

# **RHODE ISLAND TURNPIKE AND BRIDGE AUTHORITY**

P.O. Box 437  
1 East Shore Road  
Jamestown, Rhode Island 02835-0437

## **Invitation to Bid**

Solicitation Title: **REQUEST FOR QUALIFICATIONS LEGAL SERVICES**

Solicitation Number: **18-10**

Solicitation Date: **July 25, 2018**

Bid Proposal

Submission Deadline: **August 23, 2018 @ 12:00 PM**

Project Description: **LEGAL SERVICES**

Project Location: **Jamestown, Rhode Island**

The Rhode Island Turnpike and Bridge Authority, a body corporate and politic (the "Authority"), is soliciting bid proposals to perform the work described in the plans and specifications for the Project in accordance with this solicitation.

RITBA is inviting all interested and qualified law firms to submit proposals to provide legal services to RITBA for a twenty-four (24) month period with two (2) twelve (12) month renewal options upon the mutual agreement of the law firm and RITBA, commencing on or about **September 5, 2018**. The categories of legal services requests have been divided into several distinct areas of representation. Qualified firms are encouraged to respond to as few or as many of the areas as would be appropriate for the firm. RITBA may award one or more contracts for any combinations of legal services including specific tasks within a subcategory.

Firms that are interested in being considered for the appointment of legal counsel must submit qualifications as instructed below. The anticipated selection schedule is as follows:

Proposals Due- August 23, 2018 @ 12:00 PM

Recommendation to RITBA Board of Directors at the next monthly Board Meeting on Wednesday, September 5, 2018

A proposal may be submitted for one or all of the areas of representation listed below. If applying for more than one, please identify which services you are seeking to provide and respond only to the appropriate section in Part II set forth below. All firms should respond to Part I, General Firm Information.

Areas of Representation:

- A. Litigation
- B. Real Estate
- C. Environmental
- D. Labor and Employment
- E. Financial/Bond
- F. General Counsel

**ITEMS TO BE INCLUDED IN YOUR PROPOSAL**

**Part I – ABOUT YOUR FIRM**

**A. GENERAL FIRM INFORMATION**

Provide a brief description of your firm, including but not limited to the following:

1. Location(s).
2. Number of Partners and Associates.
3. Name, address, phone number, fax number and e-mail address of the firm's contact person.
4. Describe any relationships that you have with other law firms regarding proposed co-counsel relationships and/or fee splitting arrangements.
5. Indicate the type and amount of professional liability insurance your firm carries.
6. Proposers must have in full force and effect professional liability insurance with an insurance company rated at least "A" in an amount not less than \$5,000,000 which liability insurance shall include coverage for practice of law in the area proposed in this Response.
7. Identify any material litigation, administrative proceedings or investigations which (i) currently names your firm as a party, (ii) has been threatened against your firm; or (iii) have been settled within the past two years and involved your firm as a party that would be of material interest to the RITBA.

**B. EXPERIENCE AND RESOURCES**

1. For each practice area in which you are responding, indicate which partners and associates would be involved in providing legal services to RITBA. Provide appropriate background information and identify what their responsibilities would be in serving RITBA.

2. Provide three personal references from your corporate or governmental agency clients including names, addresses and telephone numbers.
3. Describe your current relationship with governmental agencies and/or quasi-public corporations. Please include information in the following format:
  - Name of Governmental Agency
  - Relationship (type of counsel services provided)
  - Length of time serving in this capacity
  - Expiration date of current contract
  - Hourly Rate / Blended Rate

#### C. COSTS

Describe your proposed fee structure for fiscal years 2019, 2020, 2021 and 2022, including the hourly rate for the partners, associates, and paralegals to be assigned to RITBA activities (if applicable) and the costs of various reimbursable and expenses. Blended rates will be considered. Where appropriate (e.g. public financing, real estate closings) indicate fixed fee pricing proposals. Please be as creative and specific as possible. Legal counsel retained by RITBA must certify that his or her "rate of compensation does not exceed the rate of compensation charged by counsel to his or her preferred public or private clients".

#### D. MISCELLANEOUS

1. Describes your firm's system for identifying conflicts of interest among past, current and potential clients.
2. Identify any actual or potential conflicts of interest with regard to representation of RITBA and/or the State of Rhode Island. Include a listing of any matters in which you have represented other parties in litigation or transactional matters involving RITBA.
3. Identify any conflicts that may arise as a result of business activities, associates and/or ventures by members and associates of your firm, or as a result of any individual's status as a member of the board of directors of any organization likely to interact with RITBA. Describe how your firm will handle actual and/or potential conflicts of interest.

#### E. CERTIFICATIONS

1. RITBA insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State vendors. This law requires any state vendor that enters into a contract to

provide services to an agency such as RITBA, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.

2. Include a letter from your Chief Executive Officer or Firm Managing Partner certifying that all information in your proposal is true and correct to the best of her/his knowledge and no member of your firm gave anything of monetary value or promise of future employment to a RITBA employee or Board member, or a relative of the same, based on any understanding that such person's action or judgment will be influenced, the firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors, and the firm is in full compliance with Chapter 139.1 of Title 42 of the Rhode Island General Laws, Executive Branch and Public Corporation Lobbying.

## **PART II - PRACTICE AREAS**

### **SELECT ONE OR MORE FROM THE FOLLOWING PRACTICES**

#### **A. LITIGATION COUNSEL**

1. Describe how your firm manages litigation. Describe how your firm could help RITBA control litigation expenses.
2. Describe the types of litigation your firm has been involved with, including whether your client was defendant or plaintiff and any significant settlements you have negotiated.
3. Indicate the number of cases handled by your firm over the past three years, the number of attorneys in your litigation department and the number of other professionals (i.e. paralegals, etc.) in the litigation department.
4. Describe any significant cases that your firm has litigated. Include any appellate matters that you have handled over the past two years.
5. Describe the nature and extent of your governmental representation experience within this legal discipline within the past three years; if any.

B. REAL ESTATE COUNSEL

Discuss any specialized contracting or real estate experience that may be relevant to RITBA including: Construction contracts, easements, eminent domain laws, zoning laws, etc.

C. ENVIRONMENTAL COUNSEL

1. Describe your firm's experience in representing clients before state and federal environmental agencies.
2. Describe the nature and extent of your governmental representation experience within this legal discipline within the past three years, if any.
3. Describe your firm's experience with federal environmental impact statements.

D. LABOR AND EMPLOYMENT COUNSEL

1. Describe your firm's experience in representing clients in labor collective bargaining negotiations.
2. Describe your firm's ERISA experience, particularly as it relates to products relevant to governmental agencies and/or quasi-public corporations.
3. Discuss any services your firm offers for workplace training related to employment law issues.
4. Describe the nature and extent of your governmental representation experience within these legal disciplines within the past three (3) years, if any.

E. FINANCIAL / BOND COUNSEL

1. Describe your firm's recent experience in public finance including types (tax exempt, taxable, special facilities, etc.) sizing, and governmental clients.
2. Describe the nature and extent of your governmental representation experience within these legal disciplines within the past three years, if any.

## F. GENERAL COUNSEL

1. Describe your experience as General Counsel for the past 3 years for any state or quasi-public agency or corporate general counsel work. Note: This information may be presented as an exhibit to your proposal.
2. Please be aware that there could be multiple firms qualified for litigation, real estate, environmental, labor and employment and financial/bond counsel. There will be one firm or individual selected to be general counsel.

Please include information in the following format:

- Name of client
- Your specific role
- Number of years serving this client
- Name(s) of partners in charge of this client relationship

### **REVIEW AND SELECTION CRITERIA**

The Proposals will initially be reviewed by the Executive Director and a Selection Committee. This committee will review all proposals meeting the minimum requirements and may select finalists to make a presentation to the committee, if warranted. Proposals will be evaluated on a variety of factors including:

- The firm's willingness to follow RITBA guidelines in this R.F.Q.
- Experience and qualifications of both the firm and the staff to be assigned to the identified areas of legal services
- Ability to provide the required services on a timely basis
- The firm's experience in the specific area(s) in which it seeks to provide services
- Firm structure as it relates to ability to deliver services in a cost effective manner
- Projected costs and proposed fee structure for services performed
- Firm's presentation to the Committee and general response to the RFQ

The Board of Directors will base its decision upon the perceived need for the services, demonstrated competence, experience, knowledge and qualifications of the offering firms, and on the reasonableness of the proposed fee for the services to be provided.

The Selection Committee may, in its sole discretion accept or reject any proposal and reserves the right to waive any irregularity that it deems immaterial and to proceed with the analysis of such proposal if deemed to be in the best interest of RITBA.

The issuance of this RFQ does not commit RITBA to employ counsel for any or all of the above-described matters, nor does the suggested scope of services or term of agreement require that counsel should be employed for any of those purposes. RITBA reserves the right to make those decisions after receipt of responses. RITBA's decision of these matters is final.

**RITBA reserves the right to terminate any relationships with outside counsel if it determines that such action is in its best interests.**

## **Exhibit A-1**

### **INSTRUCTIONS TO BIDDERS**

#### **Compliance with Instructions to Bidders**

These Instructions to Bidders contain terms and conditions that will govern the preparation and submission of a bid proposal and any contract awarded pursuant to this solicitation.

Bidders must comply with each and every requirement of these Instructions to Bidders. Any failure to comply with any requirement may result in the determination of a nonresponsive bid proposal and/or the rejection of the bid proposal.

#### **Priority of Terms and Conditions**

The terms and conditions in these Instructions to Bidders *supersede* any and all inconsistent or conflicting terms and conditions in any other provision of any other document in this solicitation or in the bid proposal and govern this solicitation, the bid proposal, and any contract awarded pursuant to this solicitation.

#### **Offer to Contract**

Bid proposals constitute an offer to contract with the Rhode Island Turnpike and Bridge Authority (the "Authority") on the terms and conditions contained in the solicitation, the laws of the State of Rhode Island, including all procurement statutes and regulations (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)), and applicable federal and local law, all of which are incorporated into this solicitation and any contract awarded pursuant to this solicitation by this reference.

## **Comprehensive Review and Inspection**

The bidder is responsible for carefully reviewing all of the requirements of this solicitation, inspecting the project location, including checking and/or verifying measurements, site conditions, any limitations, and other details, prior to preparing and submitting its bid proposal. Failure to submit a complete bid proposal may result in rejection of the bid proposal. Claims for additional costs or time resulting from the bidder's failure to inspect and/or verify will not be considered.

## **Questions**

Bidders must not address questions or comments about this solicitation to the Authority or its professional advisors. Questions about this solicitation must be emailed to Maggie Baker, CFO (mbaker@ritba.org) and received by the Authority by August 6, 2018 in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted on our website by August 10, 2018 as an addendum to this solicitation.

## **Addenda**

Responses to questions from bidders, interpretations of plans and specifications, changes prior to the bid proposal submission deadline, approvals of any substitutions, and supplemental instructions and terms will be distributed to bidders at the contact information provided to the Authority at the time of receiving the bid package. Bidders are responsible for checking contact information and RITBA website to determine the issuance of any addenda. No addenda other than answers to questions will be issued within the 3-day period preceding the bid proposal submission deadline except for an addendum withdrawing the solicitation or extending the bid proposal submission deadline.

## **Costs**

The bidder is responsible for all costs and expenses to develop and submit a bid proposal in response to this solicitation.

## **Preparation of Bid Proposal**

Bid proposals must be made on the Bid Form included in the solicitation and in accordance with the instructions in this solicitation. All applicable blanks must be completed in a legible manner, printed electronically, typed, or handwritten in ink, and amounts must be expressed in both words and figures. In the event of any contradictory terms, handwritten terms prevail over printed or typed terms, and words prevail over figures. Signatures must be in ink. No additional provisions, conditions, or limitations may be made by the bidder, and any erasures and/or corrections must be initialed in ink by the person signing on behalf of the bidder.



## **Submission of Bid Proposal**

Each bid proposal (two hard copies) should include the signed Bidder Certification, signed Bid Form, IRS Form W-9, and be submitted in a separate sealed envelope with the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Bid Proposal Submission Deadline" marked in the upper left-hand corner of the envelope. Also, please send via email a PDF of your proposal to [mbaker@ritba.org](mailto:mbaker@ritba.org) immediately after the public bid opening on August 23, 2018.

The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Authority and date-stamped receipted by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Authority. Bid proposals must be addressed to:

**Rhode Island Turnpike and Bridge Authority  
Office of the Executive Director  
P.O. Box 437  
1 East Shore Road  
Jamestown, Rhode Island 02835-0437**

Sealed bids will be accepted until 12:00 pm and then opened publicly at 12:00 pm on Thursday August 23, 2018 at the office of the Authority, One East Shore Road, Jamestown, Rhode Island.

Bid proposals that are not received by the Authority by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. Postmarks will not be considered proof of timely submission.

This solicitation contains, and is subject to the terms and conditions of, the Invitation to Bid, Instructions to Bidders, General Conditions, plans and specifications, Bidder Certification Form, and Bid Form.

The Authority reserves the right to waive any technicalities in the bid proposals, accept or reject any bid proposal, award a contract in the best interest of the State, or revoke any solicitation.

## **Bid Price**

The bidder must submit a Base Bid Price on the Bid Form to perform all of the work specified in the solicitation.

## **Bidder Certification Form**

The bidder must complete, sign, and submit the Bidder Certification Form for this solicitation as the first document with each bid proposal.

## **Sensitive Security Information**

This solicitation may contain “sensitive security information” subject to protection pursuant to the Transportation Security Administration, Department of Homeland Security, in accordance with the provisions of 49 C.F.R. Part 1520. The unauthorized possession or use of SSI without prior written consent from the Authority is a violation of federal and state law and will subject the violator to penalties or other enforcement actions by the Department of Homeland Security. Bidders must take all reasonable steps to safeguard all information designated as sensitive security information in the bidder’s possession or control from unauthorized disclosure.

If this solicitation contains sensitive security information, the sensitive security information will be marked on the top with the protective marking: “Sensitive Security Information” and will include the distribution limitation on the bottom:

“WARNING: This record contains Sensitive Security Information that is controlled under 49 CFR Parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know," as defined in 49 CFR Parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. government agencies, public disclosure is governed by 5 U.S.C. 552 and 49 CFR Parts 15 and 1520.”

Public Copy

Bid proposals submitted in response to this solicitation are public records pursuant to the Rhode Island “Access to Public Records Act,” R. I. Gen. Laws §§ 38-2-1 et seq. Each bid proposal must include a duplicate original "public copy" to be available for public inspection upon the opening of bids. Bidders may redact in the public copy any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the Access to Public Records Act.

## **Responsibility of Bidder**

The Authority may make a reasonable inquiry to determine a bidder’s capability in all respects to perform fully the contract requirements, including without limitation, the financial strength and responsibility, integrity, and reliability of the bidder. The failure of a bidder to provide information promptly in response to an inquiry, including without limitation, financial statements and business references, may result in a determination of the bidder’s nonresponsibility.

Subcontractors

The bidder must demonstrate that it is able to perform a substantial portion of the work using its own workforce. Any bidder that does not maintain a permanent workforce and/or proposes to perform a disproportionate amount of the work through one or more subcontractors will be considered unqualified. The successful bidder must establish to the satisfaction of the Authority the reliability and responsibility of any subcontractors proposed to perform any work pursuant to this solicitation.

## **Taxes**

The Authority is exempt from federal excise taxes and state and municipal sales and use taxes. The bidder shall not include such taxes in any prices in the bid proposal.

## **Indemnification**

The successful bidder will indemnify and hold the Authority, its members, officers, employees, agents, successors and assigns, harmless from and against any and all claims, demands, actions, causes of action, damages, losses, judgments, recoveries, liabilities, costs and expenses (including without limitation, attorneys' fees and costs), or any kind, that the Authority, its members, officers, employees, agents, successors and assigns may incur arising out of this solicitation, any contract awarded pursuant to this solicitation, and/or the act or omission of the bidder, its subcontractors, or their employees and agents.

## **Divestiture of Investments in Iran Requirement**

No bidder engaged in investment activities in Iran as described in R.I. Gen. Laws § 37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Authority. Each bidder submitting a bid proposal or entering into a renewal of a contract is required to certify that the bidder does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws § 37-2.5-3.

## **Withdrawal**

A bidder may withdraw its bid proposal at any time prior to the bid proposal submission deadline. Bid proposals are irrevocable for a period of 60 days following the bid proposal submission deadline.

## **Reservation of Rights**

The Authority reserves the right, at any time, for any reason, in its sole discretion, to: (i) revoke, suspend, or terminate this solicitation; (ii) accept or reject any and all bid proposals, in whole or in part; (iii) waive any technical defects, irregularities, or omissions in any bid proposals; and/or (iv) terminate any contract awarded pursuant to this solicitation, with or without cause.

## **Award**

The Authority, in its sole discretion, will award the contract pursuant to this solicitation to the responsive and responsible bidder who submits the lowest responsive and responsible bid proposal. The Authority may determine, in its sole discretion, the low bid proposal on the basis of the amount of the Base Bid Price plus the alternates selected in accordance with the Bid Form. The successful bidder will receive a Notice of Intent to Award from the Authority with instructions for the bidder to submit further documentation. The successful bidder shall be authorized to commence work only upon the issuance of the Notice to Proceed by the Authority. The issuance of the Notice to Proceed and the continuation of any contract awarded pursuant to this solicitation are contingent upon the availability of funds.

## **Licenses**

The successful bidder and anyone performing any work on the contract awarded pursuant to this solicitation must possess all of the licenses required by any federal, state, or local law to perform such work.

## **Insurance**

The successful bidder must submit a copy of an endorsement and a certificate of insurance that references the solicitation number and names the Authority as “certificate holder” and as “additional insured” upon the issuance of the Notice of Intent to Award, on an annual basis during the term of the contract awarded pursuant to this solicitation, and from time to time upon request. The certificate of insurance must state that 30 days’ advance notice of cancellation, nonrenewal, or material change in coverage (referencing the solicitation number) will be sent to: Rhode Island Turnpike and Bridge Authority, Office of the Executive Director, P.O. Box 437, 1 East Shore Road, Jamestown, Rhode Island 02835-0437, and provide evidence of the following specific types and amounts of insurance:

<b><u>Type of Insurance</u></b>	<b><u>Amount of Coverage</u></b>
Comprehensive General Liability	\$1 Million each occurrence (inclusive of both bodily injury and property damage)  \$1 Million products and completed operations aggregate  \$1 Million general aggregate
Comprehensive General Liability coverage shall include:	
Independent contractors Contractual (including construction “hold harmless” and other types of contracts or agreements in effect for insured operations) Completed operations Personal injury (with employee exclusion deleted)	
Automobile Liability	
Combined Single Limit	\$1 Million each occurrence
Bodily injury, property damage, including no owned and/or hired vehicles and equipment	
Workers Compensation	
Coverage B	\$100,000
Environmental Impairment (“pollution control”)	\$1 Million or 5% of contract amount, whichever is greater
Builder’s Risk	Contract amount

All insurance required by this solicitation, whether through a policy or an endorsement, shall include: (i) a waiver of subrogation, waiving any right the insurance company may have to

recover against the Authority; and (ii) a provision that the bidder's insurance coverage shall be primary in relation to any insurance, self-insurance, or self-retention maintained by the Authority, and any insurance, self-insurance, or self-retention maintained by the Authority shall be in excess of the bidder's insurance.

*The Authority reserves the right to accept alternate forms and plans of insurance and/or to require additional or more extensive coverage.*

### **Minority Business Enterprises**

The Authority reserves the right to give additional consideration to bid proposals submitted by minority/women business enterprises ("MBEs") certified by the Division of Purchases, Minority Business Compliance Office, provided that any such bid proposal is fully responsive to the terms and conditions of this solicitation, and the bid price is determined, in the discretion of the Authority, to be within a competitive range.

Any bidder who does not intend to perform all of the work with its own forces shall recruit and engage MBEs to perform at least 10% of the dollar value of the contract awarded pursuant to this solicitation. To reach that goal, the bidder may allocate up to 60% of its costs for materials and supplies obtained from MBE dealers or 100% of its costs for materials and supplies obtained from MBE manufacturers.

The successful bidder must submit a plan to meet this requirement for approval by the Division of Purchases, Minority Business Enterprise Compliance Office within the 7-day period following the Notice of Intent to Award, identifying all MBEs, and must also demonstrate its good faith best efforts to meet these MBE goals. Information about this requirement and a directory of MBEs certified in Rhode Island is available at [www.mbe.ri.gov](http://www.mbe.ri.gov) or (401) 574-8670.

### **Equal Opportunity**

The successful bidder must demonstrate a commitment to equal opportunity and submit an affirmative action plan for review by the Rhode Island Department of Administration State Equal Opportunity Office within the 7-day period following the Notice of Intent to Award. Information about this equal opportunity requirement is available at: [www.diversity.ri.gov/eo/eoepagehome.htm](http://www.diversity.ri.gov/eo/eoepagehome.htm) or (401) 222-3090.

### **Drug-Free Workplace**

The successful bidder shall comply, and require that its employees comply, with the State of Rhode Island Drug Free Workplace policy and provide a certificate of compliance within the 7-day period following the Notice of Intent to Award.

### **Criminal Background Check**

The successful bidder may be required to provide a Bureau of Criminal Identification check and/or a national background check (for each individual who be performing services under the contract awarded pursuant to this solicitation) within the 7-day period following the Notice of Intent to Award.

### **Foreign Corporations**

No foreign corporation or limited liability company may transact business in the State of Rhode Island until it shall have obtained a Certificate of Authority from the Rhode Island Secretary of State, and no foreign limited partnership may transact business in the State of Rhode Island until it shall have obtained a Certificate of Registration from the Rhode Island Secretary of State. The successful bidder, if a corporation or limited liability company will be required to provide a current Good Standing Certificate, and if a limited partnership will be required to provide a current Letter of Legal Existence, issued by the Rhode Island Secretary of State within the 7-day period following the Notice of Intent to Award.

### **Campaign Finance**

The successful bidder who has contributed, within the 24 months preceding the contract award, an aggregate amount of more than \$250.00 within a calendar year to any Rhode Island general officer, candidate for general office, any member of the general assembly, or any Rhode Island political party, must file a “Vendor Affidavit” with the State of Rhode Island Board of Elections. Information about “Vendor Affidavits” and electronic filing is available at [www.elections.ri.gov](http://www.elections.ri.gov) or Board of Elections, Campaign Finance, (401) 222-2056.

### **Binding Contract**

The form of agreement the successful bidder will be required to execute is included in the solicitation. A binding contract between the Authority and the successful bidder will be formed by the issuance of a Notice to proceed from the Authority, and only by the issuance of a Notice to Proceed, and only to the extent of available funds. The binding contract will incorporate and be subject to the terms and conditions of the solicitation, including the Invitation to Bid, the Instructions to Bidders, the General Conditions, any Supplemental Conditions, the Plans and Specifications, the Bid Form, the Bidder Certification Form, the Agreement, and also the Notice to Proceed. The successful bidder shall be authorized to commence work only upon the issuance of the Notice to Proceed.

### **Compliance with Terms of Contract**

Failure of the successful bidder to comply with the terms and conditions of any contract awarded pursuant to this solicitation may result in nonpayment, suspension or termination of the contract, suspension or debarment of the bidder, or any other necessary or appropriate remedy.

We the undersigned propose to furnish to the Rhode Island Turnpike and Bridge Authority, "Legal Services", per attached specifications dated \_\_\_\_\_ 2018 for the prices stated below.

**Proposed Fee as follows:**

**Year 1**

Price in words: \_\_\_\_\_

Price in Figures: \_\_\_\_\_

**Year 2**

Price in words: \_\_\_\_\_

Price in Figures: \_\_\_\_\_

**Year 3**

Price in words: \_\_\_\_\_

Price in Figures: \_\_\_\_\_

**Year 4**

Price in words: \_\_\_\_\_

Price in Figures: \_\_\_\_\_

By: \_\_\_\_\_

**Authorized signature**

\_\_\_\_\_

**Company name**

\_\_\_\_\_

**Print name and title**

\_\_\_\_\_

**Address**

\_\_\_\_\_

**Telephone**

**Date**

\_\_\_\_\_

**City**

**State Zip Code**

**Please attach this Proposal Fee form to your full proposal.**