# Attachment A

# The School District of Philadelphia

**Office of Capital Programs**

**PROFESSIONAL SERVICES REQUEST FOR QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| 1.  FIRM NAME & ADDRESS                “ARE SATELLITE OFFICE(S) LOCATED IN PHILADELPHIA”:  If yes, please provide address(s): | 2.  2.  PROJECT NAME:          DUE DATE: | | 3.  IF FIRM IS A MBE/WBE OR M/WBE  PLEASE CHECK APPROPRIATE BOX BELOW  AND PROVIDE CERTIFICATION    MBE  WBE    M/WBE |
| **4.**  CONTACT PERSON:  TITLE:  PHONE NUMBER:  FAX:  E-MAIL: | | 5.    IF JOINT VENTURE; NAME OF ADDITIONAL FIRM(S    FIRM NAME:            FIRM NAME: | |

**PROFESSIONAL SERVICES REQUEST FOR QUALIFICATIONS**

|  |  |
| --- | --- |
| 6.  TYPE OF OWNERSHIP  INDIVIDUAL  PARTNERSHIP  CORPORATION  L.L.C.  OTHER: SPECIFY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 7.    YEAR FIRMS ESTABLISHED:  FEDERAL TAX ID:          PHILADELPHIA  BUSINESS PRIVILIDGE LICENSE: |

**8. Stock Holder Disclosure**

List below the names, home addresses, dates of birth, offices held and ownership interest all **individuals, partnerships, corporations or any other owner** with 5% or more interest in the firm named in Box 1 of this Form. If additional space is necessary, list on attached sheet. For entities or business concerns, disregard birth date and provide federal tax identification number instead of social security number.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name**  **(Last, First, Middle)** | **Address** | **Birth Date**  **(MM/DD/YYYY)** | **Social Security**  **Number\*** | **Position Ownership**  **%** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*Disclosure of Social Security Number is voluntary.

**PROFESSIONAL SERVICES REQUEST FOR QUALIFICATIONS**

**9. Questionnaire**

|  |  |  |  |
| --- | --- | --- | --- |
| **AT ANY TIME DURING THE PAST TEN (10) YEARS, HAS THE APPLICANT BUSINESS CONCERN: *(If yes, attach an explanation for each instance)*** | YES | NO | COMMENTS |
| 1) Is the applicant firm identified in Box 1 of this application owned by any other company and/or corporation? |  |  |  |
| 2) Has the applicant firm been owned by another company or firm? |  |  |  |
| 3) Has the person or entity listed in this application ever been suspended, debarred or otherwise declared ineligible, by any agency of government, from contracting to provide services, labor, material or supplies? |  |  |  |
| 4) Have any principals listed in this application ever been arrested, charged, indicted or convicted of a crime? |  |  |  |
| 5) Has the person or entity listed in this application ever been suspended, debarred or otherwise declared eligible, by any agency of government, from contracting to provide services, labor, material or supplies? |  |  |  |
| 6) Has any federal, state or local government license, permit or other similar authorization necessary to perform the work applied for herein, and held or applied for by any person or entity listed in this form been suspended or revoked, or is the subject of any pending proceedings specifically seeking or litigating the issue of suspension or revocation? |  |  |  |
| 7) Has the applicant firm been denied qualification in the past under this name or another? |  |  |  |
| 8) Have any of the principals or key personnel of the applicant firm served as principal or key personnel or owned 5% or more of any other firm (including those firms that are inactive or dissolved)?  ***(If yes, give name, name of firm, position held, % owned, remainder owned by, and dates owned.)*** |  |  |  |
| 9) Has the applicant firm, its affiliate or any of the principals or key personnel been a party to a Bankruptcy or re-organization proceeding? |  |  |  |
| 10) Had a contract terminated for cause? |  |  |  |
| 11) Been given a final unsatisfactory performance rating on a specific project? |  |  |  |
| 12) Had liquidated damages assessed against it in connection with a contract? |  |  |  |
| 13) Engaged in any litigation with regard to any contract? ***(If yes to any of the above, explain.)*** |  |  |  |
| 14) Do any of the principals of the applicant firm have an ownership interest in any other entity, which is in the same line of business for which the firm is now seeking qualification? ***(If yes, identify the name, address and federal tax ID number for such entity and the nature of the ownership interest.)*** |  |  |  |
| 15) Is your firm or any of its principals affiliated with a manufacturer or material supplier of construction materials or equipment, financially or otherwise? |  |  |  |

**PROFESSIONAL SERVICES REQUEST FOR QUALIFICATIONS**

**10. Gross Fees from Contracts Entered into in the Past 5 Years:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| YEAR | From All Entities  *(Incl. Private Sector)* | From State Govt.  *Entities* | From Local Govt.  *Entities* | From Federal Govt.  *Entities* Comments | Comments |
| 2013 | $ | $ | $ | $ |  |
| 2012 | $ | $ | $ | $ |  |
| 2011 | $ | $ | $ | $ |  |
| 2010 | $ | $ | $ | $ |  |
| 2009 | $ | $ | $ | $ |  |

**PROFESSIONAL SERVICES REQUEST FOR QUALIFICATIONS**

**11. Licensed Staff of Firm Located at the Address Listed in Box 1.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Discipline** | **PA License Number** | **Licenses from states**  **other than PA** | **Signature** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PROFESSIONAL SERVICES REQUEST FOR QUALIFICATIONS**

**12. Technical Data**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| INSTRUCTIONS:  1. Request all Disciplines which your firm qualifies for per the following Form 12A. **At minimum firms responding to this RFP, “RFP –To Provide Professional Design Service for Major Renovations at Albert Greenfield Elementary School,” must qualify for Code 01 – Architecture.**  2. Review Professional/Technical Staff (Column D) and indicate the number of staff members in the appropriate boxes in columns E&F working full time for your firm in each specialty/discipline. There is no limit to the number of specialty/discipline on which a staff member may be entered.  3. Indicate the total Professional/Technical Staff for each Specialty/Discipline in Column "G"  4. Please see Form12A for the minimum requirements to be qualified for specific Disciplines. | | | | | | | | |
| A | B | C | D | E In the Office to be  Qualified | | F Offices in Proximity (Within 100  Miles of Primary Office) | | G |
| Requested | Code | Discipline | Titles of Professional/Technical Staff | # of Staff with a PA License | # of Additional Technical Staff  (note if licensed outside PA) | # of Staff with a PA License | # of Additional Technical Staff  (note if licensed outside PA) | (E+F)  Total Staff |
|  | 01 | Architecture | Architects |  |  |  |  |  |
|  | 02 | Electrical Engineering | Electrical Engineers |  |  |  |  |  |
|  | 03 | HVAC Engineering | HVAC Engineers |  |  |  |  |  |
|  | 04 | Plumbing Engineering | Plumbing Engineers |  |  |  |  |  |
|  | 05 | Civil Engineering | Civil Engineers |  |  |  |  |  |
|  | 06 | Sanitary Engineering | Sanitary Engineers |  |  |  |  |  |
|  | 07 | Structural Engineering | Structural Engineers |  |  |  |  |  |
|  | 08 | Mech. Eng. (Elevators, Conveyors) | Mechanical Engineers |  |  |  |  |  |
|  | 09 | Soils Engineering | Soils Engineers |  |  |  |  |  |
|  | 10 | Fire Protection Engineering | Fire Protection Engineers |  |  |  |  |  |
|  | 11 | Environmental Engineering | Environmental Engineers |  |  |  |  |  |
|  | 12 | Marine Engineering | Civil Engineers |  |  |  |  |  |

**PROFESSIONAL SERVICES REQUEST FOR QUALIFICATIONS**

**12. Technical Data**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A | B | C | D | E In the Office to be  Qualified | | F Offices in Proximity (Within 100 Miles of Primary Office) | | G |
| Requested | Code | Discipline | Titles of Professional/Technical Staff | # of Staff with a PA License | # of Additional Technical Staff  (note if licensed outside PA) | # of Staff with a PA License | # of Additional Technical Staff  (note if licensed outside PA) | (E+F)  Total Staff |
|  | 13 | Landscape Design | Landscape Architects |  |  |  |  |  |
|  | 14 | Planning (Master) | Planners (PA Licensed A.I.C.P.) |  |  |  |  |  |
|  | 15 | Land Surveying | Surveyors |  |  |  |  |  |
|  | 16 | Aerial Surveying | Surveyors |  |  |  |  |  |
|  | 17 | Hydrographic Surveying | Surveyors |  |  |  |  |  |
|  | 18 | Fire & Life Safety Renovations | Architects/Engineers |  |  |  |  |  |
|  | 24 | Barrier Free/ADA Design | Architects/Engineers |  |  |  |  |  |
|  | 25 | Estimating/Cost Analysis | qualification not required |  |  |  |  |  |
|  | 27 | Interior Design/Space Planning | Interior Design |  |  |  |  |  |
|  | 28 | Roofing Inspection | Roofing Inspectors |  |  |  |  |  |
|  | 29 | CPM | Schedulers |  |  |  |  |  |
|  | 30 | Archeology | Archeologists |  |  |  |  |  |
|  | 31 | Geology | Geologists |  |  |  |  |  |
|  | 32 | Value Engineering | Architects/Engineers/Estimators |  |  |  |  |  |
|  | 33 | Historical Preservation/Restoration | Architects |  |  |  |  |  |

**PROFESSIONAL SERVICES REQUEST FOR QUALIFICATIONS**

**12. Technical Data**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A | B | C | D | E In the Office to be  Qualified | | F Offices in Proximity (Within 100 Miles of Primary Office) | | G |
| Requested | Code | Discipline | Titles of Professional/Technical Staff | # of Staff with a PA License | # of Additional Technical Staff  (note if licensed outside PA) | # of Staff with a PA License | Requested | Code |
|  | 34 | Roofing Consultant | Architects/Engineers |  |  |  |  |  |
|  | 35 | Acoustics | Acousticians |  |  |  |  |  |
|  | 36 | Asbestos Safety Control Monitoring | AHERA Project Designers (Firm Certified By DLI) |  |  |  |  |  |
|  |  |  | Asbestos Safety Technicians (Certified By DLI & City of Philadelphia L&I) |  |  |  |  |  |
|  | 37 | Claims Analysis | Claims Analysts/Estimators |  |  |  |  |  |
|  | 38 | Telecommunications | Telecommunications Specialists |  |  |  |  |  |
|  | 39 | Exhibit/Interpretative Design | Designers |  |  |  |  |  |
|  | 40 | Feasibility Planning | Planners/Architects/Engineers/ Demographers |  |  |  |  |  |
|  | 41 | Fire Detection Systems | Fire Detection Specialists |  |  |  |  |  |
|  | 42 | Fire Protection Systems | Fire Protection Specialists |  |  |  |  |  |
|  | 43 | Food Service | Food Service Consultants |  |  |  |  |  |
|  | 44 | Hydraulics/Pneumatics | Hydraulic Engineers |  |  |  |  |  |
|  | 45 | Hydrology | Hydro geologists |  |  |  |  |  |
|  | 46 | Security Systems | Security System Consultants |  |  |  |  |  |
|  | 47 | Site Planning | Planners/Architects/Engineers/ Landscape Architects |  |  |  |  |  |

**PROFESSIONAL SERVICES REQUEST FOR QUALIFICATIONS**

**12. Technical Data**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A | B | C | D | E In the Office to be  Qualified | | F Offices in Proximity (Within 100 Miles of Primary Office) | | G |
| Requested | Code | Discipline | Titles of Professional/Technical Staff | # of Staff with a PA License | # of Additional Technical Staff  (note if licensed outside PA) | # of Staff with a PA License | Requested | Code |
|  | 48 | Testing & Balancing (HVAC) (Firm Must Have Testing Equipment) | HVAC Engineers (Cert. By National Envir. Balancing Bureau |  |  |  |  |  |
|  | 49 | Traffic | Traffic Analysts |  |  |  |  |  |
|  | 50 | Transportation | Civil Engineers |  |  |  |  |  |
|  | 51 | Waste/Water Treatment | Civil/Sanitary Engineers |  |  |  |  |  |
|  | 52 | Energy Management Control Systems | HVAC/Electrical Engineers |  |  |  |  |  |
|  | 53 | Radon Management Consultant | DEP Certified Consultants |  |  |  |  |  |
|  | 54 | Construction Field Inspection | Architect/Engineer |  |  |  |  |  |
|  | 55 | Elevator Plan Review, Testing/ Inspection | DLI Certified Specialists |  |  |  |  |  |
|  | 56 | Environmental Consultant | Environmental Specialists |  |  |  |  |  |
|  | 57 | Underground Storage Tank Removal | DEP Certified Specialists (SSE) and DEP Certified Firm |  |  |  |  |  |
|  | 58 | Underground Storage Tank Installation | Engineer (DEP Firm Certified) |  |  |  |  |  |
|  | 59 | Boilers/Steam Lines | Engineers |  |  |  |  |  |
|  | 60 | Indoor Air Quality | Industrial Hygienists |  |  |  |  |  |
|  | 61 | Landfill Closure | Environmental Engineers |  |  |  |  |  |
|  | 62 | Lead Paint Evaluation/Inspection | DOH Certified Tech (DLI Firm Certified) |  |  |  |  |  |
|  | 63 | Lighting Design | Electrical PE or Registered Architect |  |  |  |  |  |
|  | 64 | Technology | Electrical PE or Computer Science Degree |  |  |  |  |  |

**PROFESSIONAL SERVICES REQUEST FOR QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **12A. Professional Technical Data**  At minimum firms responding to this RFP, “ A/E Design Services for the “Professional Design Services for Phase II – Major Renovation at the Murrell Dobbins CTE High School ,” must qualify for Code 01 – Architecture.  The following are the minimum requirements required for a firm to be qualified for each specific Discipline: | | |
| **Code** | **Discipline** | **Minimum Requirements** |
| 0 | Engineering | Principal PA Professional Engineer -or- meet requirement for Architecture (code 1) plus one staff Professional Engineer in any state -or- Principal Professional Engineer in any state plus one staff Professional Engineer in PA |
| 1 | Architecture | Principal PA Registered Architect -or- Principal Registered Architect in any state plus one staff Registered Architect in PA -or- Principal Professional Engineer in any state with 3 staff Registered Architects in PA |
| 2 | Electrical Engineering | Meet requirement for Engineering (code 0) plus have Electrical Engineering staff |
| 3 | HVAC Engineering | Meet requirement for Engineering (code 0) plus have HVAC Engineering staff |
| 4 | Plumbing Engineering | Meet requirement for Engineering (code 0) plus have Plumbing Engineering staff |
| 5 | Civil Engineering | Meet requirement for Engineering (code 0) plus have Civil Engineering staff |
| 6 | Sanitary Engineering | Meet requirement for Engineering (code 0) plus have Sanitary Engineering staff |
| 7 | Structural Engineering | Meet requirement for Engineering (code 0) plus have Structural Engineering staff |
| 8 | Mech. Eng. (Elevators/Conveyors) | Meet requirement for Engineering (code 0) plus have Mechanical Engineering staff |
| 9 | Soils Engineering | Meet requirement for Engineering (code 0) plus have Soils Engineering staff |
| 10 | Fire Protection Engineering | Meet requirement for Engineering (code 0) plus have Fire Protection Engineering staff |
| 11 | Environmental Engineering | Meet requirement for Engineering (code 0) plus have Environmental Engineering staff |
| 12 | Marine Engineering | Meet requirement for Engineering (code 0) plus have Marine Engineering staff |
| 13 | Landscape Design | Principal PA Registered Landscape Architect -or- Principal Registered Landscape Architect in any state plus one staff Registered Landscape Architect in PA -or- Principal Professional Engineer in any state with 3 staff Registered Landscape Architects in PA -or- meet requirement for Architecture (code 1) with staff Registered Landscape Architect in PA |
| 14 | Planning Master | Registered PA Planner (A.I.C.P.) |
| 15 | Land Surveying | Principal PA Professional Surveyor, Principal Professional Surveyor in any state with staff PA Professional Surveyor -or- meet requirement for Engineering (code 0) with staff PA Professional Surveyor -or-meet requirement for Architecture (code 1) with staff PA Professional Surveyor |
| 16 | Aerial Surveying | Meet requirements for Land Surveying (code 15) |
| 17 | Hydrographic Surveying | Meet requirements for Land Surveying (code 15) |
| 18 | Fire & Life Safety Renovations | Meet requirements for Engineering (code 0) -or- meet requirements for Architecture (code 1) |
| 24 | Barrier Free/ADA Design | Meet requirements for Engineering (code 0) -or- meet requirements for Architecture (code 1) |
| 25 | Estimating/Cost Analysis | Must have a Registered Architect or Professional Engineer from any state on staff |
| 27 |  | Principal Interior Designer -or- meet requirements for Architecture (code 1) |
| 28 | Roofing Inspection | Meet requirements for Engineering (code 0) -or-meet requirements for Architecture (code 1) |
| 29 | CPM | Must have a Registered Architect or Professional Engineer from any state on staff |
| 30 | Archeology | Must have Archeologist on staff |
| 31 | Geology | Must have Geologist on staff |
| 32 | Value Engineering | Must have a Registered Architect or Professional Engineer from any state on staff |
| 33 | Historic Preservation / Renovation | Meet requirements for Architecture (code 1) |

**PROFESSIONAL SERVICES REQUEST FOR QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **12A. Professional Technical Data**  **The following are the minimum requirements required for a firm to be qualified for a specific Specialty/Discipline:** | | |
| **Code** | **Code Specialty/Discipline** | **Minimum Requirements** |
| 34 | Roofing Consultant | Meet requirements for Engineering (code 0) -or- meet requirements for Architecture (code 1) |
| 35 | Acoustics | Meet requirements for Engineering (code 0) -or- meet requirements for Architecture (code 1) -or- extensive acoustic design experience of Principal |
| 36 | Asbestos Safety Control Monitoring | DLI Certification |
| 37 | Claims Analysis | Meet requirements for Engineering (code 0) -or- meet requirements for Architecture (code 1) |
| 38 | Telecommunications | Meet requirements for Engineering (code 0) with telecommunications staff |
| 39 | Exhibit / Interpretative Design | Relevant staff |
| 40 | Feasibility Planning | Meet requirements for Engineering (code 0) -or- meet requirements for Architecture (code 1) |
| 41 | Fire Detection Systems | Meet requirements for Engineering (code 0) -or- meet requirements for Architecture (code 1) |
| 42 | Fire Protection Systems | Meet requirements for Engineering (code 0) -or- meet requirements for Architecture (code 1) |
| 43 | Food Service | Food Service Specialist on staff |
| 44 | Hydraulics / Pneumatics | Meet requirements for Engineering (code 0) with hydraulics staff |
| 45 | Hydrology | Hydrologist on staff |
| 46 | Security Systems | Meet requirements for Engineering (code 0) with security design staff |
| 47 | Site Planning | Meet requirements for Engineering (code 0) - or- meet requirements for Architecture (code 1) -or- meet requirements for Planning Master (code 14) |
| 48 | Testing & Balancing (HVAC) | Meet requirements for Engineering (code 0) with proper certifications for testing and balancing |
| 49 | Traffic | Meet requirement for Engineering (code 0) plus have Traffic Engineering staff |
| 50 | Transportation | Meet requirement for Engineering (code 0) plus have Transportation Engineering staff |
| 51 | Waste Water Treatment | Meet requirement for Engineering (code 0) plus have Waste Water Treatment Engineering staff |
| 52 | Energy Management Control Systems | Meet requirement for Engineering (code 0) plus have Energy Management Engineering staff |
| 53 | Radon Management Consultant | DEP Certification |
| 54 | Construction Field Inspection | Meet requirements for Engineering (code 0) -or- meet requirements for Architecture (code 1) |
| 55 | Elevator Plan Review, Testing/Inspection | DLI Certified Specialist on staff |
| 56 | Environmental Consultant | Meet requirements for Environmental Engineering (code 11) or a principal of the firm is a Certified Industrial Hygienist (CIH) or 3 employees of the firm are Certified Industrial Hygienists (CIH) |
| 57 | Underground Storage Tank Removal | DEP Certified Firm with DEP Certified Specialist (SSE) staff |
| 58 | Underground Storage Tank Installation | DEP Certified Firm |
| 59 | Boilers / Steam Lines | Meet requirements for HVAC Engineering (code 3) |
| 60 | Indoor Air Quality | Meet requirements for Environmental Engineering (code 11) |
| 61 | Landfill Closure | Meet requirements for Environmental Engineering (code 11) |
| 62 | Lead Paint Evaluation / Inspection | Meet requirements for Environmental Engineering (code 11) |
| 63 | Lighting Design | Meet requirement for Engineering (code 0) plus have Lighting Design staff |
| 64 | Technology Infrastructure | Meet requirement for Electrical Engineering (code 2) -or- have staff with Bachelor of Science Degree in Computer Science |

**PROFESSIONAL SERVICES REQUEST FOR QUALIFICATIONS**

**13. Previous Project Experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DISCIPLINE Use codes from Box 12, Column B | PROJECT NAME, LOCATION, AND BRIEF DESCRIPTION | PROJECT OWNER, CONTACT PERSON & PHONE NUMBER | CONSTRUCTION COST ESTIMATE | TOTAL VALUE OF CHANGE ORDERS | YEAR WORK COMPLETED |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**PROFESSIONAL SERVICES REQUEST FOR QUALIFICATIONS**

**14. Describe claims for errors and/or omissions made against your firm over the past two years. If none, state so here. **

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Claim**  **Filed** | **Construction**  **Contract Value** | **Project Design Fee** | **Brief Description of Claim** | **Amount of Settlement, if ongoing, so state** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PROFESSIONAL SERVICES REQUEST FOR QUALIFICATIONS**

**15. Provide Financial Statements**

|  |
| --- |
| Preferred:  \* Audited Financial Statements for the last two years including:  - Auditor’s reports  - Balance Sheets  - Statements of income & retained earnings  - All footnotes of these statements  \* Corporate Annual Report (if applicable)  \* Current Balance Sheets reflecting last six months.  If not available, then:  \* Reviewed Financial Statements for last two years, including:  - Balance sheets  - Statements of income and retained earnings  - All footnotes to these statements |

**16. Certification by Preparer:**

|  |
| --- |
| I,  (*print name)*, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are accurate, true and complete. I acknowledge that the School District of Philadelphia (SDP) is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with SDP to notify it and its Agent(s) in writing of any changes to the answers or information contained herein. A material false statement or omission made in connection with this application will subject the applicant firm and me to civil and criminal penalties available by law. I authorize SDP and their Agent(s) to verify any answer(s) contained herein, to investigate the background and creditworthiness of the firm stated herein and to enlist the aid of third parties in its investigation process.  I, being duly authorized, certify that the information supplied above, including all attached pages, is complete and correct to the best of my knowledge.  PRINT NAME:  SIGNATURE:  TITLE:  DATE: |