



Request for Qualifications # 240141014001

**Architectural/Engineering/Landscape Architectural/Surveying Services
For Project(s)**

A. Patton Park and Pool Renovations

B. Whitmire Activity Center and Tom's Park Renovations

Date Issued: November 27, 2024

Due Date: January 15, 2025 @ 11:00 AM



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I. Project Description

The City intends to contract with one qualified firm to provide professional planning, design, surveying, engineering, permitting (building, environmental, floodplain), and construction administration services for the development of the following civic facility projects:

- Patton Park and Pool Facility
- Whitmire Activity Center and Tom's Park

The City is requesting conceptual design services to be provided as a single contract and subsequently providing an additional contract for design development through bidding, permitting, and construction administration services. The construction delivery method will be determined at the conclusion of the conceptual design phase with the guidance and input of the selected design firm and may include design-bid-build, design-build, or construction manager at-risk (CMaR). Additionally, the City has recently adopted a Parks Master Plan which is available for reference at <https://www.hendersonvillenc.gov/parks>. A brief description of each project is provided below.

Patton Park and Pool

The City's Patton Park and Pool facility is located at 114 E. Clairmont Drive in Hendersonville, NC. The pool facilities constitute approximately 47,000 square feet of space, including three buildings, a large pool with diving board, and a smaller kiddie pool. A picture of the area described is below.



This project is expected to initially consist of a complete inspection, assessment, and evaluation of the park and pool facilities to determine how they might be restored to normal operations following immense damage from Hurricane Helene. The selected firm will develop and refine concepts for other possible options including but not limited to improvements to the existing footprint and facility with a complete rebuilding of the main pool structure, and a mitigation project to build resiliency in the pool facility and elevate the footprint, and overall park and stream improvements as noted in the Parks Master Plan.

Whitmire Activity Center and Tom's Park

The City's Whitmire Activity Center is located at 310 Lily Pond Rd. in Hendersonville, NC. The facility sits on a park site that also consists of the City's Tom's Park. Wash Creek runs through the center of the property with a pedestrian bridge connecting the park and activity center. The site footprint is approximately 100,000 square feet, and the facility footprint is approximately 23,000 square feet. The existing facility includes a large assembly room, roll-up access door, kitchen, restrooms, smaller meeting spaces, outdoor bleachers, ticket booth, and shuffleboard courts. A picture of the area described is below.



This project is expected to initially consist of a complete inspection, assessment, and evaluation of the park and activity center to determine how they might be restored to normal operations following immense damage from Hurricane Helene. The selected firm will develop and refine concepts for other possible options including but not limited to, adding amenities (ex. playground, splashpad, etc.) to the site and reimagining the use cases for the main structure, a mitigation project to build resiliency in the facility and elevate the footprint and/or reconfigure/stabilization of the existing stream, and overall park improvements as noted in the Parks Master Plan.

The architectural, engineering, landscape architectural, and surveying services related to the contracts generally consists of the following; however, the scope may be refined after further inspection, testing, and evaluation of existing conditions:

- Inspection, assessment, and evaluation of the existing relevant facilities.
- Development of professional cost estimates.



- Deliver a conceptual design for the Patton and Whitmire projects to the City Council at the retreat in late February or early March.
- Identify and perform necessary permitting requirements.
- Identify potential funding sources and help facilitate the applications as necessary.
- Development of detailed construction plans and technical specifications including architectural, civil, mechanical, electrical, and structural designs.
- Bidding and construction phase support as allowed by applicable law.

Professional services required for these projects may include, but are not limited to, the following list of disciplines. The disciplines in bold will be the primary focus when evaluating the SOQ's.

- **Master Planning**
- Surveying
- Geotechnical Exploration
- **Landscape Architectural Design**
- **Civil Engineering**
- **Architectural Design**
- **Structural Engineering**
- **Hydraulic Engineering/Flood Studies**
- **Permitting**
- **Cost Estimating**
- **Construction Administration (using various delivery methods)**

It is expected that the selected firm will be available to assist staff with any potential public input sessions, meetings with City Council, and presentations to stakeholder groups. It is the goal of the City to present concepts to the City Council at their City Council Budget Retreat in late February or early March. Projects may be completed in phases, at the City's request.

Because state and federal funds may be used to fund any or all of the services eligible to be provided under this RFQ for the chosen firm, all responding firms are required to comply with the requirements of the 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance"), in addition to the North Carolina Mini-Brooks Act found at North Carolina General Statutes, Chapter 143, Article 3D in responding to this RFQ, including but not limited to the identification of subconsultants and subcontractors as a part of the response to this RFQ. Firms should familiarize themselves with the requirements of these applicable laws. The City reserves the right to proceed with all, part or none of the services listed above, in the City's sole and absolute discretion.

SPECIAL NOTE: Responding team's firms should be licensed to practice surveying and to practice engineering by the North Carolina Board of Examiners for Engineers and Surveyors and have at least one staff member currently licensed as a Professional Engineer and one staff member licensed as a surveyor in the State of North Carolina and licensed to practice



architecture by the North Carolina Board of Architects and have at least one staff member currently licensed as a Licensed Architect in the State of North Carolina. Firms should have demonstrated experience and ability in administering private, state and federal grants and loans, and the compliance with contracting, procurement, and construction administration and reporting requirements under both state and federal law and private grant requirements.

The specific details shown herein shall be considered minimum unless otherwise shown. The specifications, terms, and conditions included with this RFQ shall govern in any resulting contract(s) unless approved otherwise in writing by the City of Hendersonville. The bidder consents to personal jurisdiction and venue in a state court of competent jurisdiction in Henderson County, North Carolina.

The contract will be awarded to the firm deemed to best qualified as required by the North Carolina law, and to have submitted the SOQ that is the most advantageous to the City in consideration of the factors included in this RFQ, and other relevant factors as required under federal law. The City may cancel this RFQ or reject SOQs at any time prior to an award and is not required to furnish a statement of the reason why a particular firm was not determined to be best qualified, or why particular SOQ was not deemed to be the most advantageous. The award document will be one or more contracts incorporating by reference all the requirements, items, and conditions of the RFQ. **The City of Hendersonville reserves the right to reject any and all submissions and to waive immaterial irregularities in submissions. Failure to comply with the requirements of this request for SOQ may render a submission non-responsive and ineligible for consideration.**



II. Statements of Qualification

The format of the Statements of Qualifications (SOQs) shall be submitted per the responding firm's judgment. In general, SOQs shall be organized in a manner that will facilitate the evaluation of the responding firm and should specifically address each evaluation criteria. Additional information beyond what is listed for each criterion in the preceding section that is deemed relevant may also be submitted. **The SOQ shall be no more than 30 pages in total length.**

Firm Information:

- Firm name.
- Address of principal office where work will be performed.
- Phone number, website and e-mail information.
- Name and information of the individual who will be the City's primary contact and project manager.
- Firm's current hourly fee schedule.

Proposed project team:

- A summary of the firm's proposed team to be assigned and their expected roles for the subject project. The City expects qualified firms to provide a team including subject matter experts in each field, including but not limited to landscape architects, aquatics professionals, professional cost estimators, civil engineers, park design professionals, environmental and floodplain permitting professionals, and the like.
- A resume of each team member should detail relevant experience, length of service with the firm, job duties, educational and professional background.

Project Approach and Management:

- Provide a detailed description of your approach and process for completing the scope. Include a response to the preliminary scope and identify key risks, challenges and concerns anticipated and any mitigation steps to achieve successful on-time delivery.
- Describe the tools and processes your firm uses to provide preliminary time and budget estimates.

Similar Projects:

- Five projects similar to the subject projects completed or in progress within the last ten years. Similar projects shall be park projects, pool facilities, civic centers, and/or



operations facilities and offices with similar size and complexity. At least two projects should consist of a park, civic center, and/or pool facility.

- Project name and location.
- Nature and detailed description of the project including construction delivery method.
- Project start and completion dates.
- Project construction cost including all construction change orders and the firm's design fees including amendments.
- Project staff and their role. Personnel on the firm's proposed team must have been actively involved in the similar project(s).
- Owner's name, title, and current contact information (email address and phone number).

SubConsultant Qualifications

The City desires to enter into a contract with one Firm that will be responsible for all defined services. If the Firm plans on using subconsultants as part of its implementation plan, Consultant must comply with minority firm solicitation requirements as listed in 200 C.F.R. 200.321, including the latest amendments effective October 1, 2024. Consultant must also provide the company profile, name, address, telephone number and email address for all subconsultants that will be providing support, define the responsibilities and give a description of services to be provided by subconsultants, and describe the Firm's business and reporting relationship with any subconsultants. Identify certified Minority Business Enterprises (MBE) or Women Business Enterprises (WBE) firms, if any. Include references and resumes for all third-party subconsultants in the Statement of Qualifications. The City has the right to accept or reject any changes made to the proposed project team members, including the use of subconsultants

References

Provide a list of all municipalities/counties that your firm has worked for to provide the types of services described in this RFQ for the past seven (7) years. Any City/County from the submitted list may be randomly selected and contacted as part of the Firm's evaluation process. Each client listed should include the following information.

- Name of Organization and Contact
- Title of Contact
- Address (delivery and email)
- Telephone Numbers
- Services Provided

**Submissions.**

- When received, all SOQs and supporting materials, as well as correspondence relating to the RFQ, shall become the property of the City of Hendersonville. SOQs sent by fax nor physical mail will not be accepted.
- SOQs will not be made available to inspect or copy until the contract has been awarded, or a determination is made that a contract will not be awarded.
- In submitting a SOQ, it is understood by the firm that the City of Hendersonville reserves the right to accept any SOQ IN WHOLE OR IN PART, to reject any and all SOQs as non-responsive, and to waive any immaterial irregularities or informalities in SOQs when to do so is in the best interest of the City.
- Any SOQ may be withdrawn or modified by written request of the firm, provided such request is received by the City at the designated email address, attn: Richard Shook, prior to the date and time set for receipt of SOQs.
- If a SOQ includes any proprietary data or information, such data or information must be specifically identified as such on every page on which it is found. Data or information so identified will remain confidential to the extent allowed by North Carolina law pursuant to GS 132-1.2 and will be used by City personnel solely for the purposes of evaluating SOQs and conducting contract negotiations. The practice of labeling unqualified pages as confidential, including the bid form, may result in a SOQ being dismissed from evaluation.
- All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with substantial departure constituting sufficient cause for rejection of the SOQ. However, the City reserves the right to change the conditions, requirements, and specifications in negotiations with the apparent successful consultant.
- No SOQs will be accepted from any person or organization that is in arrears for any obligation to the City.
- All prices quoted must be firm for a period of 90 (ninety) days following the SOQ deadline to allow for evaluation and a contract award period.
- The cost of preparing a response to the RFQ will not be reimbursed by the City.
- All SOQs must include all necessary brochures of proposed service, platform, and related software.
- No agreements with any selected firm shall be binding until a contract is signed and approved by City Council or the City Manager, and executed by authorized representatives of all parties.



III. Evaluation Criteria

Primary evaluation criteria and anticipated weights the City intends to utilize to select the most qualified firm are listed below. Representatives of the City will read, review, and evaluate the qualifications independently based on the evaluation criteria. If the City decides to conduct interviews, firms will be selected to interview based on their SOQ and references. The firms being interviewed will have the opportunity to detail their qualifications, approach to the projects, and their ability/expertise to furnish the services required for these projects based on prior experience. Interview presentations will be limited to personnel who are slated to be directly and in continuous contact with the City during the projects. Selection of the most qualified firm and the most advantageous SOQ by the City will be final and not subject to re-evaluation by the firms submitting SOQs. The following factors will be used in the initial evaluation process:

A. Project Team Qualifications (30 points possible):

- Experience in providing similar services of comparable size and complexity.
- Experience in managing and performing state or federally funded projects.
- Appropriate experience and technical qualifications of the proposed team to provide services as described herein.
- Organizational structure of the proposed team – defined line of communication and clearly defined roles for personnel.

B. Project Approach and Management (20 points possible):

- Ensure that the proper approaches are used for the project.
- Ensure the reports/deliverables are accurate, thorough, and delivered on time.

C. Similar Projects (30 points possible)

- Experience of the firm and project team providing design services on projects similar in nature. The proposed team shall include individuals that have also worked on the similar projects provided in the SOQ.
- Favorable responses from project references.

D. Ability to provide services in a timely and efficient manner (10 points possible).

E. Price (Firms must submit hourly rate sheets for all personnel with their SOQ (10 points possible).)

Please note that even though a firm may score well in the evaluation criteria, a firm's responsibility will also be considered in making an award. In considering responsibility, the City will take into account those factors required to be considered by 2 CFR 200.318(h): contractor integrity, public policy compliance, proper classification of employees under the Fair Labor Standards Act, past-performance record, and financial and technical resources, all of which demonstrate the ability of the firm to perform successfully under the terms and conditions herein.



All firms submitting an SOQ must be authorized to conduct business in the State of North Carolina. If a Firm is not registered with the Secretary of State of North Carolina to do business in this State, the Firm must file a registration prior to submitting a Statement of Qualifications to the City.

The City will make a final selection based on the evaluation committee's recommendation and such other factors as the City deems relevant to whether a Statement of Qualifications is the most advantageous to the City, which factors shall be recorded.

SOQs shall be submitted in PDF format via e-mail. Submissions must be emailed to Richard Shook, Civil Engineer, at rshook@hvlnc.gov, by 11:00 AM local time on January 15, 2025. SOQs received after this deadline will not be considered. PDF files must contain the signatures of company representatives who are authorized to execute documents on behalf of the firm. Questions regarding this request should be directed to Richard Shook (email only) and will be accepted by 11:00 AM local time December 27, 2024. Answers to questions will be posted in an addendum on the City website.

Maintaining the integrity of the RFQ process is of paramount importance for the City. Please do not contact members of the City or their staff regarding this contract until the award is presented for approval, other than the City's designated contact person.

All firms submitting a response to this Request for Qualifications must take affirmative steps to solicit participation by Historically Underutilized Businesses, also referred to as Small and Minority and Women's Businesses, whenever they are potential sources. Efforts shall be documented and provided by the most qualified firm upon selection. These steps must include the following:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
- Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
- Using the services and assistance, as appropriate, of such organizations as the NC Office of Historically Underutilized Businesses, the Federal Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

Firms are placed on notice that all or a portion of the funding for the project may be from federal funds, therefore compliance with the Uniform Guidance, 2 CFR Part 200, will be required. All submitting firms will be required to acknowledge in writing that if selected, compliance with the Uniform Guidance will be required in all aspects, including the selection of subcontractors and subconsultants. Contracting with a federally debarred firm is specifically prohibited. If awarded, the contract with the chosen firm will



incorporate all terms found in Appendix II of the Uniform Guidance. Bidders should familiarize themselves with the City's Uniform Guidance Procurement Policy, available at: <https://library.municode.com/nc/hendersonville/munidocs/munidocs?nodeId=456131a88735e>.

The selected firm will be notified by telephone or e-mail and will be expected to enter into an agreement with the City as soon as possible after notification. In the event an agreement cannot be negotiated with the selected firm, negotiations with that firm will be terminated and initiated with the next best qualified firm.

The City reserves the right to select and enter into an Agreement with firm, in the City's opinion, is best qualified to support the project and which has submitted the SOQ that is most advantageous to the City. Firms are put on notice that the contract will be negotiated and entered in phases, as the project progresses, and selection as the best qualified firm does not guarantee that all phases of the project will be contracted. For the avoidance of doubt, the City reserves the right to go out for a request for qualifications competitive process for any phase(s) of the project. The City will compensate the firm for services provided on the most appropriate basis determined at the time of the contract negotiations for each phase of the project as determined in the sole and absolute discretion of the City, and as required by terms of the applicable federal and state funding requirements, if any.

The City accepts no responsibility for expenses incurred during the preparation or delivery of SOQs. The City reserves the right to: reject any and all statements of qualification, select the firm most qualified for the referenced work, waive technical errors and informalities, and to accept the statement of qualification, which, in its sole judgment, is presented by the best qualified firm. In the event of limited response, the City also reserves the right to extend the submittal deadline as appropriate in order to assure a competitive procurement process.

It is the policy of the City that all original documents, reports, studies and other data produced as a direct result of the services performed under the contract shall become the property of the City. Copyrighting of material produced as a result of the services performed shall be in the City's name. Where licensed material is incorporated as an integral component of the services provided the firm shall register the City as a licensed user and shall provide the City with one complete copy of the licensed material.

It is the practice of the City to provide historically underutilized businesses an equal opportunity to participate in all aspects of its contracting and procurement programs and to prohibit discrimination against persons or businesses in pursuit of these opportunities. The City is an Equal Employment Opportunity Employer.

If a firm is selected, the selected firm will be required to enter into the City's standard contract documents (modified EJCDC; modified AIA; and other standard City contracts), supplemented by the City's federal contract addendum, incorporating all required federal contracting terms.

Required Submission Documents

In addition to the SOQ, all firms must submit all of the following forms with their SOQ. Failure to do so will result in an SOQ being rendered nonresponsive and ineligible for consideration.



A. Statement of Qualifications Certification

STATEMENT OF QUALIFICATIONS CERTIFICATION

Firms Signature: _____ **Date:** _____

By Signing above, I Certify that I have carefully read and fully understand the information contained in this RFQ; and that I have the capability to successfully undertake and complete the responsibilities and obligations of the Statement of Qualifications being submitted and have the authority to sign Statement of Qualifications on behalf of my organization. **It is the Firm's responsibility to assure that all addenda have been reviewed prior to Statement of Qualifications submission.**

BY (Printed): _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

The Firm supplies the information recorded below for use in the preparation of the contract documents, in event of contract award:

1. Please indicate type of business organization:

Sole Proprietorship

Partnership (limited or general)

Corporation

Limited Liability Co.

Other (Please specify: _____)



2. If business is a Corporation, please answer the following questions:

Name and title of officers, authorized by Resolution, who will execute the contract on behalf of entity (generally President and Secretary).

Firm is incorporated in what state?

If firm is a foreign corporation, does firm have a certificate of authority from the North Carolina Secretary of State?

3. If business is a Partnership, please answer the following:

Name in full or all general partners and addresses:

Is this a limited or general partnership? ==

If a limited partnership, what is the state of registration? =====

If business is a foreign limited partnership, does business have a certificate of authority from the North Carolina Secretary of State? _____

4. If business is a Sole Proprietorship, please answer the following:

Name of owner: _____

5. If business is a limited liability company, please answer the following:



List the names and titles of managers or member-managers who will execute the contract on behalf of the company? _____

What is the state of organization? _____

If business is a foreign limited liability company, does business have a certificate of authority from the North Carolina Secretary of State? _____

6. For all bidders:

If the business operates under an assumed name, what is the assumed name?

Has a certificate of assumed name been filed in the Henderson County Registry?

If so, please provide the recording information: Deed Book _____ at Page _____.



B. Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding to any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transactions imposed by 31 USC §1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Consultant, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Consultant understands and agrees that the provisions of 31 USC §1352, *et seq.*, apply to this certification and disclosure, if any.

Date: _____

Signature of Consultant's Authorized Official

Printed Name and Title of Consultant's Authorized Official



Subscribed and sworn to before me this _ day of _____, 20__ in the State of _____;
and the County of _____.

Notary Public _____

My Appointment Expires _____



C. Certification Regarding Debarment Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transaction

(To be submitted with all bids exceeding \$25,000.)

1. The prospective lower tier participant (Bidder/Consultant) certifies, by submission of this bid or Statement of Qualifications, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. The prospective Bidder/Consultant also certifies by submission of this bid or Statement of Qualifications that all SubConsultants and suppliers (this requirement flows down to all subcontracts at all levels) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
3. Where the prospective lower tier participant (Bidder/Consultant) is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this bid or Statement of Qualifications.

The lower tier participant (Bidder/Consultant), _____, certifies or affirms the truthfulness and accuracy of this statement of its certification and disclosure, if any.

DATE

SIGNATURE

COMPANY



NAME

TITLE

State of _____

County of _____

Subscribed and sworn to before me this __ day of _____, 20__.

Notary Public _____

My Appointment Expires _____



D. Affidavit of Compliance with N.C. E-Verify Statutes

STATE OF _____
COUNTY OF _____

**AFFIDAVIT of COMPLIANCE
with N.C. E-Verify Statutes**

I, _____ (hereinafter the "Affiant"), duly authorized by and on behalf of _____ (hereinafter the "Employer") after being first duly sworn deposes and says as follows:

1. I am the _____ (President, Manager, CEO, etc.) of the Employer and possess the full authority to speak for and on behalf of the Employer identified above.
2. Employer understands that "E-Verify" means the federal E-Verify program operated by the United States Dept. of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with N.C. Gen. Stat. §64-25 (5).
3. _____ Employer employs 5 or more employees in the State of North Carolina, and is in compliance with the provisions of N.C. Gen. Stat. §64-26. Employer has verified the work authorization of its employees through E-Verify and shall retain the records of verification in accordance with N.C. Gen. Stat. §64-26.
OR
_____ Employer employs fewer than 5 employees in the State of North Carolina and is therefore not subject to the provisions of N.C. Gen. Stat. §64-26.
4. All subConsultants engaged by or to be engaged by Employer have or will have likewise complied with the provisions of N.C. Gen. Stat. §64-26.
5. Employer shall keep the City of Hendersonville informed of any change in its status pursuant to Article 2 of Chapter 64 of the North Carolina General Statutes.

Further this affiant sayeth not.



This the _____ day of _____, 20____.

Signature of Affiant

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me, this the ____ day of _____ 20____.

_____ [SEAL]
Notary Public

My commission expires: _____



E. Affidavit of Compliance with N.C. E-Verify Statutes

The hourly labor rates shall include all applicable overhead and profit. All non-labor related other than direct costs will be billed to the City of Hendersonville at cost without mark-up. Please note that only hourly rates should be submitted. Overall prices – beyond hourly rates – should not be submitted.

<u>POSITIONS</u>	<u>HOURLY RATES</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Firm should include all positions, with hourly rates and attach a job description and required years of experience for each position.