

REQUEST FOR QUALIFICATIONS (RFQ)

PROFESSIONAL SERVICES ARCHITECTURAL & ENGINEERING SERVICES

SOLICITATION ISSUANCE & DUE DATE

ISSUANCE: March 2, 2026

DUE: April 6, 2026 AT 4:30 PM PST

RELEASED BY:

ASSET MANAGEMENT DEPARTMENT

600 ANDOVER PARK WEST

TUKWILA, WA 98188



**King County
Housing
Authority**

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1. INTRODUCTION

1.1 Background

King County Housing Authority (KCHA) is an independent municipal corporation that was created by the State of Washington to provide affordable housing and related services. KCHA owns and manages more than 10,000 units of low and moderate-income housing that are financed through federal funding, tax credits or tax-exempt bonds. Through partnerships with communities and nonprofits, KCHA's housing and supportive services combine to reach 55,000 people who earn less than the county median income.

1.2 Purpose / Scope of Professional Services

The purpose of this solicitation is to qualify consultant teams to be included in an A&E Roster to allow selection and award of contracts for professional services at multi-family properties for specific and selected design services primarily at the properties listed but also for future projects over the next seven (7) years. The Consultant will provide at least one of the following services:

1. Architects – New Development / Construction / Full-Rehab Projects
2. Architects – Small Rehab Projects
3. Civil Engineers
4. Envelope Consultants
5. Environmental / Asbestos Consultants
6. Geotech
7. Property Appraiser and Construction Assessment / Inspection
8. Structural Engineers
9. Surveyors
10. Third Party Testing / Special Inspections
11. M.E.P.F. Engineers / Consultants

1.3 Roster

Qualified consultant teams shall be included on the roster for a period of seven (7) years. The Roster does not guarantee contract awards.

The Roster shall be advertised, evaluated, and updated biannually and all member participation may

be extended for an additional three (3) years.

Consultant teams on the Roster may be awarded contracts as indicated in 4.7.

Consultant teams included on the Roster are not guaranteed award of a contract.

1.4 Obtaining the RFQ

To obtain the RFQ package, please visit KCHA's website at <https://www.kcha.org/business/professional/open/> or contact Victor Vo at bachvietv@kcha.org.

1.5 Questions

Any questions or requests for further information or clarification must be directed to Victor Vo via email no later than 4:30 pm on March 23, 2026. Responses will be posted on KCHA's website in the form of an addendum.

1.6 Submission Deadline

Statements of Qualifications, in accordance with conditions defined in the RFQ, must be received via USPS Certified mail, overnight delivery services (UPS, etc.) or hand delivered to KCHA, 600 Andover Park West, Tukwila, Washington 98188 no later than 4:30 p.m. on April 6, 2026. Faxed or emailed submittals will not be accepted.

2. PROJECT LOCATIONS AND SUMMARIES

2.1 Nike Site Redevelopment

Feasibility and redevelopment of 10-acre site located at 23648 35th Place South in Kent. The site currently is zoned NR-2 and we are considering both rental and townhome options, and the possibility of a comprehensive plan amendment to the zoning in coordination with the City.

2.2 Patricia Harris Manor

Redevelopment of 1.3-acre site located at 16304 NE 81st Street in Redmond. There is a 41-unit apartment building and a commercial building currently on the site. It is adjacent to the transit center and is zoned DTC. KCHA is looking to explore new development potential of new senior housing on this site.

2.3 Cascadian Backlot

Feasibility and potential development of vacant 2-acre lot adjacent to KCHA's Cascadian Apartments at 15313 NE 11th Street in Bellevue. The site is currently zoned LDR-2, and we would consider pursuing an upzone with the City.

2.4 Juanita View

Rehabilitation of 94-unit apartment complex located at 11800 101st Place NE in Kirkland. The units were built in 1971 and there are significant capital needs upgrades and opportunities for cosmetic improvements.

2.5 Future Projects

Future projects may include multi-family building renovations as listed above and new construction

projects not yet identified.

3. SCOPE OF WORK

3.1 Scope

- Evaluation of existing conditions and provide potential development recommendations.
- Architectural and engineering feasibility and full design for work as listed.
- Facilitate funding requirements such as the planning, development and monitoring of Evergreen Sustainable Development Standard (ESDS) current version.
- Coordination with additional funding requirements.
- Cost estimating. Prepare and coordinate documents to solicit true-market cost estimates for projects as needed.
- Coordination with city agencies for development requirements.
- Prepare Construction Documents for competitive bid including plans, technical specifications and updated cost estimate.
- Coordination and submittal of required permits.
- Provide responses to written questions, preparation of addenda, and alter drawings and specifications as required during bidding for both public bid projects and negotiated bid projects.
- Assist with construction administration as required per project.
- Perform and observe close-out inspections.

4. EVALUATION

4.1 Evaluation

KCHA expects to select the firms that are best qualified for inclusion in an A&E Roster to provide the services described in this RFQ based upon the evaluation criteria set forth in the RFQ. KCHA reserves the right to waive any information or irregularities in submittals, or to reject any and/or all proposals.

Separate contracts may be awarded to different firms for each project though work at each property will not be divided.

4.2 Information to be submitted

KCHA reserves the right to request additional information, if necessary, in order to complete the evaluation and selection process. The Statement of Qualifications must present the firm's experience and qualifications to undertake the specified design services and should address, in order, the issues described in each of the sections below and should identify each section to facilitate quick reference. Respondents may incorporate additional information relating to each of the sections outlined below to respond to the evaluation criteria.

1. Letter of Interest: The letter of interest should briefly summarize the firm's qualifications. An Officer of the firm authorized to execute contracts or other similar agreements must sign the letter.
2. General qualifications and experience:
 - a. Provide a description of the firm, history and other general information that describes the firm's qualifications and capacity to undertake this work.
 - b. Identify subconsultants and their duties as part of a design team.
 - c. Evergreen Sustainable Development Standard (ESDS) current version.
 - 1) Experience in developing conforming specifications.

- 2) Discuss interaction with Department of Commerce and collaborating agencies and organizations.
- 3) Address issues and coordination of work throughout the construction period and final completion.

- d. Provide a list of clients of comparable size and scope that the firm has provided similar architectural & engineering services for in the last three (3) years.
- e. Discuss projected workload for this and other competing projects and show that the firm has the capacity to work on projects of this magnitude and to complete design, documents and permitting to allow work to be complete within the selected calendar year.
- f. Provide references or letters of recommendation from at least three recent clients.
- g. Identify staff assignments that will perform and be responsible for the delivery of the services. Include a brief resume, job description and title of each person.

4.3 Proposal Format

Proposals shall be:

- Letter size
- Not less than 11-point type
- Double sided
- No more than 60 pages including tabs, blanks, forms, TOC, etc.
- Three (3) copies

4.4 Evaluation Criteria

All responses to this RFQ that are received on or before the stated deadline will be evaluated by a review panel according to the criteria listed below:

- 1. General professional and technical competence and experience, experience of personnel, experience of subconsultants, code knowledge and application, and familiarity with local jurisdiction requirements. 14 points
- 2. Your firm’s approach to the project demonstrating how design and construction can be scheduled within the required time frame including the permit and bidding process. 14 points
- 3. Describe your approach to client interaction that shows a pattern of successful past collaboration. 14 points
- 4. Staff experience and team qualifications including previous experience of the team. 14 points
- 5. Evergreen Sustainable Development Standard (ESDS). 14 points
- 6. Availability to provide service within a critical time frame. 15 points
- 7. Provide references (name and current contact information) who can be contacted concerning similar projects completed by your firm or project team within the last three (3) years. 15 points

TOTAL POSSIBLE 100 POINTS

4.5 Interviews

KCHA reserves the right to conduct interviews with any and all firms submitting Statements of Qualifications. Interviews shall take place after the evaluations by the review panel. The purpose of the interview is to seek clarifications and to ask additional questions. Interviews may impact points assigned to each firm by the review panel. KCHA reserves the right to change initial evaluation scoring based upon interview results. Consultant may be eliminated from consideration if the firm is not available for an interview within ten (10) days of the request.

4.6 Selection for A&E Roster

Firms selected to be included in the A&E Roster shall be notified within 30 days of the solicitation due date.

4.7 Selection for Contract Award

After a firm or firms have been selected, KCHA and the firm(s) shall enter into negotiations to determine scope and fees. If costs cannot be successfully negotiated, KCHA reserves the right to withdraw the selection and to negotiate with others. KCHA shall closely monitor billing during the contract period to ensure negotiated costs are met. Consultants may be eliminated from consideration if a fee proposal is not received within ten (10) days of request.

5. GENERAL CONDITIONS

5.1 Basic Requirements: The firm shall meet the requirements as requested.

1. Addenda: In the event there are changes or clarifications to this RFQ, KCHA shall issue an addendum. Addenda will be posted on KCHA's website. It is the responsibility of the respondent to check with KCHA prior to submittal deadline to ensure that all addenda issued by KCHA have been received or to call the KCHA contact named in this RFQ.
2. Rights reserved by KCHA: KCHA reserves the right to waive any irregularities or informalities in the RFQ and to reject any and/or all Statements of Qualification. KCHA will generally not disclose the number of responses received, the names of the respondents, or the status of negotiations until its General Partner or assignee has approved the award of the contract.
3. Women and Minority Owned Business Enterprises (WMBE): KCHA strongly encourages WMBEs, as well as socially and economically disadvantaged enterprises to participate in responding to this RFQ. Small businesses are also encouraged to respond to this RFQ.
4. Basic Eligibility: The successful firms must be licensed to do business in the State of Washington, must have a state UBI number and be properly authorized and be licensed (if required by law) to perform the services proposed. In addition, the successful respondent must not be debarred, suspended or otherwise ineligible to contract with KCHA, and shall not be included as an excluded party on the federal procurement System for Award Management (SAM).
5. Payment Requirements: No advance payments will be made to the awarded firm, who must have the capacity to meet all expenses in advance of payments by KCHA.
6. Records made Public: All documents submitted to KCHA may become public records, as per RCW 42.56. If you are submitting information which you think is "confidential" and/or "proprietary" to your business, KCHA recommends that you do not submit that information and KCHA cannot guarantee that type of information will be withheld from a public disclosure request.
7. If the proposal is accepted by KCHA, prior to commencement of any work, the parties shall complete and execute the Consultant Contract in the form attached hereto as Attachment E which, once executed, shall incorporate the terms of and replace the proposal.

6. INSURANCE AND INDEMNIFICATION

6.1 Insurance Requirements

Consultant(s) shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Consultant, its employees, subconsultants, agents and representatives, and anyone acting on its behalf. The cost of such insurance shall be borne by the

Consultant. By requiring the insurance below, KCHA makes no statement or representation that such coverage and limits are independently adequate for the Contractor's business operations. Consultant is encouraged to contact their insurance representative to establish such adequacy.

Minimum Scope of Insurance:

Shall be **at least** as broad as:

1. Insurance Services Office (ISO) covering: Commercial General Liability.
2. Insurance Services Office (ISO) covering: Automobile Liability, covering any Owned, Leased, Hired and Non-Owned Automobiles.
3. Worker's Compensation Insurance (L&I) as required by Washington State Law and Employer's Liability Insurance.
4. Professional Liability (Errors and Omissions) covering professional misconduct or lack ordinary skill.

Minimum Coverage:

Shall be **at least** as broad as:

1. **General Liability:** \$ 1,000,000 per occurrence for bodily injury, personal injury and property damage, and an aggregate limit of \$ 2,000,000.
2. **Automobile Liability:** \$ 1,000,000 per accident combined single limit.
3. **Workers Comp/
Employer's Liability:** \$ 1,000,000 per accident for bodily injury, sickness, or disease.
4. **Professional Liability/
Errors and Omissions:** \$ 1,000,000 per claim, \$ 2,000,000 aggregate.

Deductibles and Self-Insured Retentions:

Any deductibles or self-insured retentions must be declared to and approved by the KCHA. At the option of KCHA, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to KCHA, its officers, officials, employees and volunteers; or the Consultant shall provide a financial guarantee satisfactory to KCHA guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions:

All policies except Errors and Omissions (Professional Liability) are to contain, or be endorsed to contain, the following provisions:

1. The CGL policy shall contain, or be endorsed to contain, a provision naming the Authority (KCHA), its officers, officials, employees, agents, partners, and volunteers as additional insureds as respects products and services of the Consultant.
2. The Consultant's insurance coverage shall be primary insurance as respects the Authority (KCHA), its officers, officials, employees, agents, partners, and volunteers. Any insurance or self-insurance maintained or expired by the Authority (KCHA), its officers, officials, employees, agents, partners, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled or materially changed, except after thirty (30) days [ten days (10) for non-payment of premium] prior written notice by certified mail, return receipt requested, has been given to the Authority (KCHA).

4. Maintenance of the proper insurance for the duration of the contract is a material element of the contract. Material changes in the required coverage or cancellation of the coverage shall constitute a material breach of the contract.
5. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best rating of no less than A-: VII. Consultants must provide written verification of their insurer's rating.
6. Verification of Coverage: The Consultant shall furnish the Authority (KCHA) with original certificates and amendatory endorsements affecting coverage required by this clause. All policies, certificates and endorsements are to be received and approved by the Authority (KCHA) before Consultant commences work or delivery of products or services. The Authority (KCHA) reserves the right to require complete, certified copies, or pertinent parts thereof, of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.
7. Subconsultants: Any subconsultant shall include all Consultants as Additional Insured under its policies. Consultant shall be responsible for subconsultant complying with such requirement, and failure to confirm compliance shall constitute breach of contract by the Consultant. All coverage for subconsultants shall be subject to all of the requirements stated herein.
8. Claims Made Policies: In the event that the professional liability insurance required by this contract is written on a claims-made basis, Consultant warrants that any retroactive date under the policy shall precede the effective date of this contract and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning at the time work under this contract is completed.

6.2 Indemnification and Hold Harmless

The Consultant hereby agrees to indemnify, defend, and hold harmless the KCHA, its successors and assigns, director, officials, officers and employees, volunteers, partners, and agents (all foregoing singly and collectively "Indemnitees"), from and against any and all claims losses, harm costs, liabilities, damages and expenses, including, but not limited to, reasonable attorney's fees and costs arising or resulting from the performance of the services or the work, or the acts or omissions of the Consultant, its successors, and assigns, employees, subcontractors or anyone acting on the consultant's behalf in connection with this Contract or its performance of this Contract.

PROVIDED, however, that the consultant will not be required to indemnify, defend, or save harmless the indemnitee as provided in the preceding paragraphs of this section if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the indemnitee. Where such claims, suits, or actions result from the concurrent negligence of (a) the indemnitee or the indemnitee's agents or employees and (b) the Consultant or the Consultant's agent or employee, the indemnity provisions provided in the preceding paragraphs of this section shall be valid and enforceable only to the extent of the Consultant's negligence or the negligence of its agents and employees.

FURTHERMORE, the consultant acknowledges that the foregoing indemnity is specifically and expressly intended to constitute a waiver of the consultant's immunity under Washington's Industrial Act, RCW Title 51, to the extent such immunity otherwise might limit consultant's indemnification obligations herein, and that this waiver has been specifically negotiated and agreed upon by the parties.

The Consultant hereby agrees to require all its subconsultants or anyone acting under its direction or control or on its behalf in connection with or incidental to the performance of this Contract or any of the work thereunder to execute an indemnity clause identical to the one above, specifically naming King County Housing Authority as Indemnitee (and shall provide KCHA with copies of the same). Failure to do so shall constitute a material breach of this Contract by the Consultant.

7. FAIR HOUSING STATEMENT

It is the policy of the Housing Authority to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U.S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the grounds of race, color, sex, religion, age, national or ethnic origin, parental status, familial status, actual or perceived sexual orientation or gender identity or disability be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under the Housing Authority's programs.

To further its commitment to full compliance with applicable Civil Rights laws, the Housing Authority will provide Federal/State/local information to applicants/tenants of the Public Housing program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the Housing Authority's Area Offices. In addition, all written information and advertisements will contain the appropriate language and logo.

The Housing Authority will assist any family that believes they have suffered illegal discrimination by providing them with copies of the appropriate housing discrimination forms. The Housing Authority will also assist them in completing the forms if requested and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

8. EQUAL OPPORTUNITY STATEMENT:

KCHA is an equal opportunity employer. We do not discriminate in hiring or employment based on race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation or gender identity, or any protected status.

9. COOPERATIVE PURCHASING:

This bid and contract may be anticipated for use by other government agencies. The host agency of this bid and contract has entered into intergovernmental (Interlocal) purchasing agreements pursuant to RCW 39.34 with other government agencies. Interlocal purchasing agreements allow either party to make purchases at the other party's accepted bid price. By submitting an Offer, the Consultant agrees to make the same bid terms and price, exclusive of freight and transportation fees, available to other such governmental agencies. The host agency will in no way whatsoever incur any liability in relation to specifications, delivery, payment, or any other aspect of purchases by such agencies.

ATTACHMENT A***FIRM'S EXPERIENCE RECORD***

NAME OF FIRM: _____

BUSINESS ADDRESS: _____

INDIVIDUAL () PARTNERSHIP () CORPORATION () LLC () (check one)

Please provide a list of projects completed by your firm. Please list projects by order of most similar in scope to the work specified in the RFQ. Attach separate pages if needed for additional projects.

	Project 1	Project 2
Project Name		
Funding Source(s)		
Public Procurement?		
ESDS?		
Accessibility Standards?		
Rehab or New Construction		
Occupied or Vacant		
Jurisdiction		
Principal in Charge		
Project Arch / Manager		
Number of Units		
Project Duration (months)		
Year Completed		
Total Construction Cost		
Design Contract Value		
Sub Consultants:		
Mechanical		
Structural		
Cost Estimating		
Landscape		
Other		
Owner / Client Name		
Project Location		
Contact Person		
Phone		
Email		
General Contractor		

	Project 3	Project 4
Project Name		
Funding Source(s)		
Public Procurement?		
ESDS?		
Accessibility Standards?		
Rehab or New Construction		
Occupied or Vacant		
Jurisdiction		
Principal in Charge		
Project Arch / Manager		
Number of Units		
Project Duration (months)		
Year Completed		
Total Construction Cost		
Design Contract Value		
Sub Consultants:		
Mechanical		
Structural		
Cost Estimating		
Landscape		
Other		
Owner / Client Name		
Project Location		
Contact Person		
Phone		
Email		
General Contractor		

	Project 5	Project 6
Project Name		
Funding Source(s)		
Public Procurement?		
ESDS?		
Accessibility Standards?		
Rehab or New Construction		
Occupied or Vacant		
Jurisdiction		
Principal in Charge		
Project Arch / Manager		
Number of Units		
Project Duration (months)		
Year Completed		
Total Construction Cost		
Design Contract Value		
Sub Consultants:		
Mechanical		
Structural		
Cost Estimating		
Landscape		
Other		
Owner / Client Name		
Project Location		
Contact Person		
Phone		
Email		
General Contractor		

The consultant hereby certifies that the information contained in this Firm's Experience Record is accurate, complete and current.

BY: _____

NAME: _____

TITLE: _____

DATE: _____

ATTACHMENT B

QUALIFICATIONS / SUBCONSULTANT'S LIST

NAME OF FIRM _____

ADDRESS _____

BUSINESS TYPE: () ARCHITECTURAL () ENGINEERING (Please specify) _____

NO. OF YEARS IN BUSINESS: _____ BUSINESS LICENSE NO.: _____

FEDERAL ID #: _____

NO. OF YEARS OF EXPERIENCE PERFORMING SPECIFIC TASKS AS STATED IN RFQ DOCUMENTS: _____

NO. OF EMPLOYEES IN YOUR COMPANY: _____

INDICATE CLEARLY THE KIND OF WORK YOUR FIRM WILL ACTUALLY PERFORM IN THIS PROJECT

APPROXIMATE % OF WORK YOUR FIRM WILL ACTUALLY PERFORM _____

DO YOU INTEND TO USE SUBCONSULTANT(S) IN THIS PROJECT?

YES () NO () (If yes, please show the name of the subconsultant)

SUBCONSULTANTS NAME, ADDRESS & PHONE #	ARCHITECTURAL or ENGINEERING	YEARS OF EXPERIENCE IN BUSINESS
1. _____ <u>Contact Person:</u> _____ _____ _____	_____	_____
2. _____ <u>Contact Person:</u> _____ _____ _____	_____	_____
3. _____ <u>Contact Person:</u> _____ _____ _____	_____	_____

(Provide additional page(s) as required)

The offeror hereby certifies that the information contained in this Qualification / Subconsultants list is accurate, complete and current.

BY: _____
(signature)

NAME: _____
(print)

TITLE: _____

DATE: _____

ATTACHMENT C

CONSULTANT CERTIFICATION

PROJECT NAME: _____

NAME OF FIRM: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____ EMAIL: _____

FEDERAL TAX I.D. No.: _____ WA STATE U.B.I. No.: _____

OWNERS OF FIRM (Must list **all** owners, list additional owners on reverse side if necessary):

Name of Owner(s):

Under penalties of perjury, I/We hereby certify that: (circle appropriate responses)

1. I/We have a complete copy of the RFQ Documents and Drawings (if applicable) for this project as supplied by the King County Housing Authority.
2. I/We have no contractual or other disabilities that would prevent us from meeting the various requirements contained in the Bid Documents to the greatest extent feasible and with good faith efforts to attempt to meet the attached goals.
3. I/We certify that we do not and will not maintain, nor permit our employees to work in a location where segregated facilities are maintained, except for separate or single-user toilet and changing facilities, if necessary, to assure privacy between the sexes.
4. I/We certify that we have/have not participated in an Equal Employment Opportunity Plan in the past that required filing reports with the Government; and that if we have, we have/have not filed all reports due. If we have not, we will file same within the next _____ days.
5. I/We certify that the number shown on this form is my/our correct taxpayer identification number (or I/we am/are waiting for a number to be issued to me/us), **and**
6. I/We further certify that I/we are not subject to backup withholding because; **(a)** I/we are exempt from backup withholding, or **(b)** I/we have not been notified by the Internal Revenue Service that I/we are subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me/us that I/we are no longer subject to backup withholding.

(NOTE: You must cross out item # 6., if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return.)

7. _____, who is _____

of our firm has been designated as the responsible official to be sure required reports are submitted, and record keeping complies with all the applicable regulations.

(Signature)

(Title)

(Date)