

**TOWN OF GLASTONBURY
REQUEST FOR QUALIFICATIONS (RFQ)
PLANNING & ZONING UPDATE PROJECT 2024-2026
RPGL-2025-08**

DUE DATE AND TIME: August 29, 2024 by 11:00 AM

The Town of Glastonbury will be accepting submissions from qualified respondents interested in assisting the Town with comprehensively updating the Glastonbury Building-Zone Regulations and Subdivision Regulations.

Interested individuals and firms should obtain the complete Request for Qualifications (RFQ) and related information from the Town website at www.glastonburyct.gov/rfp. Responses must be submitted electronically by no later than the time and date indicated above. **LATE RESPONSES WILL NOT BE CONSIDERED.**

Responses can be submitted at the following link: <https://glastonburyct.bonfirehub.com/> under the RFQ title “*RPGL-2025-08 – Planning and Zoning Update Project 2024-2026*”. Respondents will be required to create a profile before submitting their response. Step-by-step instructions on how to register as a vendor are available at this website:

<https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration>

The Town reserves the right to waive informalities or reject any part of, or the entire response, when said action is deemed to be in the best interests of the Town.

The Town of Glastonbury is an Affirmative Action/Equal Opportunity Employer. Minority/Women/Disadvantaged Business Enterprises are encouraged to submit a response.

Gina Consiglio
Purchasing Agent

TABLE OF CONTENTS

		Page No.
Section I	General Information	3
	Overview	3
	Background	3
Section II	Scope of Work	4
	Specific Services	4
	Deliverables	7
Section III	Submission of Response	8
	Minimum Requirements	8
	Term of Service/Time for Completion	8
	Response Instructions	9
	Evaluation Criteria	11
	Selection Process	12
	Timeline	13
	Insurance Requirements	13
	Indemnification	14

Attachments

- Attachment A – Town of Glastonbury Response Page
- Attachment B – Statement of Non-Collusion

SECTION I – GENERAL INFORMATION***OVERVIEW and BACKGROUND***

The Town of Glastonbury (the “Town”) intends to contract for the services of an experienced Respondent to assist the Town with updates to its zoning and subdivision regulations. The Planning and Zoning Update Project (The Project or Project) will address necessary updates to the Town’s Building Zone Regulations (BZR) and the Subdivision Regulations (SR) over a two-year period.

The BZR have not undergone a comprehensive update since their adoption in 1973, and substantial updates were recently recommended by the Town’s Design Guideline consultant. Similarly, the Subdivision Regulations have not been comprehensively updated since 1993, and they lack adequate standards for development. As a result, there is a backlog of required updates to bring the codes into compliance with local and regional plans, state statutes, and best practices. The work will result in more effective regulations and clearer guidance for the public. The proposed BZR-SR updates will prepare the Town for required updates to the existing Affordable Housing Plan and the existing Plan of Conservation and Development, due June 14, 2027 and October 30, 2028, respectively.

Current BZR available here:

<https://www.glastonburyct.gov/home/showpublisheddocument/36463/638490369859800000>

Current SR available here:

<https://www.glastonburyct.gov/home/showpublisheddocument/42/635700584186830000>

Current POCD available here:

<https://www.glastonburyct.gov/home/showpublisheddocument/26579/636790984008100000>

Current AHP available here:

<https://www.glastonburyct.gov/home/showpublisheddocument/38982/638198456934900000>

This RFQ is designed to identify Respondents who possess the qualifications necessary to create effective zoning and subdivision regulations.

Project Funding

\$75,000 is currently available. It is expected that an additional \$75,000 will be available effective 7/1/2025.

SECTION II – SCOPE OF WORK

Through this request for qualifications (RFQ), the Town of Glastonbury is seeking to identify Respondents who possess the experience and expertise necessary to develop effective zoning and subdivision regulations.

SPECIFIC SERVICES

There are two areas of service to be provided for The Project. Candidates may submit qualifications and responses for one or both components of The Project. Candidates may also propose project teams composed of multiple firms capable of addressing various aspects of the work. The Town reserves the right to award components of The Project to multiple candidates and require collaboration between the selected firms to achieve The Project Goals.

A. Community Engagement Planning

Comprehensive community engagement is required to complete The Project. In addition to gaining public input on proposed regulatory changes, the goal is to build community knowledge of these planning tools and how they relate to the forthcoming AHP and POCD updates. Engagement should include regular consultation with the Town Council (Zoning Authority) and its designees for project oversight (Steering Committee). Engagement with the Council should include:

- ***Steering Committee:*** The Steering Committee would be appointed by the Town Council and composed of up to 8 members: Three (3) Town Council members; two (2) Town Plan & Zoning Commission members; one (1) Zoning Board of Appeals member; one (1) Architectural and Site Design Review Committee member; and potentially one (1) member of the community.
 - a. The Steering Committee could meet monthly via Zoom for 2-3-hour work sessions.
 - b. The role could include:
 - i. To direct prioritization of regulatory topics;
 - ii. To direct policy decisions for regulatory changes;
 - iii. To identify areas of concern;
 - iv. To provide institutional knowledge of past practices and regulatory changes; and
 - v. To advise on how regulations should be implemented (e.g. staff reviews vs. commission reviews).
 - c. The consultant would be responsible for setting agendas and keeping meeting notes.
 - d. Agendas and minutes would be publicly noticed and posted.
- ***Workshops:*** Council members could participate in community workshops designed to focus on larger areas of change in the regulations.
 - a. A range of 3-5 workshops may be sufficient to cover key issues, such as zoning map changes, zoning standards, or zoning district changes
 - b. Workshop sizes could be 20-40 attendees
 - c. Council member roles would be as participants
- ***Public Hearings:*** The Council may hold several public hearings at project milestones.
 - a. Hearings could be held as public forums for input on draft regulations during development and at the adoption phase

- b. Presentations and adoption could happen piecemeal upon completion of a set of code sections or wholesale upon completion of the full set of regulations.
- **Informational Presentations:** Staff and the consultant may provide quarterly progress updates in writing and in presentations to the full Council. The purpose would be to keep the Council informed about decision-making and progress in the Steering Committee, community input, and schedule updates. These presentations could also offer the full Council an opportunity to weigh in on the direction of the draft revisions and to provide further feedback for the Steering Committee to consider.

The community engagement should identify and elevate input from groups historically underrepresented in Glastonbury planning efforts and remove barriers to engagement. Key stakeholder groups may include: local businesses, farmers, and local developers. The engagement plan should also include regional and governmental stakeholders, as appropriate.

Task 1: Draft Community Engagement Plan

- a. Consult with staff and Council on goals for engagement, past efforts, key stakeholders, and recommended methods
- b. Prepare draft plan

Task 2: Plan Review

- a. Submit draft plan for recommendations by staff and commissions
- b. Present draft plan at public hearing of the Council for review and comment

Task 3: Finalize Community Engagement Plan

- a. Incorporate recommendations of the Council and finalized plan

Task 4: Prepare Community Engagement Tools

- a. Communications: webpage, posters, mailings and social media posts
- b. Engagement Activities: steering committee, surveys, focus groups, workshops, informational presentations, etc.
- c. Presentation materials: agendas, slides, boards, etc.

B. BZR-SR Comprehensive Updates

The regulatory updates for the Building Zone Regulations and Subdivision Regulations may be undertaken either in tandem or in sequence. Given the number of areas requiring updating in the regulations, revisions may take place in a phased manner, with priority given to bringing the code into compliance with state statutes, removing ambiguities, and improving user-friendliness. A phased update schedule could allow for AHP and POCD vision and policy development to occur before finalizing some sections of the regulations. Goals of the updates include:

- Compliance with state laws and best practices
- Clarification of zoning district purposes and standards and possible changes to the zoning map
- Establish comprehensive parking requirements and regulatory approach
- Inclusion of low impact development standards
- Effective development review process

- Clarification of permitted uses and establish regulatory approach to emerging uses (food trucks, short term rentals, etc.)
- Clarification and expansion of sign regulations to all zoning districts allowing commercial uses
- Alignment of zoning district controls with POCD and AHP policies
- Improvements to document usability and management

Task 1: Project Initiation and Management

- a. Conduct initial meeting with Town staff and officials to outline project objectives, timelines, and deliverables
- b. Establish a Steering Committee and outline role of committee
- c. Establish a project management plan, including a communication plan, timeline, and roles and responsibilities.

Task 2: Evaluation of BZR and SR

- a. Prepare recommendations for key updates, including matrix of how recommendations implement project goals, which updates are substantial, which to prioritize in community engagement, which are legally required, etc.
- b. Consultant and Town staff identify areas requiring new policy direction for consideration under POCD and AHP updates
- c. Set schedule for anticipated text amendments, either incremental or wholesale

Task 3: Initial Public Input for Goal Setting

- a. Refine Community Engagement Plan as needed
- b. Implement information sharing and stakeholder identification elements of plan
- c. Gather goal-setting input from stakeholders

Task 4: BZR and SR Mock-up

- a. Create document templates that set intention for re-organization of documents, illustrations, online adaption, and graphic design
- b. Workshop documents for useability with key stakeholders

Task 5: Draft BZR and SR Documents

- a. Complete working drafts of each document, tracking new text
- b. Review draft with Town Attorney

Task 6: Community Engagement

- a. Implement relevant components of Community Engagement Plan, including topical workshops to introduce proposed substantial changes and engagement with CRCOG, related commissions, and Council

Task 7: Preparation of Final Documents

- a. Prepare codes, including all maps and appendices
- b. Prepare schedule for any delayed code updates, if pertinent

- c. Staff and Town Attorney review
- d. Commission and Council reviews
- e. Final revisions

Task 8: Adoption Process

- a. CRCOG Review
- b. Conservation Commission recommendation
- c. TPZ recommendation
- d. Town Council approval

Example Schedule

The example schedule below is for discussion purposes and to highlight adoption deadlines. It is expected that firms will propose refined tasks and schedules that best work with their staffing and resources.

Project Phase	Task	Timeframe
Community Engagement Planning	Task 1: Draft Community Engagement Plan	Jul 2024
	Task 2: Plan Review	Aug 2024
	Task 3: Finalize Community Engagement Plan	Sep 2024
	Task 4: Prepare Community Engagement Tools	Ongoing
BZR and SR	Task 1. Project Initiation and Management	Jul 2024
	Task 2: Evaluation of BZR and SR	Jul – Sep 2024
	Task 3: Initial Public Input	Oct 2024
	Task 4: BZR and SR Mock-up	Nov – Dec 2024
	Task 5: Draft BZR and SR Documents	Jan – Sep 2025
	Task 6 Community Engagement	Mar – Dec 2025
	Task 7: Preparation of Final Documents	Jan – Mar 2026
	Task 8: Adoption Process	Apr – Jun 2026

Deliverables

1. Project management materials, including schedule, meeting notes, file sharing and document management
2. Community Engagement Plan and related implementation materials, including webpage, posters, mailings, social media posts, surveys, workshop materials
3. Public Input Summaries
4. Building Zone Regulations in Word, InDesign, and website-compatible formats
5. Subdivision and Resubdivision Regulations in Word, InDesign, and website-compatible formats
6. Digital copies of all the data used including GIS data obtained or created

SECTION III - SUBMISSION OF RESPONSE

MINIMUM REQUIREMENTS

The RFQ shall include a response to each of the items below:

- Please provide letter of interest with a detailed narrative describing the firm or firms, project staffing, and an outline of the experience of each key team member.

- Please attach resumes for each key team member to your submission.
- Please detail the project team’s experience (and the experience of key team members) with Connecticut Land Use Law and similar projects.
- Please outline the project team’s capacity to deliver the project products and requirements on time and on budget. Please include a timeline with all meetings and key milestones noted.
- Please describe the project team’s knowledge and understanding of the Glastonbury community and the task.
- Include a statement indicating when the project team company could begin the project.
- Include a description of the project approach, including a draft list of tasks and subtasks, draft schedule, and an estimated budget.
- Include full contact information for three municipal work references the lead firm has provided services for in the past ten years.
- (Optional) Include work samples of other similar written regulations, reports or other materials deemed to be the consultant’s best work.
- Include full contact information for the key contact person at the lead firm who will handle this project negotiation.

TERM OF SERVICE / TIME FOR COMPLETION

The selected Respondent will be expected to commence services within 30 days of contract execution, or on such other schedule as mutually agreed upon with the Town. The Town anticipates allocating up to 24 months of overall time for the project described herein including data collection, meetings, consultant preparation, etc. It is the intent of the Town to have completed regulations no later than calendar year end 2026. A schedule for completion will be mutually agreed upon between the Town and the selected Respondent.

RESPONSE INSTRUCTIONS

- By submitting a response, Respondent represents that they have thoroughly examined, and become familiar with the Scope of Services outlined in this RFQ and are capable of performing the work necessary to achieve the Town’s objectives.
- Respondents submitting a response for this solicitation are directed to respond online through a secure e-Procurement portal. Responses can be submitted at the following link: <https://glastonburyct.bonfirehub.com/>, under the RFQ title “**RPGL-2025-08– Planning & Zoning Update Project**”. Respondents will be required to create a profile before submitting their response. Step-by-step instructions on how to register as a vendor are available at this website:

<https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration>

- Respondents will be required to upload their response as **ONE (1) consolidated pdf file** to include the following:
 1. Response as per the requirements herein
 2. Attachment A - Town of Glastonbury Response Page
 3. Attachment B - Town of Glastonbury Non-Collusion Statement
- All Respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating responses.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.
 1. Table of Contents to include clear identification of the material provided by section and number.
 2. A letter of transmittal indicating the Respondent’s understanding of the Scope of Services and interest in the project, and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the Respondent to a contract.
 3. Name, email address, and telephone number of person(s) to be contacted for further information or clarification.
 4. Copy of license or certification to perform the work required, as applicable.
 5. A background statement including a description of relevant experience and qualifications of the Respondent submitting the response and the number of years the Respondent has been in business.
 6. Respondent shall provide a list of 3-5 references and examples of previous, similar projects with Open Space and Woodland Management Plans successfully completed within the last 10 years, including contact name, address, and telephone number of the owners’ representative in each project. The Town reserves the right to contact these organizations regarding the services performed by the Respondent.
 7. A high-level overview of the Respondent’s approach to implementation of the project described herein including the Respondent’s ability to provide all of the services identified in Section II – Scope of Work and any subsequent phases as may be required by the Town.
 8. Schedule and Availability: Provide an overview of the Respondent’s availability to begin discussions with Town staff and a proposed schedule for completion of services identified in the initial phase.
 9. A concluding statement as to why the Respondent is best qualified to meet the needs of the Town.

10. Response Form (**Attachment A**).
11. Description of any exceptions taken to this RFQ. If any response involves any exception to the stated requirements and specifications, they must be clearly noted as exceptions and attached to the response.
12. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 28, 2013. Respondent shall acknowledge that they have reviewed the document in the area provided on **Attachment A**. The selected respondent will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Acknowledgment Form can be accessed at the Town of Glastonbury website at www.glastonburyct.gov. Upon entering the website click on the **Bids & Responses Icon** which will bring you to the links for the **Code of Ethics** and the **Acknowledgement Form**.
13. Statement of Non-Collusion (**Attachment B**).
14. Any technical questions regarding this RFQ shall be made in writing and directed to Shelley Caltagirone, Director of Community Development by email at shelley.caltagirone@glastonbury-ct.gov. For administrative questions concerning this response, please contact Gina Consiglio, Purchasing Agent, by email at purchasing@glastonbury-ct.gov. All questions, answers, and/or addenda, as applicable, will be posted on the Town website at www.glastonburyct.gov/rfp. (Click on the **Bid Title** to view all response details and document links). **It is the Respondent's responsibility to check the website for addenda prior to submission of any response.** Note: Responses to requests for more specific contract information than is contained in the RFQ shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

No other Glastonbury Town employee, elected official, or evaluation committee member should be contacted concerning this RFQ during the response process. Failure to comply with this requirement may result in disqualification.

Failure to include any of the above-referenced items in the submitted response may be grounds for disqualifying said response.

Any and all information received from Respondents is subject to the Freedom of Information Act (FOI) and may be disclosed to the general public. Respondents should not include any information deemed proprietary in their response.

EVALUATION CRITERIA

The Town of Glastonbury shall select the firms who demonstrate strong qualifications for The Project for interviews with a Selection Committee. Upon interview, the Town may request responses from the highest qualified firms, including a proposed project fee, timeframe, and approach. The Town shall not be obligated to accept any response and the Town shall reserve the sole right to determine the

appropriateness of any response for this work. The Town expressly reserves the right to negotiate with the selected Respondent prior to an award of any contract pursuant to this RFQ.

Responses will then be evaluated on a combination of their qualifications and fee, by a selection committee comprised of Town staff and members of relevant boards and commissions. This Committee will review the responses, short list, and interview proposers. The Committee will make the final selection of the consultant for this project. The RFQ and Project will not be deemed to be awarded until a written contract, in a form acceptable to the Town, has been fully executed by both parties. Firms may submit responses for all services requested or for one or more of the program components. Responses will be evaluated using the following criteria:

1. Qualifications and relevant experience of the firm/s, the firm's key personnel, and any proposed sub-consultants in successfully developing Zoning Regulations and Subdivision Regulations for Connecticut towns of similar size and character as Glastonbury.
2. Demonstrated knowledge of recent and pending legislative changes or case law affecting zoning and subdivisions.
3. Demonstrated ability to reach consensus through public engagement that results in completed projects.
4. Demonstrated ability to engage a broad and representative spectrum of the community through outreach.
5. Demonstrative ability to sustain long-term community engagement on complex issues.
6. Demonstrative ability to manage multiple overlapping projects in parallel.
7. Demonstrated ability to meet schedules and deadlines. Some priority will be given to applicants who can commence work immediately.
8. Demonstrated ability to produce user-friendly and graphically compelling planning documents.
9. Proposed cost of work to be performed. Cost shall not be the sole basis for selection.
10. Compliance/completion with/of submission requirements.

References

As part of the overall evaluation, The Town of Glastonbury shall review references provided in the respondent's response to determine the quality of services performed for other clients.

SELECTION PROCESS

- This request for qualifications does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a response to this request. All responses and project deliverables submitted in response to this request become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all responses received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional period or to cancel in part or in its entirety the request for responses, if it is in the best interests of the Town to do so.

- A Selection Committee, appointed by the Town Council, will evaluate all responses received for completeness and the respondent’s ability to meet all requirements as outlined in this response. The Committee will then short list the specific Respondents whose responses best meet all criteria required and may conduct interviews with these Respondents. Upon completion of interviews, the Selection Committee will forward to the Town Manager a list of Respondents recommended for further consideration.
- Based on the results of the interview process, the Town Manager will review the Scope of Services and other factors with the top-rated respondent(s) and negotiate a specific agreement based on these discussions.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original response submitted.

TIMELINE

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFQ	August 13, 2024
RFQ Due Date	August 29, 2024
Interviews with Top Respondents	Starting September 19, 2024**
Select Respondents Invited to Submit Responses	September 30, 2024**
Response Selection	October 30, 2024**
Contract Effective Date	November 15, 2024**
** (Subject to Change)	

INSURANCE REQUIREMENTS

INSURANCE

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverages covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Glastonbury and their employees and agents as an Additional Insured** on a primary and non-contributory basis to the Respondent’s Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Respondent’s Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best’s Rating of A-VIII with all policies written on an occurrence form basis. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

- 1) Worker's Compensation Insurance:
 - Statutory Coverage
 - Employer’s Liability
 - \$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 disease each

- employee
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and their employees and agents.

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Building Damage
Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and their employees and agents.

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Evidence of Combined Single Limit of Liability for Bodily Injury and Building Damage:
Per Accident \$1,000,000
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and their employees and agents.

4) Errors and Omissions Liability or Professional Services Liability Policy

Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. The awarded Consultant(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy.

The Consultant agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for seven (7) years following the conclusion of the Project.

The respondent shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written notice to the Owner 60 days prior to cancellation or non-renewal of any insurance policy. The Certificate shall evidence all required coverages including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy. The Respondent shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and their employees and agents consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and

charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Respondent's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.

ATTACHMENT A
RESPONSE PAGE



RESPONSE NO: RPGL-2025-08 DATE DUE: August 29, 2024

DATE ADVERTISED: August 13, 2024 TIME DUE: 11:00 AM

NAME OF PROJECT: PLANNING & ZONING UPDATE PROJECT 2024-2026

THE RESPONDENT ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA:

Addendum #1 _____ (Initial/Date) Addendum #2 _____ (Initial/Date) Addendum #3 _____ (Initial/Date)

It is the responsibility of the respondent to check the Town’s website for any Addenda before submitting the response.

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury’s Code of Ethics and agree to submit a Consultant Acknowledgement Form if I /We are selected. Yes _____ No _____ *

*Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or response where the respondent has not agreed to the above statement.

_____	_____
Type or Print Name of Individual	Doing Business as (Trade Name)
_____	_____
Signature of Individual	Street Address
_____	_____
Title	City, State, Zip Code
_____	_____
Date	Telephone Number / Fax Number
_____	_____
E-Mail Address	SS # or TIN#

**ATTACHMENT B
NON-COLLUSION STATEMENT**

The company submitting this response certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other Respondent or competitor. We understand that this response must be signed by an authorized agent of our company to constitute a valid response.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____