

FORSYTH COUNTY

BOARD OF COMMISSIONERS

MEETING DATE: SEPTEMBER 14, 2015 AGENDA ITEM NUMBER: 7

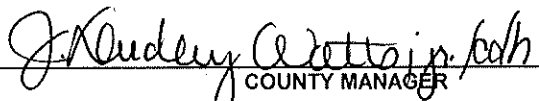
SUBJECT: RESOLUTION SELECTING AN ENGINEERING FIRM AND AUTHORIZING EXECUTION OF A CONTRACT TO PROVIDE ENGINEERING SERVICES FOR THE REPAIRS TO THE PARKING DECK OF THE FORSYTH COUNTY PUBLIC SAFETY BUILDING (GENERAL SERVICES DEPARTMENT)

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS: Recommend Approval

SUMMARY OF INFORMATION:

See attached

ATTACHMENTS: YES NO

SIGNATURE:  DATE: September 10, 2015
COUNTY MANAGER

**RESOLUTION SELECTING AN ENGINEERING FIRM AND
AUTHORIZING EXECUTION OF A CONTRACT TO PROVIDE ENGINEERING
SERVICES FOR THE REPAIRS TO THE PARKING DECK OF THE
FORSYTH COUNTY PUBLIC SAFETY BUILDING
(GENERAL SERVICES DEPARTMENT)**

WHEREAS, Forsyth County staff announced the County's requirements for engineering services for the repairs to the parking deck of the Forsyth County Public Safety Building consistent with the provisions of N.C.G.S. 143-64.31; and

WHEREAS, Forsyth County staff submitted a Request For Qualifications in order to identify qualified firms to provide engineering services on the basis of demonstrated competence and qualification to provide these professional services without regard to a fee pursuant to N.C.G.S. 143-64.31; and

WHEREAS, Forsyth County staff's efforts to identify qualified firms included the use of good faith efforts to notify minority firms of the opportunity to submit qualifications for consideration; and

WHEREAS, three responses were received in response to the Request For Qualifications; and County staff reviewed and evaluated the proposals and ultimately identified Engineered Concepts Consulting Services, Inc. (Engineered Concepts) as the best qualified firm for this repair project; and

WHEREAS, Forsyth County staff thereafter negotiated a contract with Engineered Concepts for engineering services at a fair and reasonable fee of a lump sum fee of \$82,600.00 for professional services, a materials testing fee estimated at \$10,000.00, and reimbursable expenses up to \$500.00, subject to approval by the Forsyth County Board of Commissioners;

NOW, THEREFORE, BE IT RESOLVED that the Forsyth County Board of Commissioners hereby selects Engineered Concepts Consulting Services, Inc. to provide engineering services for the repairs to the parking deck of the Forsyth County Public Safety Building.

BE IT FURTHER RESOLVED that the Forsyth County Board of Commissioners hereby authorizes the County Manager and the Clerk to the Board to execute a contract for engineering services, on behalf of Forsyth County, with Engineered Concepts Consulting Services, Inc. consistent with the provisions of the attached fee proposal dated August 24, 2015, at a negotiated amount not to exceed a lump sum fee of \$82,600.00 for professional services, a materials testing fee estimated at \$10,000.00, and reimbursable expenses up to \$500.00, subject to a pre-audit certificate thereon by the Chief Financial Officer, and approval as to form and legality by the County Attorney.

Adopted this 14th day of September 2015.



PROPOSAL FOR ENGINEERING SERVICES

CLIENT:

Mr. Gary Key
Forsyth County General Services
Construction Management Division
201 North Chestnut Street
Winston-Salem, North Carolina 27101

DATE: August 24, 2015

PROJECT TITLE:

Parking Deck Repairs
Forsyth County Public Safety Building
301 North Chestnut Street
Winston-Salem, North Carolina

Engineered Concepts (EC) is pleased to offer this proposal to Forsyth County General Services (Client) for engineering services required in the repairs to the parking deck of the Forsyth County Public Safety Building, located at 301 North Chestnut Street in Winston-Salem, North Carolina. It is our understanding that work on this project is to include the preparation of construction documents for the repairs to the parking deck; the solicitation of qualified contractors for the work; the solicitation of bids for the work; review and recommendation of the bids; preparation of contracts for the construction; oversight of the construction work; contract close-out and preparation of record drawings.

General engineering services on this project are to be through the completion of construction, and to include the design and preparation of construction drawings, specifications, and bid documentation, and including the following:

Pre-Qualification of Contractors: Includes the development of pre-qualification documents for the solicitation and selection of contractors to bid the repair work.

Preparation of Bid Documents: Includes the design and preparation of construction documents for the repairs to the parking deck floor slabs. The documents shall include drawings with plans and details, as well as specifications to be used for the construction of the repairs to the parking deck.

Plumbing/Mechanical/Electrical: Includes the design and/or specification of items related to temporary relocation and replacement of plumbing, mechanical, and electrical components in the parking deck.

Not included in this proposal are the following:

- Environmental assessments, audits, investigations and impact statements, and other relevant environmental or cultural studies as to the Project, the site and adjacent areas.
- Utility Infrastructure improvement design.
- Plan review and permit fees.
- Traffic Impact studies.
- Engineering surveys as required by the Contract Documents for staking to enable the Contractor to proceed with layout of the work, and other special surveys.
- Engineering services after the receipt of bids for Special Inspections that may be required by the City of Winston-Salem.
- The design and/or installation of communication, computer and data systems.

PROPOSED SCOPE OF SERVICES:

Engineered Concepts has been requested by the Client to provide this proposal for engineering services required to design and prepare documents for the construction of the repairs to the Public Safety Building parking deck; solicit and receive bids for the construction work; administer and oversee the construction of the proposed repairs.

PROJECT DEVELOPMENT PHASE

- Assist the Client in the Definition of the Project
- Assist the Client in the Development of the Project Schedule
- Assist the Client in the Determination of the Channels of Communication
- Assist the Client in the preparation of Pre-Qualification Documents
- Assist the Client with the evaluation and recommendations for Qualified Contractors

PROJECT DESIGN – General

- Review the Client's Program to Set the Project Requirements
- Perform preliminary evaluation of schedule
- Perform preliminary evaluation of the Client's project budget
- Consult with the local Public Agencies to determine permitting requirements
- Study design alternatives
- Review findings with the Client; make any changes and revisions as necessary
- Perform analysis of the existing building and the proposed repairs for purposes of life-safety, structural and energy evaluation as required by the North Carolina Building Code
- Prepare complete design and Construction Documents based on the work scope reviewed and approved by the Client
- Prepare complete Project Specifications that accompany the Construction Documents
- Participate in Value Analysis of the Project; Prepare revisions to the Final Design based on the Value Analysis process
- Coordinate the Project as required with the Building Code Officials and other Local Public Agencies
- Prepare a Statement of Special Inspections as required by Chapter 17 of the North Carolina Building Code

PROJECT DESIGN – Plumbing, Mechanical, Electrical, Fire Protection

Mechanical

- If required, develop design documents for the re-routing of existing exhaust air ductwork and fans to accommodate the deck use during the work

Plumbing

- No plumbing scope of work unless it is determined that new floor drains and piping will be added

Electrical

- Provide design for the temporary relocation of existing lighting, including emergency egress lights during the time of the construction work.

Fire Protection

- If required, performance specifications for the temporary relocation of piping and heads during the time of the work

PROJECT BIDDING & PERMITTING

- Prepare the Construction Documents to invited General Contractors for the solicitation of competitive bids for the work. Distribution of the Construction Documents and advertisement of public bids will be by the Client
- Conduct a pre-bid meeting on behalf of the Client
- Issue addenda and minutes of the pre-bid meeting
- Solicitation of bids for the work

- Assist the Client in the evaluation of the bids
- Assist the Contractor in the procurement of the building permit from the local Building Official

CONSTRUCTION ADMINISTRATION

- Prepare the contract for construction
- Conduct a pre-construction meeting
- Establish communication procedures
- Establish submittal procedures
- Establish procedures for testing and inspections
- Respond to any comments from the Building Official
- Review of specified submittals
- Review of the Contractor's proposed substitutes or design alternates
- Conduct progress meetings with the Contractor and Client at intervals appropriate with the Client
- Site visits to observe and inspect the progress of work at intervals appropriate to the stages of construction
- Prepare site visit reports
- Retain the services of an Independent testing laboratory to perform all tests to evaluate the performance of materials during construction
- Review reports from the testing agencies; if required, administer actions based on the testing results
- Review of the Contractor's requests for payment
- Respond to the Contractors Request for Information (RFI)
- Provide recommendations regarding claims, disputes, and other matters relating to the execution and/or progress of the work
- Determine whether non-conforming work shall be rejected
- Review and issue change orders to the Contract
- Conduct inspections as required to determine the substantial completion of the work
- Development of final punch list of items for completion of the project
- Project close-out including record documents, warranties, lien waivers, etc.

PROPOSED FEES:

Fees for professional services on this project shall be based on the following:

Lump Sum Fee: Eighty Two Thousand Six Hundred Dollars (\$82,600.00)

ADDITIONAL SERVICES FEES:

Additional services shall include fees for materials testing that will be required during the construction of this project.

Materials Testing Estimate: Ten Thousand Dollars (\$10,000.00)

Schedule

Upon authorization and approval of the proposal, we propose the following schedule:

Complete Project Development Phase	Two Weeks
Complete Project Design & Construction Documents	Four Weeks

Reimbursable Expenses

The proposed fees do not include direct reimbursable expenses for mileage during travel to and from the Project Site. A schedule of reimbursable expenses is attached. We estimate a maximum reimbursable expense amount of Five Hundred Dollars (\$500.00).

Terms and Conditions

EC's standard sheet containing our Terms and Conditions is attached at the end of this proposal. These terms and conditions shall be a part of this Proposal/Agreement.

Insurance

EC maintains insurance policies for General Liability and Professional Liability. We will request that our insurance carrier send you a certificate of insurance for your records.

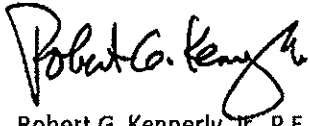
Agreement

If you are in agreement with the scope of work and the fees in this proposal, please execute this proposal in the space provided below. The executed proposal shall become the agreement between us for these engineering services.

We appreciate the opportunity to work with you on this project. Should you have any questions concerning this proposal, please do not hesitate to contact us.

Very Truly Yours,

ENGINEERED CONCEPTS



Robert G. Kennerly, Jr., P.E.

Attachments: Terms & Conditions
 Reimbursable Expense Schedule

Accepted: Forsyth County General Services

Signature

Printed Name & Title

Date

TERMS & CONDITIONS

CLIENT: Forsyth County General Services

1. **CONTRACT** – The Terms & Conditions and the accompanying Proposal constitute the full and complete Agreement of the parties and may be amended, added to, superseded, or waived only if both parties specifically define in writing an official amendment of this Agreement.
2. **BILLINGS/PAYMENTS** – Invoices will be submitted upon the completion of services or on a monthly basis. Invoices shall include engineering services and reimbursable expenses, and are due upon receipt. Invoices shall be considered PAST DUE if not paid within 30 days after the invoice date and Engineered Concepts (EC) may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice. A service charge will be charged at 1% per month on the unpaid balance. In the event any portion of an account remains unpaid 90 days after billing, the Client shall pay for the cost of collection, including reasonable attorney's fees.
3. **RIGHT OF ENTRY** – When entry to property is required, the Client agrees to obtain legal right-of-entry on the property.
4. **DOCUMENTS** – All reports, notes, drawings, specifications, data, calculations, and other documents prepared by Engineered Concepts (EC) are the instruments of EC's service that shall remain EC's property. The Client agrees not to use EC-generated documents for marketing purposes or for projects other than the project for which the documents were prepared by EC without EC's express written permission.

Any reuse or disbursement to third parties without such express written permission or project-specific adaptation by EC will be at the Client's sole risk and without liability to EC or its subsidiaries, independent professional associates, subconsultants, and subcontractors. Accordingly, Client shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless EC from and against any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting from such unauthorized reuse or disbursement.

Any release or project-specific adaptation by EC will entitle EC to further compensation at rates to be agreed upon by the Client and EC.

5. **DISPOSAL OF SAMPLES** – EC will discard samples upon completion of the work covered under this Agreement, unless the Client instructs otherwise in writing.
6. **HAZARDOUS MATERIALS** – The scope of EC's services for this Agreement does not include responsibility for detection, remediation, accidental release, or services relating to waste, oil, asbestos, lead, or other hazardous materials, as defined by Federal, State, or local laws or regulations.
7. **CONSTRUCTION SERVICES** – When construction-phase services are included in the Agreement, EC will provide personnel to evaluate whether construction is in general accordance with the construction contract, but not to perform detailed observations or inspections of the work.

EC is not a guarantor or insurer of the contractor's work; the contractor is solely responsible for the accuracy and adequacy of construction and for all other activities performed by the contractor, including the methods of construction; supervision of personnel and construction; control of machinery; false work, scaffolding, and other temporary construction aids; safety in, on and about the job site; and compliance with OSHA and all other applicable regulations.

EC's evaluation of the contractor's performance will not include review or observation of the adequacy of the contractor's safety measures or of safety conditions on the project site, nor of Contractor's means and methods of construction.

8. **STANDARD OF CARE** – EC and its subsidiaries, independent professional associates, subconsultants, and subcontractors will exercise the degree of care and skill ordinarily practiced under similar circumstances by engineers and architects providing similar services, and in a location similar to this project. Client agrees that services provided will be rendered without any warranty, express or implied.

EC shall exercise usual and customary professional care in its efforts to comply with codes, regulations, laws, rules, ordinances, and other such requirements in effect as of the date of execution of this Agreement.

9. **OPINION OF PROBABLE COSTS** – When required as part of our work, EC will furnish opinions of probable costs but does not guarantee the accuracy of such estimates. Opinions of probable costs, financial evaluations, feasibility studies, economic analyses of alternate solutions, and utilitarian considerations of operations and maintenance costs prepared by EC hereunder will be made on the basis of EC's experience and qualifications and will represent EC's judgment as an experienced and qualified design professional. However, users of probable cost opinions must recognize that EC does not have control over the cost of labor, materials, equipment, or services furnished by others or over market conditions or contractors' methods of determining process or performing the work.

10. **SUSPENSION OF WORK** – The Client may, at any time, by written notice, suspend further work by EC. The Client shall remain liable for, and shall promptly pay EC for all services rendered to the date of suspension of services plus suspension charges. Suspension charges shall include the cost of assembling documents, personnel and equipment rescheduling or reassignment, and commitments made to others on Client's behalf.

If payment of invoices by the Client is not maintained current, EC may, upon written notice to the Client, suspend further work until payments are brought current. The Client agrees to indemnify and hold EC harmless from and claim or liability resulting from such suspension.

11. **DISPUTE RESOLUTION – MEDIATION:** The Client and Consultant agree to submit all claims and disputes arising out of this Agreement to non-binding mediation prior to the initiation of legal proceedings. This provision shall survive completion or termination of this Agreement; however, neither party shall seek mediation of any claim or dispute arising out of this Agreement beyond the period of time that would bar the initiation of legal proceedings to litigate such claim or dispute under the applicable law.

12. **CHANGES OR DELAYS** – Unless the accompanying Proposal provides otherwise, the proposed fees constitute EC's estimate to perform the services required to complete the Project. Required services often are not fully definable in the initial planning; accordingly, developments may dictate a change in the scope of services to be performed. Where this occurs, changes in the Agreement shall be negotiated and an equitable adjustment shall be made.

Costs and schedule commitments shall be subject to renegotiation for unreasonable delays caused by the Client's failure to provide specified facilities, direction, or information, or if EC's failure to perform is due to any act of God, labor trouble, fire, inclement weather, act of governmental authority, failure of transportation, accident, power failure, or interruption or any other cause beyond the reasonable control of EC. Temporary work stoppage caused by any of the above may result in additional cost beyond that outlined in the accompanying Proposal.

13. **LIABILITY** – EC will furnish appropriate insurance certificates for general and professional liability upon request.

14. **CONFLICTS OF INTEREST** – This assignment may involve parties with adverse interests to clients with whom EC has current or past relationships. It is an EC policy to make reasonable attempts to identify such relationships prior to acceptance of a professional assignment, but EC cannot assure that conflicts or perceived conflicts will not arise, and EC does not accept responsibility for such occurrences.

15. **REIMBURSABLE EXPENSES** – EC will bill direct non-payroll expenses at cost plus 10%. Direct expenses include all reasonable expenses resulting from required responses to subpoenas or court orders related to work under the Contract.

16. **INDEMNIFICATION** – EC shall agree to the fullest extent permitted by law and subject to the limitation of liability contained in Section 13, to indemnify and hold harmless the Client, its officers, directors and employees (collectively, Client) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by EC's negligent performance of professional services under this Agreement and that of its sub-consultants or anyone for whom EC is legally liable. Neither the Client nor EC shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

17. **MISCELLANEOUS**

Precedence: These Terms & Conditions shall take precedence over any inconsistency or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document.

Governing Law: The laws of the State of North Carolina shall govern the validity and interpretation of this Agreement.

Invalid Terms: If any of these Terms & Conditions shall be finally determined to be invalid or unenforceable in whole or in part, the remaining provisions hereof shall remain in full force and effect and be binding upon the parties. The parties agree to reform the contract between them to replace any such invalid or unenforceable provision with a valid and enforceable provision that comes as close as possible to the intention of the stricken provision.

EC Reliance: Unless otherwise specifically indicated in writing, EC shall be entitled to rely, without liability, on the accuracy and completeness of information provided by the Client, Client's consultants and contractors, and information from public records, without the need for independent verification.

Certifications: EC shall not be required to sign any documents, no matter by who requested, that would result in EC's having to certify, guarantee, or warrant the existence of conditions that EC cannot ascertain.

Third Parties: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or EC. EC's services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claim against EC because of this Agreement or EC's performance of services hereunder.

ENGINEERED CONCEPTS

REIMBURSABLE EXPENSE SCHEDULE

January 1, 2015

Reimbursable expenses will be charged at a rate of 1.1 times cost.

Out-of-House Reimbursable Expenses: At Cost

In-House Reimbursable Expenses:

- | | |
|--------------------------|---------------------------|
| 1. Postage, Express Mail | At Cost |
| 2. Travel – auto | IRS Business Mileage Rate |
| 3. Travel – other | At Cost |
| 4. Per diem | At Cost |



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/24/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Management Consultants, Inc. P.O. Box 2490 Davidson NC 28036		CONTACT NAME: PHONE (A/C No. Ext): (704) 799-1600 FAX (A/C No.): (704) 799-2955 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED Engineered Concepts Consulting Services, Inc. P. O. Box 35286 Greensboro NC 27425		INSURER A: RLI Insurance Company 13056 INSURER B: Travelers Casualty & Surety Company 19038 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: 4/4/2015 Renewal REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO. JEOT <input type="checkbox"/> LOC OTHER:			PSB0002127	4/4/2015	4/4/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/PROP AGG \$ 4,000,000 30 Day NOC - KMW Builders \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			PSA0001437	4/4/2015	4/4/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			PSE0001599	4/4/2015	4/4/2016	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	PSW0001864	4/4/2015	4/4/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liability			105371509	11/25/2014	11/25/2015	Per Claim 1,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Project: Parking Deck Repairs, Public Safety Building, Winston-Salem, NC
Forsyth County is listed as an additional insured in respect to the General Liability.

CERTIFICATE HOLDER keygg@forsyth.cc; andersja@ Forsyth County General Services Dept. 201 N. Chestnut Street Winston-Salem, NC 27101	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Jeff Todd/CM
---	--

© 1988-2014 ACORD CORPORATION. All rights reserved.