

**Request for Proposal #1-2020**  
**Austell Downtown Master Plan Update**  
**Livable Centers Initiative Study**



Released On: July 31, 2020

Due On: Thursday, September 10<sup>th</sup>, 2020 (2:00 pm EST)

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## Introduction

### **Purpose of Proposal:**

The City of Austell is accepting proposals from qualified firms for the purpose of completing the Livable Centers Initiative (LCI) study. The Austell Downtown Master Plan Update will update current LCI plan to provide a blueprint for the rejuvenation of downtown Austell, looking at improvements to transportation, zoning, and the development of economic development strategies.

### **Schedule:**

The Request for Proposals (RFP) is scheduled as follows:

Milestone	Deadline Date
RFP Advertised	Friday, July 31 <sup>st</sup> , 2020
Pre-bid Meeting (virtual)	Tuesday, August 18 <sup>th</sup> , 2020 (2:00 pm EST)
Deadline for Question Submission	Tuesday, August 25 <sup>th</sup> , 2020 (5:00 pm EST)
Deadline for Submitting Proposals	Thursday, September 10 <sup>th</sup> , 2020 (2:00 pm EST)

### **Communication with Staff:**

From the issue date of the solicitation document and until a Consultant is selected and the selection is made public, Consultants are not allowed to communicate for any reason with any City staff or elected official with the exception of the Purchasing Agent, or as provided on existing contracts. For violation of this provision, the City may reject any proposal of the offending offeror.

### **Questions and Answers:**

All questions concerning this RFP must be submitted via email or writing to the City's Finance Department:

Finance Department  
City Hall  
2716 Broad Street, S.W.  
Austell, Georgia 30106  
Office: (770) 944-4300  
Email: [accountspayable@austellga.gov](mailto:accountspayable@austellga.gov)

Questions and clarification requests must be received by Tuesday, August 25<sup>th</sup>, 2020 by 5:00 pm EST. Answers and clarifications issued by the City will be in the form of an addendum to the proposal instructions and will be issued to all known potential offerors and placed on the City's website not later than Monday, August 31<sup>st</sup>, 2020. It is the proposer's responsibility to ensure that they have all applicable addenda prior to submittal. This may be accomplished via contact with the Purchasing Agent via email or by visiting the City's website prior to submittal.

## Scope of Work

The City of Austell desired to have prepared a study that will focus on the town center/ downtown area as identified in 'Envision Austell' – the 2017 Comprehensive Plan update. Additionally, the project will also study the Austell-Powder Springs Road corridor in collaboration with Cobb County and the City of Powder Springs, with a focus within the Austell city limits. The purpose of this study is to create an implementable vision for the City of Austell, driving economic development and focusing on creative placemaking.

### **Type of Services and Objectives:**

The 2020 LCI study seeks to support the city vision to focus on stimulating economic growth by revitalizing the historic downtown area, creating a visually aesthetic community to enhance character and identity and promoting transportation safety, connectivity and accessibility by expanding multi-modal opportunities. Evaluation of the existing infrastructure and development of likely improvements should produce recommendations for future investment that support ARC's Livable Centers Initiative Program.

The City of Austell has been awarded LCI funds for consulting services to establish LCI related programs and projects within the LCI Study Area (Attachment A). The selected firm shall provide the tasks outlined in the RFP. Submitting firms must demonstrate their knowledge of LCI implementation projects.

The work to be accomplished under this contract is divided into the following tasks:

### **Task 1 – Public Engagement**

The goal of this task is to develop a local planning outreach process that promotes the involvement of all stakeholders in the study area, with efforts and accommodations made to include low to moderate income, minority, ethnically diverse and elderly or disabled citizens.

The City will provide recommendations on stakeholders and facilitate their involvement in the study process. These tasks will be documented through meeting notices, meeting summaries and other written communications. A ledger of public comments and the plan's responses to those comments should be addressed in the study reports and recorded in Appendices. The public involvement process shall, at a minimum, include the following components:

- Project Management Team to include a representative from the City, the consultant, and ARC. This team shall meet in person or virtually to discuss the study progress and provide advice on public involvement and other planning process issues.
- Stakeholder Group including representatives from relevant state, regional and local government departments responsible for land use planning, transportation, and housing (including applicable housing authorities/agencies); plus, community leaders.
- General Public Engagement - A minimum of three (3) public engagement activities, in a format determined by the project team. The following topics/milestones should be covered by the public engagement process:
  - Provide overview of study process, the goals of the study, key dates, and opportunities for public input.
  - Solicit opinions on goals and objectives of the study, stakeholder needs, strengths, weaknesses, opportunities, and threats in the study area.
  - Review preliminary findings, present draft plan, and gather comments.

Considering the current COVID-19 situation, adequate efforts must be made to ensure maximum participation. Virtual meetings and/or digital engagement activities can be used to meet the above activities. A project specific website is required to be set up for this study by the consultant team.

### **Task 2 – Town Center/ Downtown Area Strategic Initiatives Plan**

Amongst others, the top five challenges faced by city are deficiency of economic development opportunities in the downtown area due to the railroad cutting through the City and train-traffic related noise, lack of community character and sense of place, lack of multi-modal mobility options, traffic and safety concerns across the railroad and an absence of trail connectivity. These challenges hinder the downtown area from reflecting community character or instilling a sense of place and impedes it from being a center of attraction and a place of joy. As the City continues to witness growth, economic and community development strategies are crucial. Through strategic SMART (Specific, Measurable, Attainable, Realistic, and Timely) initiatives, this LCI study aims at addressing the challenges through smaller but impactful approaches.

The selected consultant will conduct a thorough review and assessment of existing conditions within the study area including a review of other relevant studies and will create planning level concepts to improve growth and development.

#### **Assessments:**

The focus of the assessment will include, at a minimum, the following:

- Assessment of existing land use in the study area
- Sidewalk inventory to assess potential micro-mobility options
- Assessment of other relevant plans that have had an impact on the City's development and the plan update

#### **Plan Development and Policy Recommendations:**

- Site-specific recommendations for 2-3 catalytic sites in the area that include regulatory recommendations, and visualization of key concepts, including conceptual layouts and renderings.
- Internal mobility improvements including traffic calming, pedestrian and bicycle circulation, micro-mobility options, and safety and security of all modes. This will also include opportunities for continuity of local streets in study area and extension of the street grid. Conceptual renderings of the key transportation recommendations will be required.
- Placemaking strategies including but not limited to public art, wayfinding, lighting, green infrastructure, and streetscapes.
- Strategies to address railroad-related concerns.
- Policies and guidelines to improve street tree canopy in the downtown area.

### **Task 3 – Austell Powder Springs Road Trail Feasibility**

With the prime focus on downtown revitalization, and to address the trail network component, the study will focus on the Austell Powder Springs Road that connects downtown to the rest of the city, City of Powder Springs and the region including connectivity to the Silver Comet Trail. While the assessment would focus on trail feasibility within the city limits, the City would collaborate with the City of Powder Springs and Cobb County, both entities have identified the corridor as a crucial component to enhance multi-modal connectivity.

Outcomes of this analysis will include –

- A framework of policies and programs to help accomplish the vision
- Guidance for development type, scale, and character in the study area including planning level concept layouts and visualization
- Implementation strategies, specifically for public investment in the LCI area.

#### **Task 4 – Housing and Market Analysis**

Prepare a market and housing analysis that supports the plan recommendations and ensures the proposed plan is realistic. The focus of the assessment will include, at a minimum, the following:

- Level of market opportunity and depth by land use and product type (i.e. how much and what type of retail is needed, overbuilt, etc.)
- Demand and feasibility assessment for housing (by type and cost), retail, office, and other uses within the LCI area and an assessment of competing uses in districts near the LCI area
- Develop customer profiles, which should include detailed demographics, lifestyle segmentation data, commuting patterns, actual customer spending habits, or other pertinent information
- Identify where new development can be located to catalyze further reinvestment most effectively
- Identify new housing development types that can be introduced within the LCI study area that align with the guidance for development type, scale, and character in the study area.
- Develop recommendations that identify best practice(s) and/or development incentives or financing mechanisms for housing and economic development that align with the Regional Housing Strategy and The Atlanta Region’s Plan.

#### **Task 5 – Design Standards**

Developing design guidelines for the Town Center/ Downtown Area is a crucial goal for the study. The guidelines will contain the procedures, standards, and imagery necessary to ensure proper preservation, restoration, construction, and reconstruction of structures and cultural landscapes within the area. Examples of design guidelines will include but is not limited to standards for street furniture, lighting, pavers, signage etc.

The design guidelines will serve as the primary resource for property owners conducting any reconstruction, rehabilitation, or restoration in the downtown area. In addition, they will provide a guide for the Downtown Development Authority to use in decision making and for the Department of Community Affairs to use when reviewing alterations to any structures or properties.

The design guidelines shall include gateway, directional, and interpretive signage for sites deemed to be particularly important or strategically located. The City seeks a distinctive and charming series of signs that will present a cohesive downtown identity based on best design practices.

#### **Task 6 – Deliverables**

The goal of this task is to compile the results of the overall work effort, the study process, relevant findings, and recommendations into a final study/plan document. The final report shall include the following (not necessarily in this order) into an easy to read format:

- **Executive Summary**
- **Summaries of the plan development process from Task 1:**
  - A description of the study process and methodology, data gathering techniques and findings, and general outcomes.

- A description of the public participation process used to achieve a community-supported program of improvements.
- **Assessment of Existing Plan and Conditions from Task 2:**
  - A description of the findings and assessments from Task 2 including the status of key LCI recommendations from the previous plan.
  - Updated Concept Plan and Study, including:
  - Maps, concept illustrations, and other graphic representations to support the plan including (but not limited to): the study area, existing land use, future land use, existing transportation facilities, and proposed transportation improvements.
  - Catalytic Projects locations
  - Locations of Transportation recommendations.
- **Trail Feasibility Analysis from Task 3:**
  - Include a summary of the trail feasibility analysis with conceptual recommendations, policy guidelines and an implementation plan.
- **Housing and Market Analysis from Task 4:**
  - Include a summary of the Housing and Market analysis and economic development recommendations in the planning document and provide the full report as an appendix.
- **Design Standards from Task 5:**
  - A description of the changes required within zoning ordinance, development regulations and/or other locally adopted policies to support the concept plan and street design standards, with revised language for adoption, and including a committed schedule for adopting such changes.
- **Implementation Strategy:**
  - Describe the organizational structure and processes that will be used to ensure the action plan items are implemented. Focus should be given to collaboration opportunities with other organizations and strategies to ensure continued support from local elected officials, citizens, and businesses.
  - Recommendations from the Market and Housing Analysis.
  - A 100-day Action plan shall be developed to include no-cost or very low-cost actions and organizational steps needed to keep momentum going and the stakeholders involved and sharing responsibility for the plan's success. This action plan should include short term creative placemaking measures and temporary transportation installations that the City of Austell can undertake to test out concepts in a lighter, cheaper, faster manner.
  - An evaluation process used to monitor plan implementation and update the action plan every five years (or more often if need), should be identified.
- **Five-year Implementation Plan (aka Schedule of Actions):**

Using the "5 Year Implementation Plan" template provided by ARC, create a list of all actions and projects that are planned in the study area to implement the study goals, programs, and projects. Schedules should include estimated start date, completion date, cost estimate, and responsible party. This short-term implementation plan should include specific actions with start and end dates that implement the LCI plan, including, but not limited to:

  - A prioritized description of transportation improvement projects (local, state and federal) that will support the study area goals;
    - A prioritized description of housing strategies, particularly for affordable and mixed income housing developments, that support a job-housing match, aging in place, and

efficient utilization of transportation facilities in the study area. These should align with the Regional Housing Strategy recommendations and the Regional Housing Demand Forecast

- A prioritized description of economic development and placemaking strategies
- A prioritized description of transportation improvement projects that are longer term in nature five-year implementation plan.
- **Appendix**
  - The full market/fiscal feasibility report
  - Detailed transportation assessment
  - Revised Land Development regulations to implement the concept plan including the street design standards.
  - Any other technical reports as necessary

**Format of Final Deliverables:**

- One (1) printed copy of the complete final report and appendices (8.5"x11"). Plans and graphics may be 11"x17" format
- PDF file of Final Report and all appendices
- The 5-Year Implementation Plan in Excel using the ARC template.
- All electronic files in their original formats (e.g. MS Word, Excel, InDesign, etc.) with supporting graphics and GIS shape files



## **Proposal Format**

### **Packaging of Proposal:**

Clearly label the outside of the shipping package/ envelope as follows:

- Name of Firm/ Team submitting the proposal
- Name of Primary Point of Contact for lead firm
- RFP Number

### **Number of Proposal Copies:**

The Offeror shall submit one original (conspicuously marked “Original”), five (5) copies, and one CD or flash drive containing an electronic copy in a single PDF document of their written proposal

### **Submittal Requirements:**

Proposals must be submitted no later than **Thursday, September 10<sup>th</sup>, 2020 by 2:00 pm EST** to:

Finance Department  
City Hall  
2716 Broad Street, S.W.  
Austell, Georgia 30106

All proposals must be received by the City by the due date; it is not sufficient to show that the submittal was mailed in time to be received before the scheduled RFP closing time.

### **Preparation of Proposal:**

Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. Provide a written proposal that presents the team qualifications and understanding of the work to be performed. Include all information requested, organized in tabbed sections clearly identified in a table of contents as described in the paragraphs that follow. Any other information thought to be relevant may be provided as a separate appendix to the proposal. All proposals should include the information outlined below and in the following order. Maximum number of pages are stated for each item.

1. Cover Letter (1 page)
2. Table of Contents (1 page)  
Company Information (3 pages) - Include primary firm and sub-consultants. Identify any sub-consultants and provide a summary of their scope of services. List the address, email address, and telephone number of the offices from which the services are to be provided.
3. Qualifications and Experience of Key Personnel (6 pages) -  
Identify who will be the project manager and key staff assigned if awarded. Provide resumes summarizing the qualifications and experience of the individuals who will be conducting the study. Include specific information on the staff's experience with planning, market analysis, and community engagement.
4. Organizational Chart (1 page) – This can be an 11 x 17 foldout if desired.
5. Project Approach (8 pages) –  
Provide a statement describing the Scope of Work as you understand it. Describe the approach, means, methods, and procedures to be used to gather data, analyze findings, perform community engagement tasks, and develop recommendations as requested. Include any information demonstrating understanding and insights related to the Projects Scope of Work.

6. Project Timeline (1 page) -  
Provide a proposed schedule of tasks including key milestones for deliverables. It is expected that the work will commence as soon as possible after the contract is awarded; and that the project will be completed within the timeframe established by the Atlanta Regional Commission.
7. Similar or Related Projects and References (4 pages) –  
For the consultant and any sub-consultants, describe at least five (5) similar or related projects successfully completed within the last five (5) years and include the name, address, telephone number, and an e-mail address for reference checks.
8. Cost of Services  
Provide a proposed cost approach and fee itemized by each work task as outline in the Scope of Work that identifies standard hourly billing rate for each staff member anticipated to work on the Project; estimated reimbursable expenses; and a rate schedule for computing any extra work not specified in the contracted Scope of Work.
9. Required Forms (Not included in the page count)  
The completed required forms listed below shall be initialed and signed as required. Sample forms are attached at the end of the document.
  - Certification of RFP and Acknowledgement of Addenda
  - Georgia Illegal Immigration Reform and Enforcement Act Form
  - Terminations Form

Forms and affidavits required by this subsection shall be considered an open public record once a public employer has entered a contract for services; provided, however, that any information protected from public disclosure by federal law shall be redacted.

## Selection Criteria

### **Scoring:**

The selection will be based on the qualifications of the consultant team and the quality of the Proposal. However, the City of Austell reserves the right to call references provided in the submittal and to require phone or personal interviews with firms requiring additional evaluation. The following criteria will be used for the evaluation:

Criteria	Score
Quality and thoroughness of the proposal. Consultant understanding and approach to the required tasks and needs.	30
Related experience of the firm/team with similar projects comparable in type, size, and complexity.	20
Demonstration of understanding and commitment to execute creative, contextual, and engaging approaches to community engagement. Ability to reach under-represented citizens and their successful inclusion into the engagement process.	15
Demonstrated ability to perform high quality work, to control costs, and to meet project schedules.	25
Pricing approach related to the tasks listed	10

### **Evaluation:**

The City of Austell reserves the right, in its sole discretion, to reject any submittal it considers to be non-responsive. Should the City of Austell fail to reach agreement with the firm/team initially selected, the City reserves the right to commence negotiations with the next highest ranked firm/team. The City of Austell may select a firm without an interview or may choose to interview all or a limited number of applicants. Participation of a DBE certified consultant is requested with a goal of 17.61%. DBE requirements are governed by 49 CFR Part 26 and apply to all federally funded projects.

## Terms and Conditions

- No person or business entity shall on the grounds of race, color, national origin, sex, age, or handicap/disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the City.
- The City reserves the right to reject any and all proposals, to waive any and all irregularities or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City. It is also within the right of the City to reject proposals that do not contain all elements and information requested in the RFP.
- The City reserves the right to cancel this RFP at any time.
- Ownership of all data, materials, and documentation prepared for and submitted to the City in response to this request for proposal shall belong exclusively to the City and will be considered a record prepared and maintained or received in the course of operations of a public office or agency and subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-70, et. seq., unless otherwise provided by law.
- Proposals will not be accepted from any person, firm, or corporation who is in arrears in any debt or obligation to the City of Austell or any other governmental entity.
- Compliance with Laws: In connections with the furnishing of supplies or performance of work under the contract, the Offeror agrees to comply with the Fair Labor Standards Act, Equal Opportunity Employment Act, Georgia Security and Immigration Compliance Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontractors awarded hereunder.
- Right to negotiation: The City reserves the right to negotiate with the selected Offeror the fee for the proposed scope of work and the exact terms and conditions of the contract.
- The logo of the City of Austell is protected and may not be used in submissions to the City. When using a logo, proposers should use their corporate logos only.
- Proposal Withdrawal: A submitted proposal may be withdrawn prior to the due date by a written request to the Purchasing Agent. No proposals may be withdrawn for a period of sixty (60) days after the scheduled time to receive the proposal.
- Cost of Preparing Proposals: The cost for developing the proposal is the sole responsibility of the Offeror. The City of Austell will not provide reimbursement for such costs.
- The City's policy and procedures for this process are available in the Purchasing Department for inspection.

## **Other Information**

### **Financial Standing:**

The contractor selected must be able, if requested, to provide proof that they are in good financial standing. All records submitted by the Contractor may be subject to the Georgia Open Records Act, O.C.G.A. § 50-18-70 et seq. As such, the Contractor should be careful to not provide any proprietary information. In addition, the City may require contact information with the contractor's financial institution(s), along with the necessary consent for the City to contact the institution to inquire as to the financial status of the contractor.

### **Multiple Vendors:**

The City encourages free and open competition among offerors. Whenever possible, the City will design specifications, proposal requests, and conditions to accomplish this objective, consistent with the necessity to satisfy the City's need to procure technically sound, cost-effective services and supplies. While the City expects to make only one award, multiple vendors may form a team to submit a joint proposal. All firms and individuals involved in each team must be identified in the proposal. A single individual and firm must be designated as having overall responsibility for services. The lead individual and firm will serve as the City's primary contact and will be responsible for ensuring agreed-upon timelines and work requirements are met.

### **Insurance Requirements:**

Prior to the award of a contract, the Contractor shall furnish a Certificate of Coverage or other proof that it has the following insurance with the City named as additional insured that must remain in force for a period of at least one year after completion of the work:

- Commercial General Liability
  - Each Occurrence \$2,000,000
  - Claims-Made Occur 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 - Comp/Op Agg \$4,000,000
- Automobile Liability
  - Combined Single Limit (Ea Accident) \$1,000,000
- Umbrella Liability
  - Each Occurrence \$10,000,000
- Excess Liability
  - Aggregate \$10,000,000
- Workers Compensation and Employers' Liability
  - E.L. Each Accident \$1,000,000
  - E.L. Disease - EA Employee \$1,000,000
  - E.L. Disease - Policy Limit \$1,000,000
- Professional Liability
  - Per Claim 5,000,000
  - Aggregate 5,000,000

## **Required Forms**

### **Certification of RFP Submittal and Acknowledgement of Addenda:**

See Attachment B

The person that signs the RFP shall have the authority to negotiate the full scope of services on behalf of the organization and shall be authorized to bind the contract to the terms and conditions of this RFP.

### **Georgia Illegal Immigration Reform and Enforcement Act (IIREA) Form:**

See Attachment C

In compliance with Georgia Security & Immigration Compliance Act of 2006 – O.C.G.A. 13-10-91, no public employer shall enter into a contract pursuant to this chapter for the physical performance of services within this state unless the contractor registers and participates in the federal work authorization program to verify information of all newly hired employees or subcontractors. Before a bid for any such service is considered by a public employer, the bid shall include a signed, notarized affidavit from the contractor attesting to the following:

- (A) The affiant has registered with and is authorized to use the federal work authorization program.
- (B) The user identification number and date of authorization for the affiant; and
- (C) The affiant is using and will continue to use the federal work authorization program throughout the contract period.

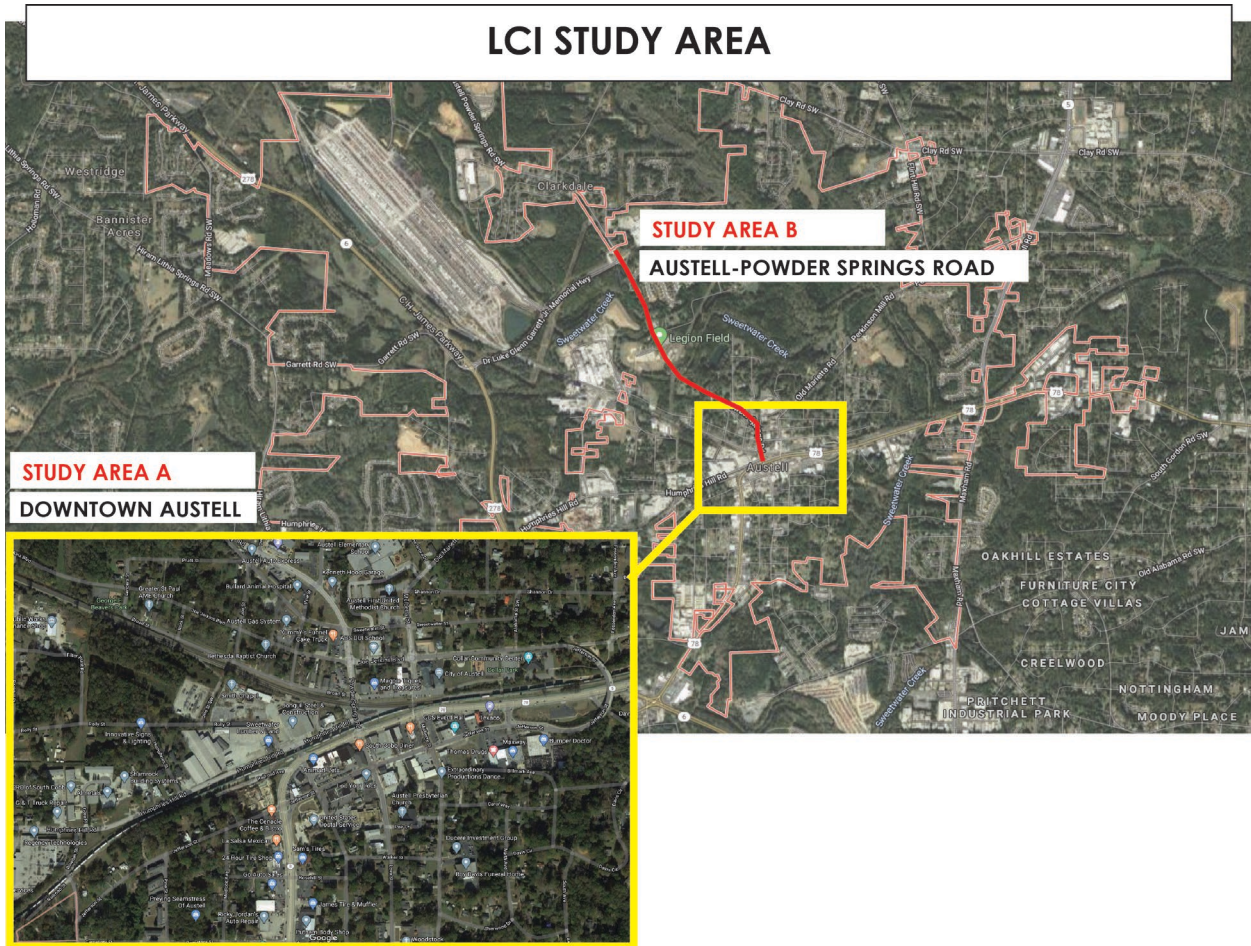
### **Terminations Form:**

See Attachment D

Interested Offerors are required to list each project within the previous five (5) years on which it was terminated or failed to complete the project.



Attachment A - LCI Study Area



## Attachment B – RFP Certification Form

The undersigned declares that she or he is an authorized agent of the company or firm listed as the primary offeror; has carefully examined all the documents contained in this Request for Proposals (RFP) solicitation for the project; and certifies to the best of her/his knowledge that this Proposal fully complies with the requirements of the RFP and all addenda and clarifications issued in regard to the RFP.

The undersigned also hereby certifies that no person acting for or employed by Peachtree City is directly or indirectly interested in this Proposal or any subsequent proposal, or in any contract which may be made under it, or in expected profits to arise therefrom; that the undersigned Offeror has not influenced or attempted to influence any other person or corporation to file a Proposal or any subsequent proposal or any other person or corporation; and that this submission is made in good faith without collusion or connection with any other person or corporation applying for the same work under a different Proposal.

The undersigned states that she or he has the necessary licenses, certifications, and professional credentials necessary to practice their respective professions within the State of Georgia.

Acknowledgement of Addenda. By Signing below, the interested Offerors acknowledges receipt of the following addenda to this RFP:

Addenda No. (If any) \_\_\_\_\_

SIGNED UNDER THE PENALTY OF PERJURY:

Signature: \_\_\_\_\_

(Signature of Authorized Agent)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_

Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_



**Attachment C – E-Verify Form**

CONSULTANT AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b) (1)

By executing this affidavit, the undersigned contractor verifies its compliance with § O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation (“Consultant”) which is engaged in the physical performance of services on behalf of the City of Austell has registered with, is authorized to use and uses federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in § O.C.G.A. 13-10-91.

Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by § O.C.G.A. 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_

Federal Work Authorization User Identification Number	Date of Authorization
---	-----------------------

\_\_\_\_\_

Company Name / Contractor Name

\_\_\_\_\_

Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_ in \_\_\_\_\_

(City) (State)

BY: Signature of Authorized Officer or Agent

\_\_\_\_\_

Printed Name and Title of Authorized Officer or Agent of Contractor

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_

Notary Public

My Commission Expires: \_\_\_\_\_

**Attachment D – Terminations Form**

<b>Project Name</b>			
Contracted With		Contract Amount	
Start & End Dates		Percent Complete	
Scope of Work			
Reason for Termination or Failure to Complete			

<b>Project Name</b>			
Contracted With		Contract Amount	
Start & End Dates		Percent Complete	
Scope of Work			
Reason for Termination or Failure to Complete			

<b>Project Name</b>			
Contracted With		Contract Amount	
Start & End Dates		Percent Complete	
Scope of Work			
Reason for Termination or Failure to Complete			