

REQUEST FOR QUALIFICATIONS (RFQ) FOR AN AIRPORT LAND USE COMPATIBILITY PLAN

February 23, 2007

The San Bernardino International Airport Authority (SBIAA) is issuing a Request for Qualifications (RFQ) from qualified airport consulting firms wishing to be considered to prepare an Airport Land Use Compatibility Plan (ALUCP). Provided herewith is the scope of work describing the specific elements to be addressed in the ALUCP.

Responses to this RFQ (Proposals) are due at the SBIAA's administrative office no later than 10:00 a.m. local time on Friday, March 23, 2007.

All Proposals will be time-stamped upon receipt, and any Proposals received after the time specified above will be returned unopened. Please submit ten (10) copies of the Proposal addressed to the attention of Ms. Kelly Berry, Clerk of the Board. In bold lettering, mark the envelope with the following words: "RFQ FOR AIRPORT LAND USE COMPATIBILITY PLAN." Proposals shall be brief and concise, containing no more than twenty (20) single sided pages of material. Please note that the Transmittal Letter, Table of Contents, completed Company Information Sheets, completed Subcontractor Information Sheets, and Resumes will not be considered part of the twenty (20) pages.

In order to control the dissemination of information regarding this RFQ, organizations interested in submitting Proposals shall not make personal contact with any member of the SBIAA Commission or other SBIAA staff members. All questions should be directed via e-mail to the individual listed below:

Mr. Alex Estrada
Director of Redevelopment and Property Management
San Bernardino International Airport Authority
294 S. Leland Norton Way, Suite #1
San Bernardino, CA 92408-0131
(909) 382-4100
Fax: (909) 382-4106
Email: aestrada@sbdairport.com

Proposals shall be signed by an authorized individual or officer of the firm submitting the Proposal. Proposals may be withdrawn by the submitting firm at any time prior to the closing date and time for receipt of Proposals. A cost proposal is also being requested at this time. The cost proposal shall detail all anticipated hourly work efforts, work products, and work schedules.

The SBIAA reserves the right to accept or reject any or all Proposals and/or re-solicit or cancel the procurement process, if deemed to be in the best interest of the SBIAA. Additionally, the

SBIAA reserves the right to waive any informality in the RFQ. Submitters shall be responsible for any and all expenses incurred in preparing said Proposals.

A committee designated by the SBIAA will evaluate the Proposals. Members of respective planning staffs or affected jurisdictions will be encouraged to participate in the selection committee. Such committee may short-list consultants after the initial evaluation and/or request additional information through interviews, presentations or correspondence. The three (3) to five (5) most qualified consulting firms may be invited to an interview. The selected consulting firm will enter into negotiations with the SBIAA to determine project/contract cost. The selected firm will enter into an agreement with the SBIAA using a standard SBIAA consultant form contract.

GENERAL INFORMATION

All Proposals shall include the information listed below. It is requested that all Proposals be organized in the following format:

- 1) **Transmittal Letter:** A transmittal letter indicating the consultant's interest in the project and, if applicable, sub-consultants/subcontractors that will be assigned elements of the project.
- 2) **Title Sheet:** A title sheet containing: (i) the project name; (ii) the name and address of the firm(s) that will conduct the work; and (iii) the name, title, mailing address, e-mail address, telephone and facsimile numbers of the firm/team representatives authorized to contractually bind the consultant. Include a completed Company Information Sheet in providing a list of all company principals and a completed Subcontractor Information Sheet for each sub-consultants/subcontractors, providing a list of all sub-consultants/subcontractors and principals. Company Information Sheet and Subcontractor Information sheets are provided herewith.
- 3) **Table of Contents**
- 4) **Statement of Project Understanding and Approach:** A statement of project understanding and approach shall be provided communicating the consultant's understanding of the characteristics of the project and a general description of how the project will be organized, not to exceed one (1) page in length.
- 5) **Background, qualifications and experience of the firm(s) as a whole with airport master planning or similar type projects.** If available, include GSA Form 254 updated to current status, limited to the last five years.
- 6) **Capabilities and relevant experience of those key personnel to be assigned to the project:** Abbreviated resumes of staff members and/or other consultants or associates that will provide services required on this project. The resumes should include specific areas of responsibility, duration with the firm, and other related information that will be used to evaluate their qualifications.

7) **Availability and commitment of qualified staff to handle the project:** Provide an organization chart depicting the project staff personnel and their responsibilities, including sub-consultants, if any. Include/provide a list of all similar projects (Airport Land Use Compatibility Plans) that the firm is currently involved in or have performed within the past ten (10) years, to include the start date, percentage completion, and anticipated completion date.

8) **Client references:** Include principal's contact names, titles, addresses and phone numbers (e-mail address) of at least three former clients for whom the consulting firm has prepared Airport Land Use Compatibility Plans, limited to the last ten (10) years. Describe all joint venture partners and consultants used and the names and current telephone numbers of the project manager and key personnel. Provide the names and telephone numbers of the airport personnel that were responsible for administering said ALUCP projects.

The consulting firm may not have a record of unsatisfactory performance. Consultants who are or have been seriously deficient in current or recent performance shall be presumed to be unable to meet this requirement.

9) **Other supporting data:** Describe consulting firm's ability to maintain adequate files, records and meet statistical reporting requirements. Describe consulting firm's administrative and physical capacity to provide and manage the proposed services and to assure an adequate audit trail. Provide, as a sample to be returned upon completion of the selection process, a copy of the consulting firm's most recently completed airport master plan.

10) **Project Schedule:** Must include the number of anticipated meetings and total number of months to complete the project as well as milestone points at which deliverables (working papers/phase reports, final documents, etc.) will be completed.

The SBIAA anticipates the selection of a preferred consultant and contract negotiations to be completed by April 20, 2007. The SBIAA anticipates sending out the Notice to Proceed (NTP) shortly thereafter and will make no reimbursement for any costs prior to a formal written NTP.

San Bernardino International Airport Authority

SCOPE OF WORK

February 23, 2007

The San Bernardino International Airport Authority (SBIAA) requests Proposals from qualified consultants to prepare an Airport Land Use Compatibility Plan (ALUCP) for the San Bernardino International Airport (SBD) in San Bernardino County. The SBIAA is the owner and operator of the SBD which operates as an FAA Part 139 airport under the purview of member jurisdictions consisting of the County of San Bernardino, the City of San Bernardino, the City of Colton, the City of Loma Linda, and the City of Highland. The preparation of the proposed ALUCP shall have two primary functions: First is the protection of public health, safety, and welfare through the adoption of land-use standards that minimize the public's exposure to safety hazards and excessive noise from nearby airports. Second is to prevent the intrusion of incompatible land uses around airports to preserve the utility of these airports in the future.

To carry out these functions, the proposed process (formally known as Airport Comprehensive Land Use Plans or ACLUP's) for the public use airports in the region, serves to establish planning boundaries around airports for safe building heights, noise levels, and other safety and operational aspects. Land use compatibility standards also are recommended and adopted, establishing the compatibility of individual land uses within each planning boundary. The proposed ALUCP is intended to coordinate and complement local city and county governments to assure compatibility between local plans and the Airport Land Use Compatibility Plan for airport areas.

I. BACKGROUND

The Inland Valley Development Agency (IVDA) and the San Bernardino International Airport Authority (SBIAA) previously adopted a Re-Use Plan for the former Norton Air Force Base, which now comprises a substantial portion of the San Bernardino International Airport (SBD), which establishes long-range development plans. SBD represents a portion of the former Norton Air Force Base which has been in the process of being converted to civilian use. The airport is operated by the San Bernardino International Airport Authority. The airport has one active runway, 10,001 feet long and 200 feet wide, made of concrete.

Aircraft operations based at SBD include both fixed wing and helicopter operations.

Navigational aids include high-intensity runway lights, Precision Approach Path Indicator (PAPI) lights, CAT-1 Instrument Landing System (ILS), and an Automated Weather Observation System (AWOS).

SBD's current Airport Influence Area Map is attached as Exhibit "A." A primary purpose of this project shall be to prepare an ALUCP taking into consideration operationally and site-specific information about SBD, review existing land use planning processes and procedures among affected jurisdictions with the Airport Influence Area, and provide recommendations for additional or alternate processes.

This project has three primary objectives. First, the intent of this project is to prepare a complete Airport Land Use Compatibility Plan consistent with the 2002 *Airport Land Use Planning Handbook* issued by the California Department of Transportation, Division of Aeronautics. This report will include all maps, text, documentation, public and environmental review as necessary to allow adoption and use of the ALUCP by the SBIAA and affected jurisdictions within the Airport Influence Area. Second, in accordance with the requirements of the California Environmental Quality Act (CEQA), including state and county CEQA guidelines, the consultant will prepare an Initial Study and a draft report recommending further actions to comply with CEQA. Third, the consultant will be asked to prepare a draft staff report, delineating the proposed policies for submittal to the SBIAA Staff.

The selected consultant will be provided noise contours with supporting operating assumptions for preparation of each ALUCP.

The contract for the formulation of the ALUCP for the SBD will be an agreement between SBIAA and the selected consultant.

II. SCOPE OF WORK/SERVICES

This Section II shall set forth the scope of work for the project. The selected consultant or consulting team will be expected to perform all technical and other analyses necessary to complete the scope of work. The consultant will receive general direction from the SBIAA Project Manager. Tasks may include, but are not limited to, the following:

1. Compile Base Data and Mapping

- a. Develop the interim ALUCP Planning Area for SBD using as criteria the outer perimeter of the conical surface. Mapping shall be prepared on San Bernardino County parcel base maps, obtained from SBIAA staff, manipulated in a computer format capable of integration with existing SBIAA Geographic Information Systems (GIS).
- b. Verify local agency general plan, specific plan designations, and zoning ordinance districts for the area of the airport; summarize and prepare a map for the Airport Planning Area. SBIAA and the County of San Bernardino Planning Department will provide this data.
- c. Verify local agency data on existing land uses within the Airport Planning Area obtained from SBIAA and County of San Bernardino Planning Department.

- d. Compile and map existing Airport Master Plan, Airport Layout Plan, current and projected noise contours, and any related pertinent information for the airport.
- e. Obtain aerial photograph of the Airport Planning Area from SBIAA.

2. Review Existing Conditions

- a. Review the 2002 *Airport Land Use Planning Handbook* published by the California Department of Transportation, Division of Aeronautics.
- b. Analyze planning designations, zoning categories, and existing land uses within the Airport Planning Area, and develop categorization of compatible uses or designations and areas of potential conflict with planned airport operations.
- c. Obtain local agency staff review and comment on information developed in the analysis of existing conditions
- d. Conduct one public meeting with each affected local municipality with SBIAA and County staff to discuss findings of the existing conditions and seek input from the public regarding issues related to the update of the ALUCP.

3. Define Structural Height Limit (Imaginary Airspace) Surfaces

- a. Define technical parameters relevant to ALUC review for the airport in the system, i.e., airport role, runway category, type of approach, traffic patterns. (Refer to adopted Master Plan and consultation with SBIAA staff.)
- b. Define approach, transitional, horizontal, and conical imaginary airspace surfaces reflecting criteria in Federal Aviation Regulations (FAR) Part 77, Objects Affecting Navigable Airspace for SBD.
- c. Examine all existing and proposed instrument approach procedures to determine whether FAR Part 77 surfaces are consistently controlling. FAR Part 77 may not always be sufficiently restrictive; precision Terminal Instrument Procedures (TERPs) may, in fact, be required to establish adequate height restrictions. If that is determined to be the case, appropriate TERPs surfaces will be prepared.
- d. Evaluate land use implications for imaginary surfaces for the Airport Planning Area.

4. Define Potential for Aircraft Accidents and Related Risk to Public Safety

- a. For the planned operations at SBD, indicate the risk of accident potential for the area around the airport, including properties on airport property which may include non-airport functions.
- b. Evaluate land use implications for aircraft accident potential on which to base

policies. Determine what would be an acceptable level of risk to public safety. Determine the areas near the airport that may be subject to significant risk to public safety. The goal shall be to avoid an unacceptable level of risk to the public.

- c. Define SBD Airport Safety Zones.
 - i. The Airport Safety Zones shall be displayed on a base map with current property lines and shown in relationship to defined boundaries on the Airport Layout Plan for the SBD.
 - ii. In addition, include a matrix displaying inappropriate land uses for the various safety zones.

5. Define Potential Noise Implications and Impact on Existing and Proposed Land Uses

- a. The extent to which airport noise affects nearby land use, compatibility shall be assessed based upon the noise contours considering existing standards adopted by the SBIAA, the County of San Bernardino, the City of San Bernardino and other jurisdictions. Noise plan development will include:
 - i. Review appropriate threshold Community Noise Equivalent Level (CNEL), e.g., 65, 60, 55 dBA, on which to base future land use decisions based upon the SBIAA Draft Airport Master Plan Update information.
 - ii. A matrix of CNEL values versus land uses in which the level of compatibility will be indicated.

6. Define Overflight Compatibility Issues

- a. Review overflight compatibility concerns in the 2002 *Airport Land Use Planning Handbook*.
- b. In consultation with SBIAA staff, obtain information on complaints about airport operations by geographic location and land use category (residential, office, commercial).
- c. Based on the complaint experiences of SBD, evaluate the need for development of appropriate policies to assure airport land use compatibility for the SBD.

7. Prepare Airport Land Use Compatibility Plan

- a. Develop goals, objectives, and policies to help guide development around SBD, and refine on a case-by-case basis for the Airport Planning Area. The formulation of goals, objectives and policies shall be in accordance with the requirements of

state ALUC enabling legislation (Section 21670, et seq., of the Public Utilities Code), and with the 2002 *Airport Land Use Planning Handbook* issued by the California Department of Transportation, Division of Aeronautics. *The formulation of goals, objectives, and policies shall be rationally based on concerns about potential land use activity near the airport that could adversely affect current and planned airport operations.* The goals, objectives and policies shall be in a format that facilitates ease of implementation by individual local agencies.

- b. The proposed ALUCP shall reference the Airport Layout Plan as contained in the current Master Plan, on which the ALUCP is based. Defined zones for Structural Height Limit and Public Safety policies shall make specific reference to defined reference lines on the Airport Layout Plan.
- c. Define the proposed Planning Area for SBD. The Planning Area shall include all of the area within the aggregate geographic areas where ALUCP policies are proposed. (Planning areas may be greater than the conical surface area.)
- d. Prepare text and maps to define recommended land use patterns and other relevant planning issues with input from the County of San Bernardino and Department of Transportation, Division of Aeronautics.
- e. The proposed plan shall be submitted initially in an internal staff-level draft form for the review and comment of SBIAA staff, Director of County of San Bernardino Department of Airports, and Department of Transportation, Division of Aeronautics. Following receipt of comments, the consultant shall prepare a summary of the key contents of the proposed ALUCP for public distribution and review.
- f. Coordinate and gain input from SBIAA staff, Director of County of San Bernardino Department of Airports, and the Department of Transportation, Division of Aeronautics throughout all phases of the project.

8. Implementation Program

- a. Results of Tasks 1. through 7. outlined above shall be compiled as an overall Airport Land Use Compatibility Plan that will maintain and enhance long-term compatibility between each airport and adjacent land uses. Plan elements will, at a minimum, include:
 - i. Jurisdictional factors, e.g., location and nature of project that affect or determine the scope of review. The organization, role and function of the County of San Bernardino shall be described, and pertinent sections of state law relating to ALUCP-oriented responsibilities.
 - ii. Criteria, e.g., CNEL, type of use, density, and height, to be used by the SBIAA in evaluating future land use proposals.

- iii. Mitigation measures, e.g., insulation, easements, and their applicability to specific types of land use proposals.
- b. Recommend actions that could be undertaken by local agencies, at their option, to address airport and other concerns in their own planning processes.
- c. Develop tools that would aid local agencies in effective integration of ALUCP policies into regular zoning/subdivision administration practice. Adoption of these administrative tools could be undertaken at the agency's option to better incorporate airport and ALUCP concerns in their own planning processes. These tools shall be included as appendices to the ALUCP. The consultant shall develop, at a minimum, the following tools, and all items that can be mapped shall be provided to SBIAA staff in an electronic format that can be integrated with SBIAA's mapping and/or GIS software:
 - i. Produce Overlay Zoning Map. An overlay map that shows the proposed ALUCP goals and policies with the local zoning of the affected city or county shall be produced. This would ensure that the zoning ordinance of the local agency would be consistent with ALUCP policies.
 - ii. List of Information Required from Applicants of Development Projects. Develop a list that shall specify in sufficient detail pertinent information required from any applicant for a development project.

9. Prepare CEQA Environmental Documentation

- a. Prepare an Initial Study of the recommended Airport Land Use Compatibility Plan, in accordance with the California Environmental Quality Act (CEQA), and state and county CEQA guidelines. Submit five (5) copies of the Initial Study to SBIAA staff.
- b. In addition, prepare a draft report recommending additional actions that should be taken by SBIAA staff to fully comply with CEQA provisions for this project. The report should include the various steps to be followed, reports to be produced, and an estimated time line for complying with CEQA provisions. Submit five (5) copies of this draft to SBIAA staff and copies as appropriate to the State Clearinghouse and interested agencies.

10. Draft Staff Report

Prepare a draft staff report on the ALUCP, for submittal to the SBIAA and County of San Bernardino, which compares existing and proposed policies.

11. Review and Adoption Process

- a. SBIAA staff, Department of Transportation, Division of Aeronautics staff, and the County of San Bernardino Department of Airports will advise throughout the

project. The Director of County of San Bernardino Department of Airports shall facilitate coordination and communication among affected jurisdictions throughout the ALUCP process.

- b. Public meetings shall be held at sufficient locations and times in order to ensure public input is obtained at key points of the project. At least one evening meeting shall be scheduled to review the proposed ALUCP when it is released.
- c. The SBIAA Commission will be briefed on project status at key points of the project.
- d. The SBIAA Commission will review and adopt the Airport Land Use Compatibility Plan and the necessary CEQA documentation. Affected local jurisdictions shall also be provided an opportunity to review and adopt the ALUCP during this process.

III. CONTRACT DELIVERABLES

The consultant shall deliver the following work product during the course of the project:

1. Five (5) copies of the administrative draft of the ALUCP.
2. Fifty (50) copies of the public review ALUCP.
3. Five (5) copies of the CEQA Initial Study.
4. Twenty-five (25) copies of the final adopted ALUCP.
5. One (1) reproducible hardcopy original and one (1) electronic file (pdf format) on a CD of final adopted ALUCP.

IV. CONTACT PERSON

Mr. Alex Estrada,
Director of Redevelopment and Property Management
San Bernardino International Airport Authority
294 S. Leland Norton Way, Suite 1
San Bernardino, CA 92408
Phone: (909) 382-4100
Fax: (909) 382-4106
E-mail: astrada@sbdairport.com

V. SUBMITTAL REQUIREMENTS

Please describe your firm's qualifications, the project manager's experience, related projects, and any other pertinent information that may describe your team's ability to perform this work. You do not need to re-write or summarize the scope of services as described earlier in this RFQ, but

you may recommend changes to the scope and/or provide additional commentary on the consultant duties. The proposal may contain up to twenty (20) pages total describing qualifications and scope of services. In addition, you may provide up to twenty (20) pages of work samples.

Please submit five (5) copies of your written proposal to the SBIAA, attention Alex Estrada, Director of Redevelopment and Property Management, 294 S. Leland Norton Way, Suite One, San Bernardino, CA 92408. Proposals sent via fax and/or e-mail will not be accepted.

Proposals must be received no later than 10:00 a.m., local time, on Friday, March 23, 2007. If mail delivery is used, it is advised that the proposal be mailed early enough to provide for arrival by the deadline. Use of the U.S. Postal Service or courier service will be at consultant's own risk. SBIAA will not be liable or responsible for any late delivery of proposals.

By submitting a proposal, the consultant certifies that its/his/her name, as well as the name of any subcontractor, does not appear on the Comptroller General's list of ineligible contractors for federally assisted projects.

All submitted Proposals and proposal documents are subject to the provisions of Government Code Section 6250 et. seq., commonly known as the California Public Records Act. Please reference Section VIII. Public Record set forth below for information regarding disclosure of Proposals and/or proposal documents.

No proposal shall be returned after the date and time set for opening thereof.

VI. INSURANCE REQUIREMENTS

Should a contract be awarded to your firm, you must comply with the following insurance provisions:

1. Insurance coverage must be provided by a company that is admitted to write in California and has a rating of A: VIII by A.M. Best & Company.
2. An endorsement naming the SBIAA as additional insured on the general liability policy. Coverage equal to \$1,000,000 combined single limit for each occurrence and \$2,000,000 aggregate is required.
3. A minimum of \$1,000,000 aggregate combined single limit in professional liability insurance.
4. Workers' compensation insurance as required by the Labor Code of the State of California.
5. Automobile liability insurance not less than \$100,000 combine single limit per accident for bodily injury and property damage covering owned, non-owned and hired vehicles.

VII. AWARD OF CONTRACT

It is the SBIAA's intent to award a contract to the most qualified firm that can provide all of the services identified in this RFQ document. However, the SBIAA reserves the right to accept or reject any or all proposals and/or re-solicit or cancel the procurement process, if deemed to be in the best interest of the SBIAA. Consultant firms shall be responsible for any and all expenses incurred in the preparation of Proposals. The selected firm to be awarded the contract will enter into an agreement with the SBIAA using a standard consultant contract as drafted by SBIAA counsel.

VIII. PUBLIC RECORD

Attention is drawn to the fact that all submitted Proposals and proposal documents are subject to the provisions of Government Code Section 6250 et. seq., commonly known as the California Public Records Act. Information contained in the Proposals may be subject to disclosure. The final recommendation of the SBIAA staff, together with any attachments or exhibits, which may or may not be taken from submitted Proposals and proposal documents, shall be a public document available for inspection by the public.

IX. TERMS AND CONDITIONS

- This RFQ does not commit the SBIAA to award a contract or contracts, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submitted Proposals and proposal documents become the property of the SBIAA. Please reference Section VIII. Public Record set forth above for information regarding disclosure of Proposals and/or proposal documents.
- The SBIAA reserves the right to reject all Proposals. Selection is dependent upon the negotiation of a mutually acceptable contract with the successful consultant firm.
- The SBIAA reserves the right to cancel, in part or in its entirety, this RFQ, including but not limited to: selection schedule, submittal date, and submittal requirements. If the SBIAA cancels or revises the RFQ, all respondents of record will be notified in writing by the SBIAA.
- Selection announcements, contract awards, and all data provided by the SBIAA shall be protected from public disclosure by consultant firm. Consultants desiring to release information to the public must receive prior written approval from the SBIAA Assistant Director.
- The SBIAA reserves the right to request additional information and/or clarifications from any or all consultant firms responding to this RFQ.

IX. MODIFICATION OR CLARIFICATION

Should modification or clarification to this RFQ become necessary, a written addendum shall be posted to the Airport's website at www.sbdairport.com under "RFPs/Bids." It is the responsibility of consultant firms responding to this RFQ to monitor the Airport's website for any such addendums.

Any questions regarding this RFQ shall be directed to Mr. Alex Estrada, Director of Redevelopment & Property Management, **no later than Friday, March 16, 2007**. Please refer to Section IV. Contact Person above for Mr. Estrada's contact information.

X. SELECTION PROCESS SCHEDULE

The proposed schedule for this Project is as follows:

RFQ's Available per SBIAA Commission Authorization	February 23, 2007
Proposals Due	March 23, 2007 (10:00 a.m. local time)
Review proposals and short list firms for interview	March 26-30, 2007
Notice of Firms to be Interviewed (Optional)	April 4-6, 2007
Interviews (Optional)	April 9-13, 2007
Notice of Selected and Recommended Firm	April 16, 2007
Negotiation of SBIAA Contract(s)	April 16-20, 2007
Award of Contract(s) by SBIAA Commission	April 25, 2007
Kickoff Meeting	May 1, 2007

COMPANY INFORMATION SHEET

LEGAL NAME OF COMPANY: _____

TYPE OF BUSINESS (Check One):

- CORPORATION
- LIMITED LIABILITY COMPANY
- PARTNERSHIP
- JOINT VENTURE
- INDIVIDUAL
- INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME
- OTHER _____

STATE OF INCORPORATION OR FORMATION:

PRINCIPALS/OFFICERS OF COMPANY (List All Principals and Officers, Including Joint Venture Partner, as well as investors/investment companies):

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

IDENTIFICATION OF PRINCIPAL(S)/OFFICER(S)/REPRESENTATIVE(S) OF COMPANY AUTHORIZED TO SIGN PROPOSALS AND RELATED DOCUMENTS:

The Company has authorized and hereby designates the following individual(s) to execute proposals and related documents:

_____	_____
Type or Print Name	Title
_____	_____
Type or Print Name	Title

SUBCONTRACTOR INFORMATION SHEET

LEGAL NAME OF SUBCONTRACTOR: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

TYPE OF WORK TO BE PERFORMED BY SUBCONTRACTOR: _____

TYPE OF BUSINESS (Check One):

- | | |
|--|--|
| <input type="checkbox"/> CORPORATION | <input type="checkbox"/> LIMITED LIABILITY COMPANY |
| <input type="checkbox"/> PARTNERSHIP | <input type="checkbox"/> JOINT VENTURE |
| <input type="checkbox"/> INDIVIDUAL | |
| <input type="checkbox"/> INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME | |
| <input type="checkbox"/> OTHER _____ | |

STATE OF INCORPORATION OR FORMATION:

PRINCIPALS/OFFICERS/REPRESENTATIVE(S) OF SUBCONTRACTOR (List All Principals and Officers, Including Joint Venture Partner):

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____