



**ST. JOHN THE BAPTIST PARISH  
PURCHASING & PROCUREMENT DEPARTMENT  
1801 W. Airline Highway  
LaPlace, LA 70068**

**REQUEST FOR QUALIFICATIONS (RFQ)  
Feasibility and Conceptual Plan for Passenger Rail & Multi-Modal Transit Center**

Closing Date: October 10, 2017 at 2:45 p.m. CST

***SUBMITTALS***

***Submittals are due on or before the exact closing date and time. Submittals received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time. The response (including copies) must be submitted in a sealed envelope or package clearly marked with the Company's name and address, and "RFQ – Feasibility and Conceptual Plan for Passenger Rail & Multi-Modal Transit Center"***

**FOR FURTHER INFORMATION CONCERNING THIS RFQ, PLEASE CONTACT:**

**Jean Stewart, Director of Purchasing and Procurement**

Phone: (985) 652-9569

[E-mail: j.stewart@stjohn-la.gov](mailto:j.stewart@stjohn-la.gov)

**QUESTIONS AND COMMENTS MUST BE SUBMITTED NO LATER THAN 3:00 P.M. October 3, 2017**



ST. JOHN THE BAPTIST PARISH  
PURCHASING & PROCUREMENT DEPARTMENT  
1801 W. Airline Highway  
LaPlace, LA 70068

Qualification No. RFQ – 2017-03

Closing Date: October 10, 2017 at 2:45 p.m. Central Time

**REQUEST FOR QUALIFICATIONS (RFQ)**

**Subject: Feasibility and Conceptual Plan for Passenger Rail & Multi-Modal Transit Center**

Company \_\_\_\_\_  
Federal Tax I.D.  
No. \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax \_\_\_\_\_  
E- Mail \_\_\_\_\_

Name \_\_\_\_\_  
[PRINT OR TYPE]  
Signature\* \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

***\*Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this agreement.***

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**FOR CONSIDERATION AS A RESPONSIVE SUBMITTAL, THE FOLLOWING IS REQUIRED:**

- 1) All information on this Request for Qualifications cover page must be completed.
- 2) This cover page must be signed with an original signature.
- 3) Submittals are due on or before the exact closing date and time. Submittals received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time.

**FOR FURTHER INFORMATION CONCERNING THIS RFQ, PLEASE CONTACT:**

**Jean Stewart**, Purchasing and Procurement  
Phone: (985) 652-9569 [E-mail: j.stewart@stjohn-la.gov](mailto:j.stewart@stjohn-la.gov)

## I. BACKGROUND

The Parish of St. John the Baptist (“The Parish”) hereby issues a Request for Qualifications (RFQ) for one Firm/Team that possesses Professional Planning and Engineering qualifications for the purpose of preparing a Feasibility Study and Conceptual Plan for a Passenger Rail and Multi-Modal Transit Center in LaPlace, St. John the Baptist Parish, LA. The Transportation Center and Growth Strategy (TCGS) focuses on reshaping the LaPlace area to become more accommodating to development through a smarter regional transportation system and land use plan. This two-pronged project will ensure that St. John has the capacity to accommodate its current residents in a safe and resilient manner and absorb residents from coastal parishes if necessary. The specific TCGS project activities are: 1. Plan for a multimodal transportation center that provides flexible space that can be used for rentals, public meetings and other civic uses, as well as a disaster shelter and staging area during emergency events, and; 2. Develop a long-range “smart growth” plan for the site that guides development and public transit on the Parish’s highest ground, which is least susceptible to storm surge and sea level rise. Requested information of all individuals and sub-consultants who propose to work on any portion of the project on a continual basis shall be completed on Standard Form SJB-1000.

## II. SCOPE OF WORK

Full scope of work and deliverables can be found in Exhibit A.

Task 1: Project Management

Task 2: Public Involvement

Task 3: Multi-Modal Center Alternatives

Task 4: Environment and Community Impacts

Task 5: Preparation of Draft Document and Presentation of Preliminary Recommendations

Task 6: Preparation of Final Document

The selected firm shall provide sufficient information demonstrating that the firm has Professional Planners and Civil Engineers registered in the State of Louisiana in good standing and sufficient staff available to complete the required feasibility study for the proposed project.

## III. SUBMITTALS

Each Firm/Team shall provide a submittal package following the included format based on the designated point evaluation schedule sheet Exhibit B. Submittals shall include sufficient information about the firm’s qualifications to assist the Parish in making the proper determinations about their capabilities.

All qualification statements must be submitted on the Standard Form SJB-1000 in a sealed envelope to the Purchasing & Procurement Department, 1801 W. Airline Highway, LaPlace, LA 70068. The submission number and closing date/time must be referenced on the outside of the envelope (**lower left corner**). Submissions must be received by the Purchasing & Procurement Department prior to 2:45 p.m. on due date.

### STANDARD FORM SJB-1000 SUBMITTAL

**6 (six) copies, one (1) electronic copy and one (1) redacted copy of STANDARD FORM SJB-1000 shall be submitted for each package. The attached scoring criteria will be used to evaluate all qualification statements received. Failure to provide the required information shall be cause for rejection of the submittal as non-responsive.**

## SUBMITTALS REQUIRED UPON PROVISIONAL AWARD

Failure to provide the following documentation within the time period specified may be cause for the provisional award to be voided and the submittal to be rejected as non-responsive.

- a. Insurance Requirements as specified in Section IX., if not currently on file.
- b. A current, fully executed Taxpayer Identification Number (W-9).
- c. A current St. John the Baptist Parish Occupational License, if applicable.

## IV. FEE AND CHARGES

The project has a total consultant lump sum fee of \$145,000. The submitting party agrees to compensation under the scope of work identified herein, unless otherwise noted.

## V. MONTHLY INVOICES

Certified itemized invoices to the Parish for the payment of these services shall be submitted to the Accounts Payable Department by the 10<sup>th</sup> day of each month. All invoices will be processed and payment submitted within 30 (thirty) days following receipt of the invoice.

## VI. PROJECT SCHEDULE

The project timeline is expected to be 12 months from Notice to Proceed and the consultant is to provide monthly updates with each invoice.

## VII. AWARD

This award will be made to the responsible Firm/Team whose proposal is determined in writing to be the most advantageous to the Parish, taking into consideration a review of the scoring criteria set forth. The Parish reserves the right to enter into a contract deemed to be in its best interest of the Parish. The Parish also reserves the right to reject any and all proposals.

## VIII. QUESTIONS AND COMMENTS

Questions and comments regarding this Request for Qualifications must be submitted to St. John the Baptist Parish, Purchasing & Procurement Department, ATTN: Jean Stewart, 1801 W. Airline Highway, LaPlace, LA 70068; or by e-mail to [j.stewart@stjohn-la.gov](mailto:j.stewart@stjohn-la.gov); no later than 3:00 p.m. on October 3, 2017.

## IX. REVISIONS

The Parish reserves the right to revise any part of the RFQ by issuing an addendum at any time. It is the Proposer's responsibility to periodically check the parish website or the Central Bidding website for addendum information prior to the submittal due date. Issuance of this RFQ in no way constitutes a commitment by the Parish to award a contract.

The Parish reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in the Parish's best interest. All materials submitted in response to this announcement become the property of the Parish, and selection or rejection of a submittal does not affect this right. The Parish also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.

## X. INSURANCE REQUIREMENTS

Consultant(s) shall obtain, pay for and keep in force, at its own expense, minimum insurance requirements effective in all localities where contractor may perform the work hereunder, with such carriers as shall be acceptable to Council:

- A) Statutory Workman's Compensation covering all state and local requirements and Employer's Liability Insurance covering all persons employed by Contractor in connection with this agreement.

The limits for "A" above shall be not less than:

1. Employer's liability limits of \$1,000,000/\$1,000,000/\$1,000,000.
2. Some contracts may require USL&H or maritime coverage. This should be verified with Insurance Department/Legal Department.
3. WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate.
4. No excluded classes of personnel or employees shall be allowed on Council's premises.

- B) Commercial General Liability, including:

1. Contractual liability assumed by this agreement.
2. Owner's and Contractor's Protective Liability (if Contractor is a General Contractor).
3. Personal and advertising liability.
4. Completed operations.
5. Medical Payments.

The limits for "B" above shall not be less than:

1. \$1,000,000 each occurrence limit.
2. \$2,000,000 general aggregate limits other than products – completed operations.
3. \$1,000,000 personal and advertising injury limit.
4. \$1,000,000 products/completed operations aggregate limit.
5. \$50,000 fire damage limit.
6. \$5,000 medical expense limit (desirable but not mandatory).
7. \$1,000,000 CSL each occurrence WITH NO annual aggregate will be acceptable in lieu of 1+2 above. Must include BFCGL endorsement.
8. St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate.
9. Some contracts may require Protection and Indemnity coverage. This should be verified with Insurance Department /Legal Department.

- C) Comprehensive Automobile Liability covering all owned, hired and other non-owned vehicles of the Contractor.

The limits for "C" above shall not be less than:

1. \$1,000,000 CSL
2. St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be included on certificate.

- D) Professional Liability with a minimum limit of \$1,000,000.

All required insurance certificates shall be submitted to the Director of Purchasing & Procurement within ten (10) days of provisional award. Failure to provide the insurance certificates within the time frame specified by the Parish shall be cause for the submittal to be rejected as non-responsive. Consultant shall maintain insurance in full force and effect during the entire period of performance under contract. Failure to do so shall be cause for termination of the contract. All policies must have a thirty (30) day non-cancellation clause giving the Parish thirty (30) days prior written notice in the event a policy is changed or canceled.

#### **XI. HOLD HARMLESS**

To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend the Parish Council and all of its Agents and Employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of Company.

#### **XII. EXCLUSIONS**

Pursuant to Louisiana Revised Statute 38:2227, Consultant must certify that he has not been convicted of, or has not entered into a plea of guilty or nolo contendere to public bribery, corrupt influencing, extortion, money laundering or their equivalent Federal crimes. Consultant must further certify that he has not been convicted of, or has not entered into a plea of guilty or nolo contendere to theft, identity theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery, contractor's misapplication of payments, malfeasance in office, or their equivalent Federal crimes within the five (5) years prior to submitting the proposal. (Refer to Exhibit C.)

#### **XIII. DISCLOSURE**

A. The firm must disclose whether it provides services or pays commissions to any employee or elected official of St. John the Baptist Parish. If so, the company must disclose to whom services are provided and/or commissions are paid. Both positive and negative responses must be submitted. (Refer to Exhibit D.)

B. "The Parish shall take affirmative steps to assure that small and minority firms, women's business enterprises, and labor surplus firms are solicited whenever they are potential qualified sources. In certain cases, the Parish will work to achieve affirmative action. The Parish shall also consider the feasibility of dividing total requirements into smaller tasks or quantities, without violating other state bid laws, so as to permit maximum participation by small and minority firms, women's business enterprises, and labor surplus firms. Where permitted by regulations, delivery schedules will be developed which will include participation by such businesses. The Parish shall assist the prime contractor whenever possible by providing copies of lists which identify qualified small and minority firms, women's business enterprises, and labor surplus area firms."

#### **XIV. E-VERIFY PROGRAM**

Pursuant to Louisiana Revised Statute 38:2212.10, contractor must certify that it and each individual, firm or corporation associated with it and engaged in the physical performance of services in the State of Louisiana, under a contract with Saint John the Baptist Parish has registered with, is participating in, and shall continue to participate in a federal work authorization program designated as such under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, as amended, which is operated by the United States Department of Homeland Security, known as the "E-Verify" program. Contractor must verify the legal status of all existing and new employees in the State

of Louisiana by attesting herein that each is a citizen of the United States or legal aliens as defined by now effective immigration laws of the United States of America. (Refer to Exhibit E.)

# EXHIBIT A

## Scope of Work, Deliverables, Timeframe, and Budget

### Task 1: Project Management

St. John Parish will provide ongoing project management under this task and will coordinate closely with grant administrators, staff, project managers, and consultants. Meetings with leadership will occur regularly and on an as-needed basis. The preparation of technical memorandums is intended to summarize the individual study task and to make the information available prior to preparation of the draft/final study document.

Deliverables: Project team meetings (monthly), summary notes from meetings, and informational presentations.

### Task 2: Public Involvement

The public involvement process will utilize a combination of public involvement techniques to engage the public and interested groups in the project including public meetings, newsletters, press releases, etc. St. John Parish and/or its consultants will be responsible for scheduling and facilitating public input meetings in conjunction with this project. Also included as part of this task is scheduling and facilitating meetings with community stakeholders, and providing meeting notes.

Deliverables: Stakeholder meetings (2), public meeting scheduling and facilitation (1 or 2), summary notes from meetings, and informational presentations.

### Task 3: Multi-Modal Center Alternatives

St. John Parish will evaluate potential station alternatives, including an evaluation of existing multi-modal station best practices. The project study team will look at: rider accessibility, street access, size of site, potential transit interface, infrastructure availability, topography, parking, fit within the community and neighborhood, planned uses for the adjacent area, development, redevelopment, and adaptive reuse opportunities; pedestrian and bicycle access; nearby grade crossings; impacts on railroad operations; proximity to other transportation modes and other relevant circumstances. All potential station alternatives evaluated will be ranked by the project team with input from relevant stakeholders.

Deliverables: Meetings with stakeholders (3), technical memorandum, and potential site concepts.

### Task 4: Environment and Community Impacts

For the potential station alternatives, the project team will investigate related environmental and community impacts of the project, including: wetlands, contamination issues, impacted community facilities, noise and vibration impacts, traffic impacts, multi-modal linkages, private property acquisitions (if any), and other relevant factors identified. With respect to community impacts, St. John Parish will work to review the proposed station alternatives for conformance with their respective Land Use, Community Plans and Zoning and document the findings. Opportunities for economic development will be assessed including the potential for increased revenue and private sector investment and development opportunities attributed to passenger rail facilities. Community impacts analysis will also evaluate and provide recommendations for transit oriented design and smart growth.

Deliverables: Meetings with stakeholders and technical memorandum.

### **Task 5: Preparation of Draft Document and Presentation of Preliminary Recommendations**

Based upon input obtained and the information ascertained from the above tasks, a draft study document will be prepared. This document, including findings and preliminary recommendations, will be presented at a public meeting to gather public comment. Included as part of this task are briefings with all relevant stakeholders.

Deliverables: Draft study documentation, maps and graphics, public meeting and summary notes from meeting (1).

### **Task 6: Preparation of Final Document**

This task consists of finalizing the study documentation and the recommendations that identify the key elements to be included in the multi-modal center. Recommendations will also be included outlining the next steps by which to further this initiative and to assist in establishing passenger rail service including options related to funding implementation and construction of the proposed plan.

Deliverables: Final study documentation, maps, graphics, conceptual designs, schedule and cost estimates.

**Budget: \$145,000**

**Timeframe: 12 months**

# EXHIBIT B

## Selection/Scoring Criteria

### St. John the Baptist Parish Professional Selection Committee Score Card

Firm Name: \_\_\_\_\_

Weight

Max  
Total Points

#### SCORE CARD FACTORS

##### Firm/Team Qualifications and Experience

0-20 pts

- Professional training and experience of key personnel in relation to the type and magnitude of work required for this project.
- Prime consultant and team member experience

##### Key Personnel Qualifications and Experience

0-15 pts

- Experience with similar projects
- Qualifications and experience of Project Planners and Engineer(s)

##### Agency Project Experience

0-15 pts

- Experience with the User Agencies (Parish, State, Federal), local criteria, codes, policies, procedures, and standards to successfully facilitate project completion

##### Past Performance

0-15 pts

- Past performance, special capabilities to accomplish work, coordination and cooperation with user agencies and others
- Ability to meet deadlines and budgets
- Quality of work

##### Understanding of Project/Familiarity/Approach

0-15 pts

- Understanding of project scope
- Understanding of the project design criteria and familiarity with the proposed project area

##### Compatibility (firm size versus project size)

0-10 pts

- Size of firm and available key personnel relative to the size of the project
- Firm's current workload - number and size of projects under contract
- Time frame for completion of assignments

##### Disadvantage Business Enterprise Utilization

0-10 pts

- Utilization of a certified Disadvantaged Business Enterprise for this project from one of the following
  - a. The Small Business Administration (SBA) (both SBA 8(a) Program certification and SBA Small Disadvantaged Business (SDB) Program self-certifications)
  - b. The Department of Transportation's (DOT) state implemented DBE Certification Program (with U.S. citizenship)

TOTAL \_\_\_\_\_

**EXHIBIT C**

**PAST CRIMINAL CONVICTIONS OF BIDDERS ATTESTATION (LA. R.S. 38:2227)**

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED,

I, \_\_\_\_\_, (Appearer) the owner/authorized representative of

\_\_\_\_\_  
Company / Individual / Legal Entity Name

Appearer, as a Bidder on the herein named Project, does hereby attest that:

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to, any of the following state crimes or equivalent federal crimes:

- (a) Public bribery (R.S. 14:118)
- (b) Corrupt influencing (R.S. 14:120)
- (c) Extortion (R.S. 14:66)
- (d) Money laundering (R.S. 14:230)

B. For five years prior to the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) Theft of a business record (R.S. 14:67.20)
- (d) False accounting (R.S. 14:70)
- (e) Contractor's misapplication of payments (R.S. 14:202)
- (f) Bank fraud (R.S. 14:71.1)
- (g) Forgery (R.S. 14:72)
- (h) Issuing worthless checks (R.S.14:71)
- (i) Malfeasance in office (R.S. 14:134)

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature of Authorized Signatory of Bidder

\_\_\_\_\_  
Project Name/Number

\_\_\_\_\_  
Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

Printed Notary Name: \_\_\_\_\_

Notary/Bar Roll Number: \_\_\_\_\_

My Commission is For/Expires: \_\_\_\_\_

**EXHIBIT D**  
**SAINT JOHN THE BAPTIST PARISH**  
**NON-SOLICITATION AND UNEMPLOYMENT AFFIDAVIT**  
(Pursuant to La. R.S. 38:2224 and La. R.S. 23:1726(B))

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, came and appeared,

I, \_\_\_\_\_, the owner/authorized representative of

\_\_\_\_\_  
Company/Individual/Legal Entity Name

who, being first duly sworn, deposed and state that I personally and as an authorized representative of the above identified legal person executes this continuing affidavit stating that neither the above named Contractor nor a person acting on its behalf, either directly or indirectly, employed, paid, nor promised any gift, consideration or commission to any person or legal entity to procure or assist in procuring this public contract, other than persons regularly employed by Contractor whose services were in the regular course of their duties for Contractor in connection with the construction, alteration or demolition of a public building or project.

The above named Contractor, if awarded, continually affirms that no part of the contract price received by Contractor was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services were in the regular course of their duties for Contractor.

The above named Contractor hereby attests and certifies that it does not have any unpaid assessment or penalty levied against it regarding unemployment compensation and currently does and will continue to properly classify each employee.

Contractor verifies that Contractor will collect an affidavit in this form from any approved subcontractor and forward a copy to: Saint John the Baptist Parish, 1801 West Airline Hwy, LaPlace, Louisiana 70068, no later than five business days after contracting with its subcontractor; however, in no instance shall the affidavit be received after commencement of work by the subcontractor.

<p>_____ Signature of Authorized Signatory</p> <p>_____ Printed Name of Signatory</p> <p>_____ Title of Authorized Signatory</p> <p>_____ Project Name/Number</p>	<p>SUBSCRIBED AND SWORN BEFORE ME ON THIS</p> <p>_____ DAY OF _____ 2013.</p> <p>_____ Notary Signature</p> <p>Printed Notary Name: _____</p> <p>Notary/Bar Roll Number: _____</p> <p>My Commission is for/expires on: _____</p>
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**EXHIBIT E**

**E-VERIFY AFFIDAVIT**

**STATE OF LOUISIANA**

**PARISH OF \_\_\_\_\_**

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED,

I, \_\_\_\_\_, the owner/authorized representative of

\_\_\_\_\_  
Company/Individual/Legal Entity Name

who hereby personally and as the authorized representative of the above identified legal person executes this affidavit, as the undersigned Contractor verification of its current and future compliance with L.S.A. R.S. 38:2212.10, stating affirmatively that it and each individual, firm or corporation associated with it and engaged in the physical performance of services in the State of Louisiana, under a contract with St. John the Baptist Parish has registered with, is participating in, and shall continue to participate in a federal work authorization program designated as such under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, as amended, which is operated by the United States Department of Homeland Security, known as the "E-Verify" program. The Contractor hereby verifies the legal status of all existing and new employees in the State of Louisiana by attesting herein that each is a citizen of the United States or legal aliens as defined by now effective immigration laws of the United States of America.

Contractor shall not assign this Contract or any monies due or to become due hereunder, or subcontract any part of the Work without the prior written consent of St. John the Baptist Parish.

Contractor verifies that Contractor will collect an affidavit in this form from any approved subcontractor and forward a copy to: St. John the Baptist Parish, 1801 West Airline Hwy, LaPlace, Louisiana 70068, no later than five business days of contracting with its subcontractor; however, in no instance shall the affidavit be received after commencement of work by the subcontractor.

\_\_\_\_\_  
Signature of Authorized Signatory

\_\_\_\_\_  
Date E-Verify ID Assigned

\_\_\_\_\_  
Printed Name of Signatory

\_\_\_\_\_  
E-Verify ID

\_\_\_\_\_  
Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Signature

Printed Notary Name: \_\_\_\_\_

Notary/Bar Roll Number: \_\_\_\_\_

My Commission is For/Expires: \_\_\_\_\_