REQUEST FOR PROPOSAL (RFP)

No.17005A

Hazardous Materials

PHASE I INITIAL SITE ASSESSMENT

and

PHASE II PRELIMINARY SITE ASSESSMENT

Proposals must be received no later than

January 29, 2016

RFP Issued: December 29, 2015
RFP Due: January 29, 2016
Submit Response to: CCTC Transportation Commission
Department of Public Works
1215 Market Street
Colusa, Ca 95932

Attention: Mike Azevedo

Questions or Clarifications: All questions must be submitted in writing via email to: mjazevedo@countyofcolusa.org
By way of this Request for Proposals ("RFP"), the Colusa County Transportation Commission (CCTC) intends to secure a licensed full service Hazardous Materials Consultant and/or firm (each, a “Consultant”) to provide a Hazardous Materials Study, Phase I and Phase II, for and on behalf of CCTC.

The purpose of this RFP is to obtain information enabling CCTC to select a qualified, registered, and certified Consultant to perform a site assessment in support of the relocation and rehabilitation of the Arbuckle Depot. Each Consultant responding to this RFP should be prepared and equipped to provide full service to CCTC in an expeditious and timely manner to enable CCTC to meet critical deadlines and schedules.

If your firm is interested in performing the Hazardous Materials Study, Phase I and Phase II, for the Arbuckle Depot Project on behalf of CCTC, please submit a detailed Statement of Qualifications (SOQ) in accordance with this RFP. The deadline for receipt of all materials is **January 29th, 2016 AT 2:00PM** (the Response Deadline). Note responses received after the Response Deadline will not be considered. The address for the submission is:

County of Colusa  
Department of Public Works  
ATTN: Mike Azevedo  
1215 Market Street  
Colusa, Ca 95932

Each Consultant is required to submit an SOQ they deem appropriate to the following requests. Submittals shall be brief and concise, yet provide sufficient clarity to meet the criteria to be used in the evaluation process. Each Consultant shall submit **five (5)** copies of SOQ including **one (1)** master copy with wet signatures and **one (1)** USB flash drive with a PDF version of the SOQ. CCTC will evaluate the SOQ’s based on the responsiveness to County’s requirements listed. The Consultant(s) being sought through this RFP shall need to meet CCTC’s minimum criteria as listed herein.

Respondents must read the entire RFP prior to submitting questions, as most questions will be answered in this RFP. Please refrain from asking questions pertaining to the formatting of this RFP.
1. **INTRODUCTION:**

CCTC generally uses the services of outside sources to help ensure the Commissions activities are in compliance with all applicable regulations and industry guidelines. As stated above, the purpose of this RFP is to obtain information enabling CCTC to select a Consultant to prepare a Phase I and Phase II Hazardous Materials Study of the Arbuckle Depot.

RFP Activities; Timeline. CCTC anticipates the following activities relating to the RFP will be completed at the times noted below. The foregoing notwithstanding, CCTC reserves the right to modify RFP activities and/or the time for completion of a RFP activity.

<table>
<thead>
<tr>
<th>RFP Activity</th>
<th>Date</th>
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<tr>
<td>RFP issued</td>
<td>12-29-2015</td>
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<tr>
<td>Mandatory Job Walk – no later than</td>
<td>1-14-2016</td>
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<tr>
<td>Latest date/time for submittal of questions, clarification requests</td>
<td>1-19-2016</td>
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<td>Addendum Issuance</td>
<td>1-22-2016</td>
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<tr>
<td>Latest date/time for submittal of RFP Responses</td>
<td>1-29-2016 2:00P.M</td>
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<tr>
<td>Interviews of Respondents if needed</td>
<td>2-10-2016</td>
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<tr>
<td>Commission Action</td>
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2. **PROJECT NARRATIVE / PROJECT DESCRIPTION**

2.1 **Site Description**

The Arbuckle Depot is a retired train depot located in the community of Arbuckle, CA, at the intersection of Fifth and Hall Streets.

2.2 **Proposed Project**

For the RFP portion, CCTC is looking for a proposal for a Phase I and Phase II Hazardous Materials Consultant for the Arbuckle Depot Relocation and Rehabilitation Project.

2.3 **Scope of Services**

CCTC is seeking qualifications and proposals from Consultants whom provide Phase I and Phase II Hazardous Materials surveying and testing (including but not limited to asbestos, lead, mercury, and PCB) for the Arbuckle Relocation and Rehabilitation Project. The scope of work includes, but is not limited to environmental investigation, sampling, and testing for preparation of hazardous material reports.

Phase I and Phase II Site and Underground Hazardous Materials Study Services:
a) Review any existing documents and/or surveys of the project made available by CCTC.
b) Establish an investigation and sampling plan of the project site in order to adequately and safely collect material samples for testing.
c) Conduct site investigations and collect samples for a complete site survey to support the investigation and sampling plan recommended in Paragraph (b) above. Testing of materials shall be completed in an accredited laboratory.
d) Determine quantity and location of all hazardous material on the project site, including asbestos, lead, mercury, PCB, and other hazardous materials as defined by the State of California.
e) Prepare a report of existing hazardous materials for the project site CCTC shall use as a construction contract document. The hazardous material report shall contain the following:
   1. A description of the field activities, observations, and sampling protocols
   2. Written description of locations, type, friability, and condition of the assessed hazardous materials
   3. Tabulated results of the sampling and analysis
   4. A map indicating building materials, sample locations and estimates of hazardous material quantities
   5. A discussion of applicable Federal, State, and local regulations
   6. Conclusions and recommendations concerning the assessed hazardous materials associated with the project

3. REQUIREMENTS OF THE WORK

The Hazardous Materials Consultant must be registered/licensed by the State of California. The consultant must have a minimum of ten years’ experience in Phase I and Phase II Hazardous Materials Study services.

The Consultant shall ensure key personnel are Certified Lead Inspectors, Assessors, and Project Monitors by the California Department of Public Health and Certified Asbestos Consultants by the California Division of Occupational Safety and Health. All work shall be reviewed by a Certified Industrial Hygienist (CIH).

The Hazardous Materials Consultant should propose the entire team it would use in the Phase I and Phase II Hazardous Materials Study Services, including any sub consultants. CCTC will approve or reject the sub consultants.

4. COMPLIANCE WITH ALL APPLICABLE LAWS

Consultant proposals must set forth Consultant’s understanding of all applicable Health and Safety laws, guidelines, and requirements including Cal/OSHA Title 8, Section 1532.1 (lead), CCR Title 8 Section 1529 (Asbestos), California Department of Public Health Title 17, the Environmental Protection Agency, the Department of Toxic Substances Control (DTSC), the California Division of the State Architect regulations, the National Emission Standards for Hazardous Air Pollutants, the Asbestos Hazard Emergency Response Act, and local ordinances and/or other applicable regulations, relative to the work to be undertaken, as well as the
Consultant’s ability to perform the work and the methodology by which Consultants will complete the work. Consultant proposals must confirm the nature of the work to be performed will meet all the aforementioned requirements for said work as set by the applicable codes and regulations and all other applicable ordinances and guidelines.

5. QUALIFICATIONS / PROPOSALS RESPONSE FORMAT

CCTC is seeking a Consultant to provide a Phase I and Phase II Hazardous Materials Study for the Arbuckle Depot Relocation and Rehabilitation Project. CCTC’s objective is to employ a Hazardous Materials Consultant who will develop a survey for the site based upon the scope of the work, as described in Section 1. The proposal for this project shall not exceed 5 pages and include the following information:

- Cost for Phase I HazMat Initial Site Assessment with a breakdown of anticipated hours and hourly rate for labor and materials
- Cost for Phase II HazMat Preliminary Site Assessment with a breakdown of anticipated hours and hourly rate for labor and materials
- Reimbursable expenses with a descriptive list and quantities of each, if applicable
- Schedule for completion of Phase I HazMat Initial Site Assessment
- Schedule for completion of Phase II HazMat Preliminary Site Assessment
- Number of original surveys to be delivered at completion

For the RFQ portion of this response a Consultant’s response shall not exceed 20 pages, excluding resumes, brochures, and other related materials. Responses must be organized in the following order and shall include all of the following sections and information as stated in this document. In addition, your firm must meet the following minimum qualifications.

5.1 FIRM INFORMATION (Not weighted – for informational purposes only)

A cover letter and introduction, including the company name, address, telephone number, fax number, and email address of the person or persons authorized to represent the institution regarding all matters related to the proposal. In a narrative discussion, provide a brief synopsis of the firm’s corporate structure and history and describe any litigation or threatened litigation against your firm or its owners which may affect your performance or completion of this proposed program. Also, please include your firm’s philosophy with regards to a Phase I and Phase II Hazardous Materials study approach and your firm’s experience as it relates to basic services as outlined in the RFQ/RFP, field investigations, developing recommendations, providing reports, and assessments, working with multiple agencies, etc. a person authorized to bind the firm to all commitments made in proposal shall sign this letter. In addition, complete Exhibit A – Firm information and Exhibit B – Firm Questionnaire Form.

5.2 Information as to the location of the Consultant’s headquarters and the address and contact information for the local contact office and the primary contact person for the Consultant.

5.3 A summary of the Consultant’s relevant expertise and experience in Phase I and Phase II Hazardous Materials Studies, especially how it relates to this project. Consultant must
demonstrate a minimum of ten (10) years of relevant experience and success. Summary shall include County contracts held within the last five (5) years including, with respect to each project, the project name and property address, the contract amount, and Consultant’s contact person on said project. Project supervisors shall also be able to provide proof of successful completion of five (5) years as a supervisor at projects of similar size and scope. Describe the services offered. What differentiates your services from other providers? Provide a proposed work plan for assisting CCTC. This may include providing a proposal based upon the scope of services outlined within the proposal and any alternative scope of work the Consultant may recommend as appropriate based upon experience and expertise.

5.4 Appropriately detailed description of projects Consultant has worked on within the last five (5) years demonstrating Consultant’s relevant Phase I and Phase II Hazardous Materials Study services experiences and successes. Each project description shall include date(s) the relevant surveying work was performed, the name, title, address, and telephone number of a contact person who can verify information provided by the Consultant.

1) Using Exhibit C – Firm Experience Form for each project, provide a minimum of five (5) completed Phase I and Phase II Hazardous Material Study services projects demonstrating similar work listed in the Scope of Services. Projects listed must have been completed within the last seven (7) years. Prime consideration will be given to projects of similar size, type, DSA process and difficulty. In the narrative section of Exhibit C Form, provide project-specific information relating to Hazardous Materials Consulting Services:
   a) Describe project responsibilities in detail.
   b) Indicate proposing firm’s prior experience working with County or other Government agencies.
   c) Demonstrate how the firm has a thorough knowledge of code requirements in California.

2) Past performance of Proposer will be evaluated. Clients listed in Exhibit C may be contacted for reference.

3) Dispute Resolution Process: Disagreements may occur between the A/E, contractors and subcontractors, provide a narrative description of how such occurrences may be resolved by the Consultant.

5.5 Identification of Consultant’s project team, key personnel, and staff members and their specific experience and expertise in performing a Phase I and Phase II Hazardous Materials Study. Provide the name of a primary contact. Provide names and detailed resumes of key personnel who will be available, knowledgeable, and regularly attentive or involved in working with CCTC: In addition, list all professional registration certification and/or license designations and numbers currently active in the State of California. Do not list any inactive registration and/or license designations. Please use Exhibit D – Resume Form.

5.6 The firms shall include all license/certifications relating to this RFQ/RFP.
5.7 A schedule of sub-consultants, if any, which are likely to be used in carrying out any work hereafter awarded to Consultant by CCTC. Identify any outside disciplines the firm may use in the course of performing services for CCTC. List names, California License or Registration numbers, business addresses, phone numbers, fax numbers, emails, date established, and time associated with firm.

5.8 A schedule of all County projects held within the last five (5) years, including with respect to each project name and the property address, the contract amount, and the Consultant’s contact with the County on said project.

6. **BILLING RATES**

Billing rates for all personnel and/or categories of employees as well as any overhead or other special charges. If applicable, Consultant’s Response should provide estimates for certain standardized components of the Phase I and Phase II Hazardous Materials Study process. Provide Consultant’s typical fee schedule as applicable as well as any sub-consultant fees or services which may be needed.

1) Provide the proposed billing rate for each proposed discipline and employee. Please use Exhibit G – Billing Rate Breakdown Sheet.
2) Provide any planned escalation rate if the option years is utilized. (This item is not for evaluation purposes.)
3) All other services not included herein shall be negotiable as required.

Consultant shall purpose an **all inclusive, lump sum fixed cost proposal** for all of the services described in Section 5 below. Consultants proposed fee should include and account for all direct labor costs, fringe benefits, insurance, overhead, profit, and all other expenses the consultant will incur in providing the services.

7. **WORKING CONDITIONS**

Each Consultant shall be capable of working indoors and outdoors, in all weather and site conditions, including but not limited to rain, dirt, mud, and ice. The Consultant’s activities may require kneeling, bending, climbing ladders, stepping over trenches, etc.

8. **INSURANCE: Insurance Requirements**

Firms must have the ability to secure insurance coverage and provide Proof of Certificated insurance, as described below:

Comprehensive general and auto liability insurance with limits of not less than one million dollars ($1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:

- Owned, non-owned and hired vehicles
- Blanket contractual
- Broad from property damage
- Products/completed operations
- Personal injury
Professional liability insurance, including contractual liability, with limits of $2,000,000 per claim
Workers Compensation Insurance shall be maintained, in accordance with provisions of the California Labor Code, adequate to protect any person, firm, or corporation employed directly or indirectly in connection with the work of the Consultant from claims under Workers’ Compensation Acts which may arise for operations, whether such operations be by any person, firm, or corporation, employed directly or indirectly by the Consultant upon or in connection with the work.

9. SELECTION CRITERIA / EVALUATION PROCESS

9.1 Selection Criteria Although not necessarily exhaustive of the criteria to be utilized by CCTC, CCTC intends to use the following evaluation criteria in selecting Consultants. The Evaluation criteria are as follows:

- **Timeliness and Completeness of Response.** To receive maximum consideration, Consultant’s Response must have been received by the Response Deadline. In addition, Consultant’s Response will be evaluated with respect to organization, clarity, completeness and responsiveness to this RFQ/RFP.

- **Technical Qualification and Competence.** This includes experience, expertise, and familiarity with applicable laws and requirements for public works projects in particular.

- **Record of Past Performance.** This includes work quality, completion of work on schedule, cost controls, contracts held with the CCTC over the last ten (10) years as well as the response of references provided by the Consultant or any other references identified by CCTC.

- **Approach to Work.** This includes project management coordination methodologies, analysis and study approaches, ability to respond to emergencies, delays and consultant’s ability to communicate effectively with CCTC personnel, and offer advice in the best interest of CCTC.

- **Cost Control.** This includes cost control procedures, preliminary cost estimates, personnel utilization, billing rate for personnel and Consultant’s policies respecting the pass-through to the CCTC of overhead costs.

9.2 Evaluation of Statement of Qualifications / Policies Applicable to Contract Awards

The proposals will be evaluated by an evaluation panel consisting of selected individuals by CCTC. Selection for this proposal will not preclude nor guarantee the selected firm consideration for future CCTC projects.

At CCTC’s discretion, to further assist in evaluation, some, one, or all of the responding firms may be requested to participate in an oral interview. The interview will be used as another opportunity to clarify issues within a given proposal and explore the approaches which may be used to satisfy all CCTC requirements.

Additionally, a Pre-Qualified Consultant may be requested by CCTC to submit a work task proposal (a “proposal”) for the project. Each proposal shall describe the Consultant’s experience and expertise with respect to the services, if any, unique to the subject property or project. The proposal shall set forth a detailed scope of services,
completion schedule, schedule of professionals used for supervise and staff the project, and a not-to-exceed dollar amount for services to be performed.

Based on evaluation of the Responses CCTC receives, the County may select one or more Pre-Qualified Consultants. CCTC reserves the right to request some or all respondents submit additional written information and/or consent to be interviewed by selected County personnel and/or representatives. CCTC also reserves the right to: (i) extend the Response Deadline, (ii) send out additional RFQ/RFPs, and/or (iii) provide for other mechanisms for Consultants to become Pre-Qualified to provide hazardous material abatement services to CCTC.

All work performed under any awarded contract shall conform to all applicable laws and guidelines and all requirements of CCTC, Division of the State Architect (DSA), local jurisdictions as applicable, all governmental agencies with jurisdictions as applicable, all other governmental agencies with jurisdiction, and conform to the requirements set forth by this RFQ/RFP.

This request for Qualifications/Proposal does not commit CCTC to award a contractual agreement with any vendor or to pay any costs incurred in the preparation of proposals. CCTC reserves the right at its sole discretion to: (i) withdraw this RFP/RFQ, (ii) reject any and all Response(s) or Proposal(s), (iii) waive irregularities, or (iv) terminate or change the contracting process articulated in this RFP due to unforeseen circumstances. Acceptance by CCTC of any responses submitted to pursuant of this Request for Proposal shall not constitute any implied intent to enter into an agreement for services. CCTC shall not be responsible in any manner for the cost associated with preparing a response/proposal and/or participating in an interview. Upon receipt; the Response, including all drawings, plans, photos, and narrative materials, shall become property of CCTC. CCTC shall have the right to copy, reproduce, publicize and/or dispose of each Response in any way the it may choose. CCTC reserves the right to negotiate the terms and conditions of any agreement for services. Please complete Exhibit E – Certification – Request for Qualifications and Exhibit F – Statement of Non-Conflict of interest.
Exhibit A
Firm Information Form

Consultant Type

Background

Firm Name ____________________________________________

Address ____________________________________________

Year Est. ______ Phone ______ FAX ______ Email ______

Principals/Officers to Contact:

Primary Contact Title Phone Email

Secondary Contact Title Phone Email

Is the firm licensed to do business in CA? □ Yes □ No
If yes on what basis? □ CA Corp □ CA Business License □ Other: __________

Any former address or parent company? □ Yes □ No
If yes please specify: ______________________________________

Type of Firm
□ Sole Owner □ Partnership □ Corporation
□ Joint Venture □ Other: _____________________________

Experience
Professional Service Fees (indicate index number corresponding to fees received in each noted year):

2011

Index numbers for Professional Service Fees:

1. Less than $50,000
2. $50,000-$100,000
3. $100,000-$250,000
4. $250,000-$500,000
5. $500,000-$1M
6. $1M-$2M
7. $2M-$5M
8. Greater than $5M

2012

2013

2014

2015
### Personnel

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<th>Years of Experience</th>
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### Sub-Consultants

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Exhibit B
Firm Information Questionnaire

ANSWER THE FOLLOWING QUESTIONS

1. Is the company or its owners connected with other companies as a subsidiary, parent, affiliate, or holding company? _____Yes _____No
   If yes, explain on a separate, signed sheet.

2. Does the company have an ongoing relationship or affiliation with a contractor or equipment manufacturer? _____Yes _____No
   If yes explain on a separate, signed sheet.

3. Has the company (or any owner) ever defaulted on a contract forcing a surety to suffer a loss? _____Yes _____No

4. In the past five (5) years has the company has any project with disputed amounts more than $50,000 or a project which was terminated by the owner, owner’s representative or other contracting party requiring completion by another party? _____Yes _____No
   If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, date and reason for termination/dispute.

5. Has the company, an affiliate company, or any owner ever declared bankruptcy or been in a receivership? _____Yes _____No
   If yes, explain on a separate, signed sheet.

6. Has the company ever had arbitration on contracts in the past five (5) years?
   _____Yes _____No
   If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount and a brief description and the final resolution.

7. Does the company have any outstanding liens or stop notices for labor and/or materials filed against any contracts which have been done or are being done by the company?
   _____Yes _____No
   If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount and a brief description of the situation.

THE UNDERSIGNED DECLARES UNDER THE PENALTY OF PERJURY ALL OF THE INFORMATION SUBMITTED WITH THIS SOQ IS TRUE AND CORRECT. FAILURE TO BACK UP TO A “YES” ANSWER AND/OR FAILURE TO SIGN THIS DOCUMENTATION MAY RESULT IN A RESPONSE DISQUALIFICATION.

Signature: ___________________________ Title: ___________________________
Exhibit C
Firm Experience Form

Minimum of five (5) relevant projects completed within the last seven (7) years. Use multiple sheets if necessary.

Firm Name

Project Name:

Client Name:

Location (City, State):

Client Contact Information:
Name:
Title:
Phone:
E-Mail:

Project Summary:
Type of Project:
Delivery Method, if applicable:
Milestone Project Schedule:

DSA Application #

Project Narrative:

**Exhibit D**

**Team Member Resume Form**

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<th>Proposed Consultants Name</th>
<th>Title</th>
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**Education Specific to Position**

(School/Year/Degree/Subject):

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<th>Other Training/Experience</th>
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<th>Credentials/Certifications/Licenses/Registrations/LEED Accreditations (related to position and years acquired)</th>
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<th>Skills Related to Proposed Project</th>
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Exhibit E

Certification Form

I certify I have read and received a complete set of documents including the instructions for submitting an SOQ regarding the attached REQUEST FOR STATEMENT OF QUALIFICATIONS/REQUEST FOR PROPOSAL - PHASE I HAZARDOUS MATERIALS CONSULTING SERVICES. I further certify I must submit six (5) single sided copies, one which shall be marked Master Original with wet signatures, along with one (1) USB flash drive containing a complete, single-document PDF version of the Statement of Qualifications in response to this request and that I am authorized to commit the firm to the qualifications submitted.

I consent to CCTC contacting references included within this SOQ for the purposes of obtaining information about the referenced experience.

FAILURE TO SIGN THIS DOCUMENT MAY RESULT IN A RESPONSE DISQUALIFICATION

Signature ___________________________________________  Typed Name ___________________________________________

Title ___________________________________________  Company ___________________________________________

Street ___________________________________________  City, State and zip Code ______________________________

Address ___________________________________________

Telephone ___________________________________________  Fax ___________________________________________

Date ___________________________________________

If you are submitting as a corporation provide your corporate seal here.
Exhibit F
Statement of Non-Conflict of Interest

The undersigned, on behalf of the consulting firm set forth below ("the Consultant"), does hereby certify and warrant, if selected, the Consultant while performing the consulting services required by the Request for Statement of Qualifications, shall do so as an independent contractor and not as an officer, agent or employee of CCTC.

The undersigned certifies and warrants:

1) No officer or agent of the Consultant has been an employee, officer or agent of CCTC within the past two (2) years;

2) The Consultant has not been a source of income to pay any employee or officer of CCTC within the past twelve (12) months;

3) No officer, employee or agent of CCTC has exercised any executive, supervisory or other similar functions in connection with the Consultant Agreement or shall become directly or indirectly interested in the Consultant Agreement;

4) The consultant shall receive no compensation and shall repay CCTC for any compensation received by the Consultant under the Consultant Agreement should the Consultant aid, abet or knowingly participate in violation of this statement.

FAILURE TO SIGN THIS FORM MAY RESULT IN A RESPONSE DIAGUALIFICATION

Signature: 

Printed Name: 

Title: 

Date: 
**Exhibit G**

Billing Rate Information

Firm Name:

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<th>Project Rate</th>
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Effective Date of Rates

**NOTE:** Consultant will *propose* an all-inclusive fee for all the services. Any rates or fees not delineated in this fee schedule or proposal shall be reviewed, negotiated and *approved in advance* by CCTC.

Total All Inclusive Fixed Fee: ________________________________

Signature: ____________________  Title: ____________________