



## PIERCE COUNTY REQUEST FOR QUALIFICATIONS

### RFQ NO. 2099

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VALUE ENGINEERING SERVICES FOR CRP 5498 AND CRP 5643- CANYON ROAD  
NORTHERLY EXTENSION

Issue Date: 9/26/2018

Closing Date: 10/18/2018

### CONTACT

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Name: Susan Holdener

Phone: 253-798-7172

Email: [susan.holdener@piercecounitywa.gov](mailto:susan.holdener@piercecounitywa.gov)

### Vendor Information

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

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Return Statements of Qualifications by 3:30pm, October 18, 2018 to:

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Pierce County Planning and Public Works

Office of the County Engineer Division

4301 South Pine Street, Suite 628

Phone: 253-798-7172

## TABLE OF CONTENTS:

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SUBMITTAL DUE DATE.....	3
GENERAL INFORMATION.....	3
DESCRIPTION OF PROJECT.....	3
EXPECTED TERM OF RESULTING AGREEMENT.....	4
CONTACT FOR QUESTIONS.....	4
SCOPE OF SERVICES.....	4
TIMELINES.....	5
ADDITIONAL REQUIREMENTS FOR SUBMITTAL.....	5
REQUIRED FORMS.....	6
QUALIFICATIONS FORMAT.....	6
EVALUATION CRITERIA.....	6
GENERAL TERMS AND CONDITIONS.....	8
GENERAL CONDITIONS OF STANDARD CONSULTANT AGREEMENT (SCA).....	9
EXHIBIT C - CONTRACT COMPLIANCE FOR PROFESSIONAL, TECHNICAL, SUPPLY OR SERVICES.....	10
CERTIFICATION OF NONSEGREGATED FACILITIES.....	11
NON-COLLUSION & DEBARMENT AFFIDAVIT.....	11
SUBCONTRACTORS PARTICIPATION FORM FOR PROFESSIONAL, TECHNICAL, SUPPLY OR SERVICE PSAS.....	12
PERSONNEL WORKFORCE DATA FORM.....	13
REQUIRED SIGNATURE PAGE FOR QUALIFICATIONS.....	14

## SUBMITTAL DUE DATE

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To be eligible for consideration, please submit:

- One (1) clearly identified original
- Three (3) hard copies
- Must be received by the Pierce County Planning and Public Works Department, Office of the County Engineer Division, 4301 South Pine Street, Suite 628, Tacoma, WA 98409-7213, no later than 3:30 PM, **October 18, 2018**.
- The response must be submitted in a sealed envelope with the vendor's name, Request for Qualifications Number and the due date clearly identified on the outside.

## GENERAL INFORMATION

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The Pierce County Planning and Public Works Department is responsible for serving the transportation and utility needs of the residents of Pierce County. The Department delivers services relating to road design and construction, long range transportation planning, road maintenance and operations, ferry and airport services, sewer systems and wastewater treatment, solid waste and recycling management, public use facilities, and surface water management programs. The Department's website is a valuable resource for information about the many services provided. Please access the website at [www.piercecountywa.org/pwu](http://www.piercecountywa.org/pwu).

## DESCRIPTION OF PROJECT

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Pierce County Planning and Public Works Department– Office of the County Engineer is completing the engineering design for County Road Projects (CRP) 5498 and 5643, which combined comprise the Canyon Road East Northerly Extension from 1000 feet south of Pioneer Way East to 70th Avenue East. To support the delivery of this vital transportation project, Pierce County is seeking a qualified consultant team to provide Value Engineering services for the project. The Canyon Road Northerly Extension project is federally funded and must adhere to the WSDOT Local Agency Guidelines.

The two segments of the project are:

**CRP 5643 – from 1000 feet south of the Pioneer Way E / Canyon Road E intersection to 52nd Street E**  
This segment includes constructing a 4-lane major arterial roadway with additional lanes at intersections, a relocated intersection, a new grade crossing of the BNSF railroad, retaining walls, storm drainage conveyance and treatment facilities including three major culvert crossings, curbs, gutters, sidewalks, street lighting, significant wetland mitigation, and a stream re-construction. Preliminary engineering is complete. SEPA and NEPA documentation is complete. Right of way plans are complete and right of way acquisition is underway. Final design is underway. Permitting is underway.

**CRP 5498 – from 52nd Street E to 70th Avenue E**  
This segment will further extend Canyon Road East from 52nd Street East to 70th Avenue East by constructing a new 4-lane major arterial roadway with curb, gutters, sidewalks on both sides, and additional lanes at intersections. The segment will include new bridges over Clark's Creek and the Puyallup River, removal of the existing Milroy Bridge, storm drainage conveyance and treatment facilities, traffic signals, street lighting, and stream buffer mitigation. Parts of this segment are within WSDOT and City of Fife jurisdiction. SEPA documentation is complete. Engineering is underway. NEPA Environmental Assessment documentation is underway. Permitting and right of way acquisition has not started.

The overall project area includes salmonid bearing streams, wetlands, floodplains, zoned agricultural lands, geologic hazards, and possibly archaeological resources and soil/groundwater contamination.

Work products currently completed include:

- Preliminary plans (approximately 30% for CRP 5498 and 60% for CRP 5643)
- Draft right of way plans for CRP 5498 and Final right of way plans for CRP 5643
- Type, Size and Location Study (both CRP's) including updates and Basis of Design Memo and Preliminary Bridge Design Memorandum (CRP 5498)
- Construction Impacts Analysis (CRP 5498)
- Drainage Report (both CRP's)
- Preliminary cost estimate (both CRP's)
- NEPA Documented CE (CRP 5643)

## **EXPECTED TERM OF RESULTING AGREEMENT**

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The initial contract period is expected to be from approximately December 1, 2018 to December 31, 2019 unless sooner terminated as provided elsewhere in the Agreement.

**To be considered for this project, you must have a current WSDOT approved Indirect Cost Rate (ICR) letter.**

The successful firm will negotiate towards a Standard Consultant Agreement (SCA) for these services, and will follow all the guidelines listed in Chapter 31 – Using Consultants in the WSDOT Local Agency Guidelines manual. A copy of this manual can be found at:

<http://www.wsdot.wa.gov/LocalPrograms/LAG/>

Funding for the work will be from a combination of County, State, and Federal sources. All work must comply with Federal Highway Administration and Washington State Department of Transportation (WSDOT) regulations including those in the WSDOT “Local Agency Guidelines” (LAG Manual).

The intended method of compensation will be Negotiated Hourly Rate.

Anticipated Maximum Value of Resulting Contract: \$50,000

## **CONTACT FOR QUESTIONS**

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Susan Holdener  
Contract Administration Officer  
(253) 798-7172  
[susan.holdener@piercecountywa.gov](mailto:susan.holdener@piercecountywa.gov)

## **SCOPE OF SERVICES**

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Pierce County seeks the services of a qualified consultant to provide Value Engineering services in accordance with the requirements of WSDOT Local Agency Guidelines Chapter 43.4.

These services are for the completion of a Value Engineering Study facilitated by a Certified Value Specialist (CVS) by SAVE International. The duties of the facilitator will include, but are not limited to, the following:

- 1) Organizing and structuring the VE Team including, selecting and securing the services of qualified VE team members with Pierce County's concurrence. The VE team is to be comprised of qualified sub-consultant subject matter experts (SME's), or a mix of consultant and sub-consultant SME's and local public agency/WSDOT staff with expertise as described below. The County is interested in securing a broad range of highly experienced, well qualified SME's.
- 2) Acting as chairperson at meetings of the VE Team
- 3) Presenting the findings and recommendations of the VE study to Pierce County's project delivery team and design consultants, City of Fife representatives, and WSDOT.
- 4) Providing the final VE Study Report to Pierce County and WSDOT Local Programs.

The VE team will be comprised of a minimum of five members including the facilitator. One team member shall have expertise in bridge design, one team member shall have expertise in roadway and storm drainage design in the Puget Sound region, one team member shall have expertise in environmental and permitting of similar projects in the Puget Sound region, and one team member shall have expertise in construction staging, sequencing, and constructability of similar large-scale projects.

The County will furnish electronic and hard copies of all available project work products and provide meeting room facilities for the Study.

## **TIMELINES**

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1. Questions must be submitted, in writing, to the contact listed above no later than 3:30 p.m. on **October 18, 2018**.
2. Qualifications must be received by the Office of the County Engineer Division not later than 3:30 p.m., **October 18, 2018** to be considered.
3. Qualifications will be evaluated and, if multiple proposers are deemed capable of meeting the requirements, interviews will be held with the top scoring proposers.
4. The estimated date of notice of intention to negotiate a contract with the selected proposer is late November 2018.
5. The estimated date of contract execution is late- December 2018 to early January 2019.

## **ADDITIONAL REQUIREMENTS FOR SUBMITTAL**

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To be deemed responsive to this RFQ, proposers must submit the following information. These requirements are in addition to any other requirements identified herein.

1. A title page including the name, local address, website address (if applicable), phone number, email address, and primary contact of the consultant team proposed for this contract.
2. A letter of interest signed by the person authorized to execute a contract on behalf of the firm. The letter must include the names and number of years the firm has been in business under current or previous names or additional assumed business names. **This letter must also include the date of your most current WSDOT approved ICR letter; or whether or not you are in the process of obtaining a WSDOT approved ICR.**

3. The name and resume of each individual to be assigned to this project and the individual to be assigned to back up the primary person in his/her absence. Resumes are limited to one-side of one-page each.
4. A statement outlining any exceptions to the County's requirements or clarifications to the requirements.
5. The caption, cause number, Court, Counsel, and general summary of any litigation pending or judgment rendered within the past 3 years against the proposer.
6. Note the extent, if any, to which the firm, association or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal, State or local funds; is currently under suspension, debarment, voluntary exclusion, or determination of eligibility by any agency; has been suspended, debarred, voluntarily excluded or determined ineligible by any agency within the past 3 years; does have a proposed debarment pending; has been indicted, convicted or has a civil judgment rendered against said person, firm, association or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct with the past 3 years.

## REQUIRED FORMS

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- A. Required Signature Page for the Statement of Qualifications
- B. Subcontractors Participation Form (Exhibit C)
- C. Certification of Nonsegregated Facilities and Non-Collusion Affidavit & Debarment Affidavit (Exhibit C)
- D. Personnel Workforce Data Form (Exhibit C)
- E. Addenda Acknowledgement, if applicable

## QUALIFICATIONS FORMAT

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Please use the following as a guideline to format your qualifications:

**Font Size:** Do not use fonts smaller than 12 point.

**Format:** For Pierce County to adequately compare and evaluate qualifications objectively each response to specific requests and criteria should be clearly labeled.

**Page Count:** Maximum qualifications length not including front and back cover, title page, letter of interest, table of contents, resumes, and required forms shall not exceed 15 pages. One side of a printed page is considered one page. The County strongly encourages double-sided printing whenever possible.

These requirements are in addition to any other requirements identified herein.

## EVALUATION CRITERIA

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Matters relating to qualification to meet the County's needs will receive highest priority in evaluation. Matters relating to the means of meeting those needs described in the qualifications will be considered secondary. The County expects to negotiate the details of work to be performed based upon the qualifications and the County's needs. If negotiations fail for any reason, the County may choose to negotiate with others to obtain an appropriate contract for needed services.

Firms will be evaluated on the following criteria (200-point maximum):

**1. Qualifications/Expertise of Firm (Max 40 points)**

**Include the following items for your firm:**

a. Expertise, experience and organization of firm:

- i. List the types of expertise provided by your firm.
- ii. Identify how long your firm has provided these services.
- iii. Provide an organization chart and number of employees in your firm.

b. Resource availability

- i. Provide a table of main resources and staff.
- ii. Identify availability of these resources for this project.

c. Projects completed by firm in the last five (5) years

- i. Provide a list describing up to three (3) projects for which your firm has completed value engineering studies within the last five(5) years from the date of this RFQ was advertised. List estimated construction cost of each and the approximate amount your firm received for the value engineering services.

**2. Qualifications/Expertise of VE Facilitator (Max points 60)**

**Include the following items for your proposed VE Facilitator:**

a. Examples that demonstrate experience

- i. Provide up to three (3) relevant examples within the last five (5) years (from the date this RFQ was advertised) that demonstrates the experience of the VE Facilitator on similar local public agency or WSDOT projects.
- ii. For each project list the date of the VE study, the name of the agency, and describe the VE Facilitator's responsibilities and tasks.

b. Familiarity with relevant regulations and procedures related to large transportation infrastructure projects

- i. Provide information that demonstrates the VE Facilitator's familiarity with relevant local, state, and federal regulations and/or procedures.

c. Management ability

- i. Provide up to three (3) relevant examples within the last five (5) years (from the date this RFQ was advertised) of the VE Facilitator's ability to manage VE projects including the project's scope, schedule, budget, and changes.

d. Professional certifications, licenses and accreditations

- i. List the certifications, professional licenses, and accreditations for the VE Facilitator; include the year that each license/accreditation was received, including the certification for SAVE International.

**3. Qualifications of Proposed VE Team Member (Max points 60)**

**Include the following items for your proposed VE Team Members:**

a. List each team member's role/responsibilities on your proposed team.

b. For each proposed team member, provide three (3) relevant examples within the last five (5) years (from the date this RFQ was advertised) of prior projects demonstrating their subject matter expertise, experience, and qualifications and their experience as a VE team member. Include the names of the project(s), dates of the project(s), and role/responsibilities for each team member.

c. Provide information for each team member that demonstrates their understanding of local public agency and/or WSDOT regulations and procedures related to large transportation infrastructure projects.

#### **4. Delivery Approach (Max points 40)**

##### **Include the following:**

- a. Describe each of the elements of the proposed Work Plan for this project.
- b. Describe how your Work Plan addresses contingencies that may arise during a project.
- c. Describe your approach to interact with Pierce County on this project.
- d. Describe your approach to resolve issues within the project team, with Pierce County, and with stakeholders that may arise on this project.
- e. Describe the major issues and critical milestones for this project.

### **GENERAL TERMS AND CONDITIONS**

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The following terms and conditions apply to all Statements of Qualifications to provide services to Pierce County:

1. Pierce County expressly reserves the following rights:
  - a. To reject any and/or all irregularities in the Statement of Qualifications submitted.
  - b. To reject any or all Statements of Qualifications or portions thereof.
  - c. To base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances.
  - d. To make the award to any vendor or combination of vendors whose qualifications(s), in the opinion of the County, is in the best interest of the County.
2. All Qualifications must be sealed in an envelope or appropriate packaging and addressed as requested in the RFQ. The name and address of the vendor must appear on the envelope. The outside must state the RFQ title and number and the RFQ due date and time.
3. The RFQ must be signed with ink by an authorized individual of the company empowered to act in that capacity before a contract will be negotiated.
4. Any qualifications or modification received after the time and date specified may be returned unopened.
5. All documents, reports, Qualifications, submittals, working papers, or other materials prepared by the Contractor pursuant to this RFQ shall become the sole and exclusive property of the County, and the public domain, and not the property of the Contractor. The Contractor shall not copyright, or cause to be copyrighted, any portion of said items submitted to the County because of this solicitation.
6. All items mentioned in paragraph 5 above submitted to Pierce County should be printed both sides on recycled paper whenever practicable.



## **GENERAL CONDITIONS OF STANDARD CONSULTANT AGREEMENT (SCA)**

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See Chapter 31 – Using Consultants in the WSDOT Local Agency Guidelines manual for the General Terms and Conditions that will apply to this contract. A copy of this manual can be found at:  
<http://www.wsdot.wa.gov/LocalPrograms/LAG/>

## **EXHIBIT C - CONTRACT COMPLIANCE FOR PROFESSIONAL, TECHNICAL, SUPPLY OR SERVICES**

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It is the policy of Pierce County to foster an environment that encourages economic growth and diversification, business development and retention, increases competition and reduces unemployment. In support of that policy, Pierce County reaffirms its commitment to maximize opportunities in public contracting for all contractors including minority and women owned business enterprises.

Bidders are encouraged to utilize qualified, local businesses in Pierce County and Washington State where cost effectiveness is deemed competitive. In addition, Bidders are encouraged to subcontract with firms certified by the Washington State Office of Minority and Women's Business Enterprises (MWBE).

### **A. MWBE DIRECTORY ASSISTANCE**

A directory of MWBE firms is published quarterly by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Copies of the directory are available from the State OMWBE (360-753-9693) or may be viewed at the Public Works Department, 2702 S 42nd St Suite 201, Tacoma 98409, and the Tacoma Public Library, 1102 Tacoma Avenue South, Tacoma, 98402. Contact the Contract Compliance Office for additional information at (253) 798-7250.

### **B. EQUAL EMPLOYMENT OPPORTUNITY:**

1. Upon execution of this contract, the Contractor shall comply with the Equal Employment Opportunity requirements set forth below. The Contractor shall not violate any of the terms of Chapter 49.60 of the Revised Code of Washington, Title VII of the Civil Rights Act of 1964, or any other applicable federal, state, or local law or regulation regarding nondiscrimination.
2. No person or firm employed by the Contractor shall be subject to retaliation for opposing any practice made unlawful by Title VII of the Civil Rights Act, the Age Discrimination in Employment Act (29 U.S.C. 621 et seq.), the Equal Pay Act (29 U.S.C. 206(d)), the Rehabilitation Act (29 U.S.C. 791 et seq.), the Americans with Disabilities Act of 1990, or for participating in any stage of administrative or judicial proceedings under those statutes.
3. The Contractor shall take all reasonable steps to ensure that qualified applicants and employees shall have an equal opportunity to compete for advertised or in-house positions for employment. Applicants and employees shall be treated fairly without regard to race, color, religion, sex, age, disability, or national origin. Equitable treatment shall include, but not be limited to employment, upgrading or promotion, rates of pay increases or other forms of compensation, and selection for training or enrollment in apprenticeship programs.

### **C. CERTIFICATION OF NONSEGREGATED FACILITIES**

The Contractor shall submit with its qualifications a Certification of Nonsegregated Facilities. All requests to sublet or assign any portion of this contract, at any level, shall be accompanied by evidence of this certification in all subcontract agreements.

### **D. SUBMITTAL REQUIREMENTS**

1. Certificate of non-segregated facilities: Contractor shall submit with qualifications, each subcontractor shall submit when work is sublet.
2. Professional and Technical Workforce Data Form: Contractor is encouraged to submit with qualifications, each Subcontractor is encouraged to submit the form when work is sublet.
3. Subcontractors Participation Form: Check the appropriate box indicating the firm who will perform the work of the contract. Submit the completed form with the qualifications documents.

## **CERTIFICATION OF NONSEGREGATED FACILITIES**

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The contractor certifies that no segregated facilities are maintained and will not be maintained during the execution of this contract at any of contractor's establishments.

The contractor further certifies that none of the contractor's employees are permitted to perform their services at any location under the contractor's control during the life of this contract where segregated facilities are maintained. The contractor certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained.

The contractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work area, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom, or otherwise.

The contractor agrees that identical certifications from proposed contractors will be obtained prior to the award of any subcontracts. Contractor will retain a copy of any subcontractor's certification and will send original to Contract Compliance Division.

## **NON-COLLUSION & DEBARMENT AFFIDAVIT**

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State of Washington, County of \_\_\_\_\_

As an authorized representative of the firm of \_\_\_\_\_, I do hereby certify that said person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this qualifications is submitted.

I further certify that, except as noted below, the firm, association or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of eligibility by any federal agency; has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years; does not have a proposed debarment pending; and has not been indicted, convicted or had a civil judgment rendered against said person, firm, association or corporation by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

I further acknowledge that by signing the signature page of the qualifications, I am deemed to have signed and have agreed to the provisions of this affidavit.

Note: Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate above to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

"A suspending or debarring official may grant an exception permitting a debarred, suspended, or excluded person to participate in a particular transaction upon a written determination by such official stating the reason(s) for deviating from the Presidential policy established by Executive Order 12549..." (49CFR Part 29 Section 29.215)

The undersigned hereby agrees to pay labor not less than the prevailing rates of wages in accordance with the requirements of the special provisions for this project.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

**THIS PAGE MUST BE SIGNED AND RETURNED WITH THE QUALIFICATIONS.**

**SUBCONTRACTORS PARTICIPATION FORM FOR PROFESSIONAL, TECHNICAL, SUPPLY OR SERVICE PSAS**

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Check appropriate statement below:

- Our firm will perform all contracted scope of work tasks.**
- Our firm will subcontract a portion of the work tasks.** The following firms were contacted and will be utilized in the performance of the work as indicated below.

List all potential subcontracting firms. Do not mark "N/A" unless the Bidder will perform all work or provide all supplies or services for this contract.

Firm Name/Address/Phone	Work Item(s) Solicited	Qualifications Amount	Awarded? (yes/no)

1. List full name, address, and phone number of each firm listed to be utilized.
2. List specific work to be accomplished, supplies to be furnished and the amount proposed for each subcontract.
3. Contact the Pierce County Contract Compliance Officer at (253) 798-7250 if you have questions.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_

**THIS PAGE MUST BE SIGNED AND RETURNED WITH THE QUALIFICATIONS.**

*Revised (6/99)*

**PERSONNEL WORKFORCE DATA FORM**

FIRM NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

PROJECT \_\_\_\_\_

PROJECT # \_\_\_\_\_

CONTRACT WORK HOURS (if applicable) \_\_\_\_\_

TYPE OF SERVICE PROVIDED \_\_\_\_\_

CONTRACTORS AGGREGATE WORK FORCE – if you need additional space, photo copy this section and attach it to this form.

OCCUPATION	TOTAL EMPLOYED		TOTAL MINORITY		NATIVE AMERICAN		ASIAN		BLACK		HISPANIC		APPRENTICE /TRAINEE	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Management														
Professionals														
Technicians														
Administrative														
Other														
TOTALS:														

**THIS PAGE MUST BE RETURNED WITH THE QUALIFICATIONS.**

**REQUIRED SIGNATURE PAGE FOR QUALIFICATIONS**

I, the undersigned, having carefully examined the Request for Qualifications, propose to furnish services in accordance therewith as set forth in the attached qualifications.

I further agree that this qualifications will remain in effect for not less than sixty (60) calendar days from the date that Qualifications are due, and that this qualifications may not be withdrawn or modified during that time.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Being first duly sworn, on my oath, I hereby certify that this qualifications is genuine and not a sham or collusive qualifications, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any Contractor or supplier on the above work to put in a sham qualifications or any person or corporation to refrain from submitting a qualifications; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

In order to induce the County to consider this qualifications, the proposer irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a qualifications to or performing work or providing supplies to Pierce County, and proposer further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or qualifications to or from performing work or providing supplies to Pierce County.

<p>_____ Signature</p> <p>_____ Printed Name</p> <p>_____ Firm</p> <p>Address: _____ _____ _____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>UBI No: _____</p>	<p>Subscribed and sworn before me this _____ day of _____, 20____.</p> <p>_____</p> <p>Notary Public in and for the State of _____ residing at _____</p> <p>My commission expires _____.</p>
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**THIS PAGE MUST BE SIGNED, NOTARIZED, AND RETURNED WITH THE QUALIFICATIONS.**

Rev. 03/03/14