Statement of Qualifications for
Professional Engineering Services for Design of Wastewater Treatment Plant Odor
Control Systems

Minimum requirements

Three (3) references related to design work completed for a municipality
Two (2) references for contractors that constructed the work

Customer: _____

Mailing address _____

Period of Service (MM/YYYY): _____ through _____

Is this a Municipal or other Governmental Unit? Yes No

Primary Contact: _____ Title: _____

Telephone: _____ Ext: _____

Email: _____

Customer: _____

Mailing address _____

Period of Service (MM/YYYY): _____ through _____

Is this a Municipal or other Governmental Unit? Yes No

Primary Contact: _____ Title: _____

Telephone: _____ Ext: _____

Email: _____

**THIS FORM OR SUBSTITUTE WITH THE REQUESTED INFORMATION
MUST BE FILED WITH TECHNICAL PROPOSAL**

(Make as many copies as necessary)