



New York State Department of Transportation
New York State Thruway Authority

TAPPAN ZEE HUDSON RIVER CROSSING PROJECT

DESIGN-BUILD PROJECT

REQUEST FOR QUALIFICATIONS
Issued November 21, 2011

ADDENDUM No. 1
Issued December 22, 2011

Contract D214134

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**TAPPAN ZEE HUDSON RIVER CROSSING
DESIGN-BUILD PROJECT
REQUEST FOR QUALIFICATIONS**

ADDENDUM NUMBER 1

DATE OF ISSUE BY AGENCIES: December 22, 2011

In accordance with Section 1.13 of the Request for Qualifications for the Project, the RFQ issued on November 21, 2011 is hereby modified by this Addendum No. 1. Addendum No. 1 consists of the following items:

I. MAIN BODY

Addendum Item	RFQ Page(s)	RFQ Section	Change(s)
1.1	1	1.0	<p>The following is added as a new third paragraph in Section 1.0:</p> <p>This RFQ is issued pursuant to the Agencies' authority under the Infrastructure Investment Act, 2011 N.Y. Laws ch. 56 (the Act). The Act authorizes the Agencies and other specified authorized state entities to use design-build contracts for capital projects related to the State's physical infrastructure, subject to the requirements set forth in the Act.</p>
1.2	3	1.4	<p>The first and second sentences in the third paragraph of Section 1.4 are replaced with the following sentence:</p> <p>The Agencies are considering entering into a project labor agreement (PLA) and will conduct a due diligence study to identify potential benefits that a PLA may offer.</p>
1.3		1.9	<p>The first paragraph of Section 1.9 is replaced with the following new first paragraph (the second and third paragraphs remain the same):</p> <p>The Contract Documents place a significant responsibility on the Design-Builder for the quality of the Project. The Design-Builder will be performing quality design and construction activities under a definition of Quality Control (QC) that encompasses traditional quality control and certain activities traditionally performed as Quality Assurance (QA) by the Agencies, and the Agencies' QA role may therefore exclude such activities. The Design-Builder will be required to plan, implement, and provide a QC program for the Work. This program shall be developed by the Design-Builder using ISO 9001 standards. ISO 9001 certification will not be required.</p>

Addendum Item	RFQ Page(s)	RFQ Section	Change(s)
1.4		1.16	<p>The following is added at the end of Section 1.16:</p> <p>A Proposer may submit via email to the Agencies' Designated Representative a request to the Agencies asking the Agencies for advance authorization allowing a specified firm to participate on the Proposer's team. Any such request must be submitted on or before December 27, 2011 to be considered, and the Agencies will endeavor to provide a response via email within 8 calendar days following receipt. The request shall include information regarding the firm's previous role on the Project as well as steps that have been or will be taken to avoid or mitigate any organizational conflicts of interest described herein. Upon receipt of such request, the Agencies will review the information provided, may request additional information and may, in their sole discretion, provide written authorization allowing the firm to participate on a Proposer's team, subject to implementation of safeguards and mitigating measures deemed appropriate by the Agencies. If the Agencies provide authorization in response to a Proposer's request, a copy of the request and authorization shall be appended to the Proposer's Form U included in the SOQ.</p>
1.5		2.1.1	<p>The second sentence of Section 2.1.1 is revised to read as follows:</p> <p>In order to be eligible for evaluation, SOQs submitted in response to this RFQ must include information addressing each pass/fail and evaluation factor identified herein.</p>
1.6		2.1.2	<p>Section 2.1.2 is revised as follows:</p> <ol style="list-style-type: none"> The beginning of the first sentence of the second paragraph of Section 2.1.2 (up to the colon) is revised to read as follows: <p>For informational and team-building purposes, the following summarizes elements of the RFP evaluation and proposal package as currently anticipated by the Agencies:</p> The following is added at the end of Section 2.1.2: <p>The description of RFP terms and conditions contained herein, including the anticipated scope of services, evaluation factors and submittal requirements, is preliminary and subject to modification in the RFP.</p>

Addendum Item	RFQ Page(s)	RFQ Section	Change(s)
1.7		2.2	In the table in Section 2.2, the deadline for final receipt of Proposers' questions is amended from December 9, 2011 to December 19, 2011.
1.8		3.3.2	<p>Section 3.3.2 is revised as follows:</p> <ol style="list-style-type: none"> 1. The reference to "Major Participants" in Section 3.3.2.C) is replaced with the phrase "firms for whom Form E-1 is required to be provided". 2. The text in Section 3.3.2.D) is replaced with the following: <p>3.3.2 D) Financial capability: The Principal Participants' financial strength, stability, and means necessary to finance, manage, and support the long-term needs of the project and to provide a high level of financial guarantees to the Agencies, taking into consideration the level of participation and strength of each Principal Participant.</p> 3. A new Section 3.3.2.F) is added, as follows: <p>3.3.2 F) Capability to provide performance security: Ability to provide security for performance as demonstrated by the specificity and degree of financial support for the Proposer and Principal Participants from sureties and/or banks indicating their willingness to provide a surety bond and/or letter of credit, taking into consideration the quantitative amount and qualitative nature of the bonding and letter of credit support, the ability to provide both surety and letter of credit bank support, and the level of participation of each Principal Participant.</p>
1.9		3.3.3	<p>The first sentence and the ranked list in Section 3.3.3 are replaced with the following:</p> <p>The technical evaluation factors in Section 3.3.2 are listed below in equal or descending order of importance:</p> <ol style="list-style-type: none"> 1. Experience of the firms <i>and</i> Past performance (each equal in importance) 2. Project understanding 3. Organization and Key Personnel 4. Financial capability 5. Bonding capacity.

Addendum Item	RFQ Page(s)	RFQ Section	Change(s)
1.10	14	3.5	<p>The text of Section 3.5 is deleted and replaced with the following:</p> <p>The Agencies will establish a Shortlist of up to five Proposers to receive the RFP. Neither the overall ratings nor the ranking of the Proposers on the Shortlist will be disclosed to Proposers during the procurement process.</p> <p>The overall SOQ ratings representing the qualifications of the Proposers on the Shortlist will be considered in the evaluation of the Proposals submitted in response to the RFP. Each Proposer will have the opportunity to submit additional information as part of its Proposal during the RFP phase in order to improve its overall qualifications rating.</p>
1.11		4.4.1	<p>The first sentence of Section 4.4.1 is revised to read as follows:</p> <p>The Proposer shall provide a cover letter (no more than two pages) indicating its desire to be considered for the Project and stating the official names and roles of all Major Participants.</p>
1.12	pp. 17 – 18	4.4.2.1 and 4.4.2.2	<p>Part of Section 4.4.2.1 and the whole of Section 4.4.2.2 are revised by replacing pages 17 and 18 in the original RFQ with pages 17, 18-A and 18-B attached hereto.</p>
1.13		4.4.2.3	<p>Paragraph 4.4.2.3.C)1)h) is replaced with the following:</p> <p>h) Lead Demolition Engineer: Shall have a minimum of 15 years demonstrated experience in the development of demolition plans and demolition sequencing of large structures including demonstrated experience for in-water foundations, viaducts and large bridges. Experience related to sequenced unloading of large bridges is particularly valuable.</p>
1.14		4.4.2.3	<p>In paragraph 4.4.2.3.C)1)k), the following phrase is deleted: “be a licensed as a Professional Engineer in the State of New York and shall”.</p>

Addendum Item	RFQ Page(s)	RFQ Section	Change(s)
1.15		4.4.2.4	<p>Section 4.4.2.4.B)2) is revised to read as follows:</p> <p>Using Form E-1 (Appendix C) <i>Project Description</i>, provide no more than 15 project descriptions. At least two past project descriptions shall be provided for each Principal Participant, the Designer and the QC Engineer. These shall highlight experience in the last 10 years relevant to the Project. Describe only those projects for which the firm had a scope comparable to that anticipated for the Project. If the legal entity that participated in a Form E-1 project is not the same legal entity that is on the Proposer's team, explain in the "relevance" section of Form E-1 how the expertise will be transferred to the Proposer's team. Form E-1 may be modified to allow identification of multiple team members involved in the same project. Attach the Forms E-1 to the respective firm's background and experience summary. Provide a consolidated list including contact information for all references identified in Form E-1 or elsewhere in the SOQ, including email addresses. The electronic copies of the SOQ shall include the consolidated reference list in an appropriate spreadsheet (Microsoft Excel ® format).</p>
1.16		4.4.2.5	<p>Section 4.4.2.5 is revised as follows:</p> <ol style="list-style-type: none"> 1. The first sentence of Section 4.4.2.5.B)1) is revised to read as follows: <p>Using Form PP (Appendix C) <i>Past Performance</i>, provide the information requested in subparagraphs below for each Principal Participant and Lead Designer as well as for all other team members and any related entities identified on Form E-1.</p> 2. In Sections 4.4.2.5.B)2) through 6), the phrase "Major Participant" is replaced with the phrase "such entity" 3. In Section 4.4.2.5.B), the phrases "the last 7 calendar years," "the past 7 calendar years" and "the past 7 years" are each replaced with the phrase "the past five calendar years." 4. In Section 4.4.2.5.B)7), the phrase "each Major Participant" is replaced with the phrase "each Principal Participant and the Lead Designer."

Addendum Item	RFQ Page(s)	RFQ Section	Change(s)
1.17		4.4.2.6	<p>Section 4.4.2.6 is revised to read as follows:</p> <p>4.4.2.6. Financial Stability and Capability:</p> <p>A) Objective:</p> <ol style="list-style-type: none"> 1) To identify Proposers demonstrating financial strength, stability and means to finance and support the long term needs of the project, including bonding capacity that exceeds the minimum specified in Section 4.4.2.2.B; 2) To identify Proposers whose Principal Participants demonstrate financial strength and stability as described in Section 3.3.2, and/or with the ability to provide a high level of financial guarantees to the Agencies, and with percentage interests of Principal Participants in the Proposer appropriately balanced. <p>B) Requirements and information to be submitted:</p> <ol style="list-style-type: none"> 1) Submit financial statements and other information as required by Section 4.4.2.2.
1.18		5.2	<p>Section 5.2 B) is revised to read as follows:</p> <p>B) The protestor must include information demonstrating a violation of a specific law, regulation or provision of this RFQ.</p>
1.19		5.4	<p>The following is added at the end of Section 5.4:</p> <p>Failure to file a notice of protest within the applicable period shall constitute an unconditional waiver of the right to protest the evaluation or shortlisting process and decisions hereunder, other than any protest based on facts not reasonably ascertainable as of such date.</p>

II. APPENDIX A

Item	Page(s)	Section	Change(s)
1.20		App. A, 1.0	Item 12 is deleted from Appendix A Section 1.0.

III. APPENDIX B

Item	Page(s)	Section	Change(s)
1.21		App. B, 1.0	<p>The third paragraph of Appendix B Section 1.0 is revised to read as follows:</p> <p>The SOQ shall include:</p> <ul style="list-style-type: none"> (a) one signed original of the SOQ and appendices, including financial statements; (b) 15 copies of the SOQs and appendices excluding financial statements; (c) six electronic copies of the full SOQ other than financial statements on CD-ROM disks with no password protection; (d) four hard copies of financial information not available online, and (if applicable) a statement identifying the financial information available on-line and providing the relevant electronic links; and (e) four copies of the financial statements in Microsoft Excel ® format on CD-ROM disks, including (if applicable) a statement identifying the financial information available on-line and providing electronic links. <p>The electronic copies of the financial statements may be password protected, with the password supplied separately to the Agencies' Designated Representative on or before the SOQ Due Date.</p> <p>If required under Section 9.0 of the RFQ, the Proposer shall also provide a redacted copy of the SOQ for FOIL purposes.</p> <p>The signed original shall be identified as such on the cover(s) and shall be marked "SIGNED ORIGINAL". Each copy shall be identified on the cover(s) as "Copy # of [15] copies."</p>

Item	Page(s)	Section	Change(s)
1.22		App. B, 1.0	<p>The fourth paragraph of Appendix B Section 1.0 is revised to read as follows:</p> <p>The SOQ shall be packaged with a cover letter with acknowledgement of receipt (Form AOR), seven separate sections plus three appendices:</p> <ul style="list-style-type: none"> i. Cover letter, with acknowledgment of receipt; ii. Section 1 - Legal; iii. Section 2 - Financial; iv. Section 3 - Organization and Key Personnel v. Section 4 - Experience of the firms; vi. Section 5 - Past performance; vii. Section 6 - Project understanding; viii. Section 7 - Conflict of interest disclosure; <p>Appendix A – Legal documents;</p> <p>Appendix B – Awards, citations and commendations;</p> <p>Appendix C – Company brochures.</p>
1.23		App. B, 1.0	<p>The first line of the fifth paragraph of Appendix B Section 1.0 is revised to read as follows:</p> <p>For the signed original and 15 copies, Section 1 and Sections 3 to 7 shall be individually...</p>
1.24		App. B, 1.0	<p>The first line of the sixth paragraph of Appendix B Section 1.0 is revised to read as follows:</p> <p>For Section 2.0 (<i>Financial</i>), only 1 signed original and 5 copies shall ...</p>
1.25		App. B, 4.0	<p>Appendix B Section 4.0 is replaced with the revised Section 4.0 attached hereto.</p>

IV. APPENDIX C

Item	Page(s)	Section	Change(s)
1.26		App C, Forms B and R	Forms B and R are deleted.
1.27		App C, Form E-1	Form E-1 is replaced with Form E-1 attached hereto.
1.28		App. C, Form L-2	Form L-2 is replaced with Form L-2 attached hereto.

V. APPENDIX D

Item	Page(s)	Section	Change(s)
1.29	D-4	2.0	The second and third sentences in the definition of “QC Engineer” are deleted.
1.30	D-5	2.0	The term “Quality Control Manager” is replaced with the term “Quality Manager.”
1.31	D-5	2.0	<p>The definition of “Shortlist” is replaced with the following:</p> <p><u>‘Shortlist’</u> means the list of up to five Proposers that have demonstrated the general capacity to perform the design-build contract and have assembled the most highly qualified teams for the Project, as determined by the Agencies in accordance with the RFQ.</p>

The following pages (denoted 17, 18-A and 18-B revised) replace RFQ pages 17 and 18 and RFQ page 19 up to the end of Section 4.4.2.2

including a copy, as applicable, of the joint venture agreement, limited liability company operating agreement or partnership agreement;

2. If the Proposer has not yet been legally formed, a description of the proposed legal structure and draft copies of the underlying documents, including:
 - a) All significant terms of the joint venture or partnership, including the rules relative to the administration of the joint venture, limited liability company or partnership, including dealing with deadlock situations;
 - b) Description of how the joint venture, limited liability company or partnership will operate administratively and technically; and
 - c) A teaming agreement or comparable document setting forth the equity members' agreement to form the organization.

- F) Procurement Lobby disclosures for the Proposer or, if the Proposer has not yet been formed, for each of its proposed members, in the form provided at:

<https://www.dot.ny.gov/main/business-center/consultants/non-architectural-engineering/active-solicitations>

which shall be presented in Section 1 of the SOQ.

4.4.2.2. Financial

A) Objectives:

- 1) To identify Proposers demonstrating financial strength, stability and means to finance and support the long-term needs of the project, including adequate bonding capacity; and
- 2) To identify Proposers with sufficient financial resources and capabilities to successfully manage and complete the design and construction of the project, given their past experiences and the project's anticipated resource commitment.

B) Financial requirements and information to be provided in Section 2 of the SOQ – Surety Letters and Guarantee Letter:

- 1) Letter from a surety company indicating that the Proposer is capable of obtaining a Performance bond and a payment bond in an amount of at least \$500,000,000;
 - a) The surety company shall be rated AA-/Aa3 by two nationally recognized rating agencies or at least A-VIII by A.M. Best and Company, be listed on Treasury Department Circular 570 and be on the list of companies approved by the State of New York.
 - b) The letter must specifically state that the surety company has read the RFQ and has evaluated the team's backlog and work-in-progress in determining its bonding capacity. In instances where the SOQ identifies material changes in the financial condition of the Proposer or any other entity pursuant to Section 4.4.2.2(c)(2), the letter must include details.
 - c) Letters indicating "unlimited" bonding/security capability are not acceptable.
 - d) The letter shall state that the bonds would be applicable specifically to the Tappan Zee Hudson River Crossing Project and shall identify that the surety is aware that the total design and construction cost element

- e) of the Project including risks to be assumed by the Design-Builder may exceed several billion dollars.
 - f) In addition to the required surety letter in the amount of \$500 million, the Proposer may submit (i) surety letters in higher amounts and/or (ii) letter(s) from bank(s) indicating willingness to issue a letter of credit in the amount of \$250 million without conditions or qualifications at the time of the SOQ submission. A letter from a bank will be considered valid only if the bank has long-term, unsecured debt ratings of not less than "A" or "A2" issued by at least two nationally recognized rating agencies.
- 2) If financial statements are provided for parent companies or any other proposed guarantor, a statement signed by the Proposer's authorized representative acknowledging that such entities will be required to provide guarantees of the Proposer's obligations under the Contract, in accordance with Section 1.10(A).
- C) Financial requirements and information to be provided in Section 2 of the SOQ:
- (Note: these pages shall be submitted as detailed in Appendix B.)
- 1) Proposers will be evaluated on financial strength, stability, and ability to finance and support the long-term needs of the project. Proposers will submit a complete set of financial statements covering the three most-recent full years of operations to include:
- a) Certified auditor's report and opinion letter
 - b) Balance Sheet
 - c) Income statement
 - d) Statement of cash flows
 - e) Footnotes
 - f) Additional supporting information, as needed.

Financial statements shall be presented using a recognized accounting standard (i.e. either IAS or US GAAP), fully audited, and accompanied by the auditor's opinion letter. In addition, Proposers are to identify (or direct to the appropriate footnote or reference in the supplemental information) all material instances (i.e. those exceeding \$10 million USD) of off-balance sheet or contingent liability accounting and describe the liability and its potential exposure in full detail. Financial statements shall be provided in USD where practical; statements provided in other currencies will be allowed if the conversion rates for each exhibit are clearly stated and can be confirmed. If the Proposer is a newly-created entity and does not have independent financial statements, the Proposer shall provide sufficient background and additional support for such entities (i.e. organizational, legal, and ownership structure; initial funding, purpose). Information contained in the financial statements, supplemental support, and additional disclosures will be used to perform a comprehensive assessment of financial condition.

- 2) If any entity for which financial information is submitted as required hereby files reports with the Securities and Exchange Commission, then such financial statements shall be provided through a link to their annual report on Form 10-K as filed on-line. For all subsequent quarters, provide a link to any report filed on Form 10-Q or Form 8-K which has been filed since the latest filed Form 10-K.
- 3) Provide information regarding any material changes in the financial condition of the Proposer and each of its equity members for the past three years and anticipated for the next reporting period. If no material change has occurred and none is pending, the Proposer and/or equity member, as applicable, shall provide a letter from its chief financial officer or treasurer so certifying.
- 4) If a member of a Proposer team provides financial statements that are not prepared in accordance with United States Generally Accepted Accounting Principles (GAAP), the Agencies reserve the right to request clarification or additional information as needed in order to facilitate the review of the financial statements provided.
- 5) Provide a letter from the chief financial officer or treasurer of the entity or certified public accountant for each entity for which financial information is submitted.
- 6) If the Proposer is relying on a guarantor (parent or otherwise), or its consolidated statements include subsidiaries that are under its control, then the Proposer will be required to submit financial statements (as outlined above) for those entities as well. Proposers are advised that the Agencies may, in their discretion based upon the review of the financial statements included in the SOQ, specify that an acceptable guarantor is required as a condition of a Proposer's placement on the Shortlist, in which event the Proposer will be required to provide information regarding the proposed guarantor as required by the Agencies, before a decision will be made regarding placement on the Shortlist.
- 7) Information shall be packaged separately for each separate entity with a cover sheet identifying the name of the organization, its role in the Proposer's organization and North American Industry Classification System (NAICS) Code.

<End of Section 4.4.2.2>

The following pages replace Section 4.0 of Appendix B of the RFQ.

4.0 ORGANIZATION OF THE SOQ

SOQ Item No.	Required Information	RFQ Reference
	Cover letter (maximum 2 pages) and acknowledgement of receipt form (Form AOR)	4.4.1
RING BINDER 1 CONTAINING ALL SECTIONS EXCEPT SECTION 2 (FINANCIAL)		
Section 1	Legal: <ul style="list-style-type: none"> Form L-1; Form L-2; and Procurement lobby disclosure forms. Additional information if JV, LLC or partnership: <ul style="list-style-type: none"> Identity of Lead Principal Participant (on Form L-1); Percent share of each Principal Participant (on Form L-1); Acknowledgment regarding guarantees; and Joint and several liability statements. 	4.4.2.1
Section 2	Financial <i>(to be submitted separately from the other sections):</i> <ul style="list-style-type: none"> Surety letters; Statement by parent firm agreeing to provide guarantee (if required); and Financial statements, information and letters. 	4.4.2.2
Section 3	Organization and Key Personnel: <ul style="list-style-type: none"> Organization and communications structure Resumes of Key Personnel (maximum 4 pages per person). 	4.4.2.3
Section 4	Experience of the firms: <ul style="list-style-type: none"> Background and experience summaries of each Principal Participant, Designer and QC Engineer (maximum 2 pages per firm); Form E-1 (maximum 15 forms); Form E-2; Subcontractor background summaries (maximum 1 page per subcontractor); and Consolidated list of references. 	4.4.2.4

SOQ Item No.	Required Information	RFQ Reference
Section 5	Past performance: <ul style="list-style-type: none"> Form PP for: <ul style="list-style-type: none"> Award, citation and/or commendation information; Litigation, claims, dispute proceedings and arbitration information; Liquidated damages information; Termination for cause information; Disciplinary action information; and Confirmation regarding New York State vendor responsibility questionnaire. Form S; and Form DBE. 	4.4.2.5
Section 6	Project understanding <ul style="list-style-type: none"> Maximum 5 pages 	4.4.2.7
Section 7	Conflict of interest disclosure <ul style="list-style-type: none"> Form U A copy of any request for authorization from the Agencies and authorization received. 	1.16
RING BINDER 2 CONTAINING THE THREE APPENDICES		
Appendix A	Legal documents and Form L-3.	4.4.2.1
Appendix B	Awards, citations and commendations.	4.4.2.5
Appendix C	Company brochures.	4.4.2.5

The following pages replace Forms E-1 and L-2 of Appendix C of the RFQ.
(Microsoft Word ® format versions of the revised forms are provided with this Addendum.)

FORM E - 1

PROJECT DESCRIPTION

Complete a copy of Form E-1 for each prior project to be described.

PROPOSER			
Name of firm			
Role of firm	Principal Participant:		Designer:
	Other (describe):	QC:	
DESCRIPTION OF PRIOR PROJECT			
Name of project			
Location			
Brief description			
Nature of work for which firm was responsible			
Explanation of relevance to Tappan Zee Bridge Project			
Brief description of site conditions			
List any awards or citations received by the project			
Client details (owner / agency/ contractor etc)	Client Name		
	Address		
	Contact name		
	Telephone and email		
	Contract Reference #		
Contract value: (US\$)		Final value (US\$):	
% of total work done by Firm:		Commencement date:	
Planned completion date:		Actual completion date:	
Amount of claims: (US\$)		Any litigation? (state yes or no)	

FORM L - 2**PRINCIPAL PARTICIPANT AND DESIGNER CERTIFICATION**

A copy of this Form L-2 shall be completed for (a) each Principal Participant (including the Proposer), (b) the Designer and (c) all other team members and Affiliates that participated in projects listed on Form E-1.

Add lines to the answer boxes for items A to G if needed.

NAME OF PROPOSER	
NAME OF FIRM	
A) Has the firm failed to complete any work it agreed to perform, or had a contract terminated because it was in default, within the past five years? If yes, explain.	
B) Has the firm or any other officer thereof been indicted or convicted within the past five years of bid (i.e. fraud, bribery, collusion, conspiracy, antitrust, etc.) or other contract related crimes or violations or any other felony or serious misdemeanor related to performance under a contract? If yes, explain.	
C) Has the firm sought protection under any provision of any bankruptcy act within the past five years? If yes, explain.	
D) Has the firm been disqualified, removed, debarred or suspended from performing work for the federal government or any state or local government, or any foreign governmental entity, including ineligibility to bid or work on, or for a violation of law, violation of a safety regulation, or for any other reason, within the past five years? If yes, explain.	
E) Has the firm been found liable in a civil suit or found guilty in a criminal action within the past five years for making any false claim or other material misrepresentation to a public entity? If yes, explain.	
F) Has the firm that will have primary responsibility for construction been fined within the past five years for violating an environmental regulation? If yes, explain.	

G) List up to five financial institutions with which the firm has done the most business during the past five years and identify the individual at each institution who was in charge of the firm's accounts. State the address, telephone and fax numbers of each named individual.	
Institution 1	
Name of institution	
Contact name	
Address	
Telephone no.	
Fax no.	
Institution 2	
Name of institution	
Contact name	
Address	
Telephone no.	
Fax no.	
Institution 3	
Name of institution	
Contact name	
Address	
Telephone no.	
Fax no.	
Institution 4	
Name of institution	
Contact name	
Address	
Telephone no.	
Fax no.	
Institution 5	
Name of institution	
Contact name	
Address	
Telephone no.	
Fax no.	
This form must be signed below by an officer of the firm:	
Name of Firm:	
Signature (of an officer of the Firm):	
Name of signatory (printed or typed):	
Title of signatory:	
Date:	
PROPOSER:	