



State of Georgia

Request for Qualifications ("RFQ")

State Entity: Department of Community Affairs ("DCA")

Event Name: DCA Request for Qualifications for Accessibility Consulting Services

1. Introduction

1.1. Purpose of Request for Qualifications

Developers of multifamily properties selected for an award of HOME funds or an allocation of Federal Low Income Housing Tax Credits are required to obtain the services of a consultant qualified by DCA to inspect properties for accessibility compliance (hereinafter "Respondent" or "Consultant"). If qualified, the names and contact information for qualified consultants shall appear on the Qualified Accessibility Consultants list posted on DCA's website. Developers will contact and enter into a contract with qualified consultants directly to provide the services for DCA funded properties as more fully set forth in this RFQ.

1.1.1. Background

DCA is a legislatively created executive branch of the State of Georgia (the "State Entity") and is the administering agency for affordable housing programs acting on behalf of the Georgia Housing and Finance Authority (GHFA), a legislatively created instrumentality of the state performing an essential governmental function that encourages the development of affordable multifamily rental housing for moderate and low income Georgians, including the HOME Investment Partnership ("HOME") program, Low Income Housing Tax Credit ("LIHTC") program, Emergency Solutions Grant ("ESG") program, Housing Opportunities for Persons with AIDS ("HOPWA") program, and Shelter Plus Care ("SPC") program, and partners with the State Housing Trust Fund for the Homeless Commission.

1.1.2. Scope of Work

DCA is issuing this RFQ to qualify accessibility consultants who possess the required qualifications to inspect multifamily properties for compliance with all federal, state and agency accessibility requirements. A statement of the scope of services to be performed by consultants qualified under this RFQ is attached as **Exhibit "A"** to this RFQ.

1.2. Schedule of Events

The schedule of events set out herein represents the State Entity's best estimate of the schedule that will be followed. However, delays to the qualification process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date of this RFQ, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the RFQ will be publicly posted prior to the close date. After the close of the RFQ, the State Entity reserves the right to adjust the remainder of the proposed dates, including the dates for evaluation, negotiations, award and the contract term on an as needed basis with or without notice.

Description	Date	Time
Release of RFQ	04/16/2015	N/A
Deadline for written questions sent via email to the Issuing Staff Member referenced in Section 1.3.	04/28/2015	5:00 p.m. ET
Responses to Written Questions	05/5/2015	5:00 p.m. ET
RFQ Responses Due*	05/11/2015	5:00 p.m. ET
DCA posts list of qualified developers	05/22/2015	N/A

1.3. Issuing Staff Member:

Angel Gordon

Legal Consultant

Angel.Gordon@dca.ga.gov

1.4. Qualification Term

The term of the qualification is for 3 calendar years from the publishing of the list of qualified consultants provided Consultant remains in compliance with the scope of services as set forth in Exhibit "A". Should DCA, in its discretion, determine that Consultant is no longer in compliance, DCA shall notify Consultant in writing and Consultant shall be removed from DCA's list of Qualified Accessibility Consultants.

2. Instructions to Respondents

By submitting a response to the RFQ, the Respondent is acknowledging that the Respondent:

1. Has read the information and instructions,
2. Agrees to comply with the information and instructions contained herein.
3. Can provide services for the scope of work set forth in Exhibit "A"

2.1. General Information and Instructions

2.1.1. Restrictions on Communicating with Staff

From the issue date of this RFQ until the final list of qualified consultants is announced (or the RFQ is officially cancelled), Respondents are not allowed to communicate for any reason with any State staff except through the Issuing Staff Member named herein regarding the determination of the list of Qualified Accessibility Consultants described herein. Prohibited communication includes all contact or interaction, including but not limited to telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. The State Entity reserves the right to reject the response of any Respondent violating this provision.

2.1.2. Submitting Questions

All questions concerning this RFQ must be submitted in writing via email to the Issuing Staff Member identified in Section 1.3 "Issuing Staff Member" of this RFQ. No questions other than written will be accepted. No response other than written will be binding upon the State Entity. All Respondents must submit questions by the deadline identified in the Schedule of Events. Respondents are cautioned that the State Entity

may or may not elect to entertain late questions or questions submitted by any other method than as directed by this section.

2.1.3. State Entity's Right to Request Additional Information – Respondent's Responsibility

Prior to determining the final list of qualified consultants, the State Entity must be assured that the Respondent has all of the experience to successfully perform the services required under this RFQ. If, during the evaluation process, the State Entity is unable to assure itself of the Respondent's ability to meet the qualification criteria, the State Entity has the option of requesting from the Respondent any information deemed necessary to determine the Respondent's qualifications. If such information is required, the Respondent will be so notified and will be permitted approximately seven (7) business days to submit the information requested.

2.1.4. Failure to Comply with Submission Instructions

Responses received after the identified due date and time or submitted by any other means than those expressly permitted by the RFQ may not be considered. Respondents' responses must be complete in all respects, as required in each section of this RFQ.

2.1.5. Rejection of Responses; State Entity's Right to Waive Immaterial Deviation

The State Entity reserves the right to reject any or all responses, to waive any irregularity or informality in a Respondent's response, and to accept or reject any item or combination of items, when to do so would be to the advantage of the State of Georgia. It is also within the right of the State Entity to reject responses **that do not contain all elements and information requested in this RFQ**. A Respondent's response will be rejected if the response contains any defect or irregularity and such defect or irregularity constitutes a material deviation from the RFQ requirements, which determination will be made by the State Entity on a case-by-case basis.

2.1.6. State Entity's Right to Amend and/or Cancel the RFQ

The State Entity reserves the right to amend this RFQ. Any revisions must be made in writing prior to the RFQ closing date and time. By submitting a response, the Respondent shall be deemed to have accepted all terms and agreed to all requirements of the RFQ (including any revisions/additions made in writing prior to the close of the RFQ whether or not such revision occurred prior to the time the Respondent submitted its response) unless expressly stated otherwise in the Respondent's response. THEREFORE, EACH RESPONDENT IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING THE REVISED RFQ AND MAKING ANY NECESSARY OR APPROPRIATE CHANGES AND/OR ADDITIONS TO THE RESPONDENT'S RESPONSE PRIOR TO THE CLOSE OF THE RFQ. Respondents are encouraged to frequently check the RFQ for additional information. Finally, the State Entity reserves the right to cancel this RFQ at any time.

2.1.7. Costs for Preparing Responses

Each Respondent's response should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the response and participating in the

qualification process (including the protest process) is the sole responsibility of the Respondent. The State Entity will not provide reimbursement for such costs.

2.1.8. ADA Guidelines

The State of Georgia adheres to the guidelines set forth in the Americans with Disabilities Act. Respondents should contact the Issuing Staff Member at least one day in advance if they require special arrangements or accommodations. The Georgia Relay Center at 1-800-255-0056 (TDD Only) or 1-800-255-0135 (Voice) will relay messages, in strict confidence, for the speech and hearing impaired.

2.2. Additional Information for Consultants

2.2.1. Debarred, Suspended, and Ineligible Status. Consultant certifies that Consultant and/or any of its subcontractors have not been debarred, suspended, or declared ineligible by any agency of the State of Georgia or as defined in the Federal Acquisition Regulation (FAR) 48 C.F.R. Ch.1 Subpart 9.4. Consultant will immediately notify DCA if Consultant is debarred by the State or placed on the Consolidated List of Debarred, Suspended, and Ineligible Contractors by a federal entity.

2.2.2. Georgia Immigration Compliance. Consultant warrants that it complies with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act (O.C.G.A. §13-10-90 et. seq.), the Illegal Immigration Reform and Enforcement Act of 2011 (HB 87), SB 160, and any other applicable state or federal immigration law and has completed and returned a complete and notarized Contractor's Affidavit attesting that Contractor is registered for and using E-Verify to DCA (**Exhibit "B"** attached). Consultant also warrants that it has included a similar provision in all written agreements with any contractors or subcontractors, as approved by DCA, who are engaged to perform services under this Agreement.

2.2.3. Nondiscrimination and Equal Opportunity. Consultant shall not discriminate against any person because of race, sex, color, familial status (children under 18), national origin, disability or handicap or religion. Therefore, Consultant agrees to comply with all applicable Federal and Georgia laws including, but not limited to the Fair Housing Act. In addition, Consultant agrees to require like compliance by all of its subcontractors.

2.2.4. Insurance. Consultant shall carry the minimum insurance coverage as required by current industry standards. Although the level of insurance coverage is considered during qualification, the developer who contracts with Consultant will bear the responsibility of verifying the insurance coverage and determining its adequacy.

2.3 Submittal Instructions

Submittal Instructions

Listed in this section are key action items related to this RFQ. The Schedule of Events in Section 1.2 identifies the dates and time for these key action items. This portion of the RFQ provides high-level instructions regarding the process for reviewing the RFQ, preparing a response to the RFQ, and submitting a response to the RFQ.

2.3.1 RFQ Released

The release of the RFQ is formally communicated through the posting of this RFQ to the DCA website and to the Georgia Procurement Registry.

2.3.2 Respondent Submission

The Respondent's qualifications submission, including all required and supporting documentation listed in **Exhibit "C"** attached, must be submitted to the Issuing Staff Member listed in Section 1.3

3. Response Certification

By responding to this RFQ, the Respondent understands and agrees that all items included in the Respondent's response meet or exceed any and all of the RFQ's identified specifications and requirements except as expressly stated otherwise in the Respondent's response.

4. Qualification Criteria

In order to qualify as a Consultant for accessibility consulting services, the Respondent must meet the following qualifications, providing the listed documentation set forth in Exhibit "C":

Criteria	Documentation
Satisfactory performance of Accessibility services	See Exhibit C, Qualification Content #2
Qualifications of consulting staff to provide services	See Exhibit C, Qualification Content #3
Ability to provide relevant, thorough, concise, quality compliance consulting services	See Exhibit C, Qualification Content #6
Past experience providing accessibility consulting services for multifamily properties; minimum of ten accessibility service contracts required.	See Exhibit C, Qualification Content #7

5. Qualification Evaluation

All timely responses will be evaluated in accordance with the following steps in this section. The objective of the evaluation process is to identify the responses which represent the capacity to undertake the services outlined in this RFQ. The State Entity will announce the results of the RFQ as described further in Section 5.3 "Public Award Announcement" of this RFQ.

5.1. Administrative/Preliminary Review

Responses will be reviewed by the Issuing Staff Member to determine the response's compliance with the following requirements:

1. Response was submitted by deadline in accordance with Section 2
2. Response is complete and contains all required documents

5.2. Review of Submitted Qualifications

The Evaluation Team will review each response in detail to determine its compliance with the Qualification Criteria in Section 4 of this RFQ, including respective documentation. If a response fails to meet a Qualification Criteria in Section 4 of this RFQ, including respective documentation, the State Entity will determine if the deviation is material. A material deviation will be cause for rejection of the response. An immaterial deviation may be processed as if no deviation had occurred. All consultants who meet the Qualification Criteria in Section 4 of this RFQ, including respective documentation, will be considered a "Qualified Consultant" at that point in time and will be included on the list of Qualified Accessibility Consultants.

5.3. Public Award Announcement

The results of the qualification evaluation will be announced through the public posting of a list of Qualified Accessibility Consultants to the DCA website and to the Georgia Procurement Registry.

6. List of RFQ Attachments

Exhibit "A" Scope of Services

Exhibit "B" Sample Contractor's Affidavit

Exhibit "C" Contents of Qualifications Package

Exhibit "D" Sample Accessibility Checklist

Exhibit "E" Sample Certificate of Consultant Certification

Exhibit "A"
Scope of Services

1. The Consultant will perform tasks necessary to review LIHTC and/or other DCA federally funded properties for compliance with federal, state, and agency accessibility laws and requirements, including, but not limited to:
 - a. Title II and III of the Americans with Disabilities Act and all applicable compliance standards;
 - b. Section 504 of the Rehabilitation Act of 1973 and all applicable compliance standards;
 - c. The Fair Housing Act and all applicable compliance standards;
 - d. The Georgia Access Law (O.C.G.A. §30-3 et. seq.) and all applicable compliance standards;
 - e. Georgia Fair Housing Law (O.C.G.A. §8-3-200 et. seq.) and all applicable compliance standards;
 - f. The requirements of the DCA Qualified Allocation Plan ("QAP") applicable to the Project and the DCA Accessibility Manual; and
 - g. Any other accessibility laws and regulations applicable to the project.
2. The Consultant shall not be a member of the proposed Project Team nor have an Identity of Interest with any member of the proposed Project Team.
3. The scope of services includes the following:
 - a. a pre-construction plan and specification review to determine that the proposed property will meet all accessibility requirements. At a minimum, the report will include the documents reviewed, the review comments from the Consultant, all documents related to resolution of identified accessibility issues, and a certification from the Consultant that the property will meet all accessibility requirements.
 - b. an inspection of the construction site after framing is completed to determine that the property is following the approved plans and specifications as to accessibility. DCA must receive a copy of the inspection report issued by the Consultant as well as documentation that all issues, if any, have been resolved.
 - c. a final inspection of the property after completion of construction to determine that the property has been constructed in accordance with all accessibility requirements. DCA must receive a copy of the final inspection report issued by the Consultant as well as documentation that all issues, if any, have been resolved prior to submission of the project cost certification.
4. Submit to DCA written inspection reports for each site visit along with photographs within 10 days of inspection.
 - a. Provide the following in the report for the first visit:
 - i. Description of the general progress of construction activities
 - ii. Description of the level of compliance with accessibility achieved to date

- iii. Details on all areas of inconsistencies, including areas where the project is out of compliance with federal and state laws and regulations
 - iv. Recommendations that would bring the project in compliance with accessibility regulations
 - v. Photographs representative of situations that must be addressed
- b. Provide the following in the final report, at minimum:
- i. Information outlined in the Accessibility Checklist (attached as **Exhibit D**). This will include inspection of:
 - (1.) All units designated equipped for the mobility impaired (5% of the project unit count).
 - (2.) All units designated equipped for the audio/visual impaired (2% of the project unit count).
 - (3.) Where applicable, a random sample of 5% of the units required to comply with the Federal Fair Housing Amendments Act.
 - (4.) Overall review of the site for accessibility.
 - ii. Details on all areas of inconsistencies, including areas where the project is out of compliance with federal and state laws and regulations
 - iii. Recommendations that would bring the project in compliance with DCA, state, federal and industry standards
 - iv. Photographs representative of situations that must be addressed
- c. If applicable, following the final report after the general contractor and/or developer has had a reasonable opportunity to correct deficiencies, the Qualified Consultant will confirm that the corrections were executed properly. Qualified Consultants shall then issue a final certificate of accessibility compliance (attached as **Exhibit E**). It is incumbent upon the Qualified Consultant to arrange enough visits with his client, the LIHTC Developer, to observe all areas of accessibility and to verify completion of recommended corrections.

Exhibit "B"
CONTRACTOR AFFIDAVIT

STATE OF _____

COUNTY OF _____

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the Georgia Department of Community Affairs ("DCA") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify. Furthermore, the undersigned agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this project, the undersigned will secure from subcontractor(s) same verification of its participation in a federal work authorization program as required by O.C.G. A. § 13-10-91(b). The undersigned further agrees to maintain records of such compliance and upon request provide a copy of each such subcontractor verification to the DCA. The undersigned hereby attests as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Entity Name and Role in Project

Name of Project

Dated this the ___ day of _____, 201__

Signature of Authorized Officer or Agent

Print Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF _____, 201__

Notary Public

My Commission Expires:

Exhibit "C"
Contents of Qualifications Package

All Qualifications Packages must be provided on a flash drive and contain the following information in the order shown and numbered as follows (please scan each document separately):

1. A cover letter, which provides the name, mailing address, telephone number, and email address of the individual to whom we may communicate regarding the Qualifications Package. The cover letter should clearly state that the Qualifications Package is in response to the Request for Qualifications for Accessibility Consulting Services;
2. Three current customer references for accessibility reviews must be included. Of special interest to DCA are any customer references from multi-family housing developers, state or local housing agencies and/or financial institutions. Please provide the customer reference contact person's name and telephone number;
3. Resumes for all proposed individuals who will be working directly on the inspections if the Consultant is qualified (Resumes should include any and all trainings and certifications related to accessibility);
4. At least two samples of accessibility reports (one for new construction, one for substantial rehabilitation) that your firm recently completed for a multi-family housing development. (Consultants currently qualified by DCA to perform accessibility inspections and in good standing need not submit sample reports);
5. A listing of multi-family rental housing projects on which Consultant has performed accessibility reviews. This listing should indicate the project name, number of units, proposed tenancy (senior, family or 'other'), source of financing and whether the project was assisted with government funding (Consultants currently qualified by DCA to perform accessibility inspections and in good standing need not submit sample reports);
6. An estimated schedule of the fees charged by the Consultant for the work. Also include information on how the Consultant computed the fee. All projects will be located in Georgia. For reference only, please state any stipulations on the fee regarding its location within the state.

(The fee chart will not be used by DCA in determining qualifications; however, submitted fees may be a factor in selection by the Developer)

Exhibit “D”
Sample Accessibility Checklist

Georgia Department of Community Affairs
Accessibility Inspection Checklist

PROPERTY DESCRIPTION

GA DCA Project #:

PROPERTY NAME:

PROPERTY ADDRESS:

CITY:

of Buildings::

Accessible Units:

Total # Units:

of the A/V impaired units:
(over and above the 5% accessible)

each bedroom type: 1 BR 2BR 3BR 4BR

Amending Agreements with Labor Unions. Recipients that are located in jurisdictions that are governed by bargaining agreements with labor unions typically have low rates of compliance with the minimum numerical goals for agreements in Chicago and New York City revealed that these documents do not make any reference to HUD requirements, including Section 3. This proposed rule would require recipients to amend all existing agreements with labor unions to ensure that Section 3 obligations are included and to prevent labor unions from obstructing the recipients' ability to achieve compliance.

H/C Accessible units: 1 BR 2BR 3BR 4BR

List Accessible Units #s:

List roll in shower unit #s

List AV Unit #s:

Parking spaces: Total: Accessible:

Applicable Accessibility Policy:

Fair Housing

Section 504/UFAS

ADA

DCA (Section 504/UFAS)

***** Every project, at minimum, is subject to DCA's policy (which adopts Section 504/UFAS and recommends**

LEGEND:

(UFAS) = Uniform Federal Accessibility Standards, page numbers noted. - download Standards and Checklist at <http://www.access-board.gov/indexes/pubsindex.htm>

(ADA/AG) = American with Disabilities Act / Accessibility Guide, page numbers noted.-download Guide and

(ADA) = American with Disabilities Act

(DM) = Fair Housing Act Design Manual, page numbers noted. ANSI references listed are specifically noted in the Note: The most restrictive code or regulation applies.

Georgia Department of Community Affairs

Accessibility Inspection Checklist

SITE AND COMMON AREAS

Parking:		
	In Compliance? Y / N / NA	
		1 Proper number of accessible spaces?
		2 Proper width? (8' wide min.)
		3 Access aisle adjacent? (5' wide min.)
		4 Visible designation sign (not obscured by vehicle in parking space due to placement on pavement or height of sign post)
		5 Shortest distance (closest space to apt or office)
		6 Slope of accessible parking / access aisle (1:50 in all directions)
		7 Accessible space provided at each separate site amenity that has parking (community room, laundry, etc.)
		8 Covered parking meets requirements, if provided
COMMENTS:		

Public Areas- (onsite office, community room / etc. if open to more than tenants and guests)

	In Compliance? Y / N / NA	
Am		
		1 Van accessible parking space with proper width (8' wide min.)?
		2 Visible H/C designation sign and "Van-accessible" sign? (not obscured by vehicle in parking space due to placement on pavement or height of sign post)
		3 Access aisle adjacent to van space (8" wide)?
		4 Slope of accessible parking / access aisle (1: 50 all directions)?
		5 Accessible parking located on shortest accessible route to accessible entrance?
COMMENTS:		

COMMON AREAS- (Halls, community rooms, laundries, lobby, etc.)

In Compliance? Y / N / NA	
	1 Entrance threshold max, 1/2" at entry
	2 Doorways 32" min. wide
	3 Required lever hardware provided
	4 Interior stairs: uniform risers and treads, closed risers, handrails both sides
	5 Handrail extensions Photo
	6 Cane detection barrier under stairs
	Toilets fully accessible- 18" clearance pull side of door, maneuvering room (5' circle or T-shape), grab bars, 34" high lavatory, open beneath, pipes covered, mirror 40" above floor or tilt
	7
	8 Required low pile carpeting provided
	9 Laundry-at least one front loading washer and dryer
	10 Laundry- washer/dryer controls within reach, maneuvering room at doors / washers / dryer folding table / sink
	11 Switches / outlets / thermostats / controls within reach range (15" from floor for outlets-48" max. height for others, CA)
	12 Kitchen-access route through, sink accessible
	13 Playground - if provided, must be on an accessible route
	14 Mailboxes - interior or exterior - 30" X 48" access space, some boxes within 15" - 48" reach (both postal delivery and postal drop boxes, if provided)

COMMENTS:

9

Accessible Route:

In Compliance? Y / N / NA	
	1 Site / building impracticality test for accessibility?
	2 Accessible route linked all elements on site (min. 3' wide, 5% slope max.)-to each building site amenity, common areas, mailboxes trash areas -- common laundry -- public street / transportation, etc- <i>(other requirements for some site amenities may be mentioned elsewhere)</i>
	3 Curb cuts with flared sides (1:10 max) from parking to sidewalk
	4 All curb cuts have access aisle or means to avoid cars parking to obstruct
	5 If accessible route greater than 200', is there a 5'X5' min. passing area provided?(required if width less than 5')
	6 If sidewalk less than 48" wide beyond curb cut, max. slope less than 1:12
	7 Curb cuts with flared sides wherever required by accessible route (between unit and amenities if walk is accessible route)
	8 Ramps provided have max. 8% (1:12) slope?
	9 Ramps provided have max. height 30" rise without a level "rest area"
	10 Ramps- min 36" width and cross slope max. 1:50
	11 Ramps with greater than a 6" rise have handrails on both sides

COMMENTS:

ACCESSIBLE UNITS - (see also separate checklist to be completed for each accessible unit)

In Compliance? Y / N / NA		
	1	5% of total units fully accessible (ALWAYS ROUND UP)
	2	Unit mix of accessible units reflects unit mix of all apartments
	3	Accessible units located within the complex so that common and public use facilities are easily accessible, but not so that the accessible units are all in one area or segregated from the others
COMMENTS:		

ADAPTABLE UNITS (Fair Housing ONLY)- (Remaining first floor units in buildings of 4+ units or all units in building)
General:

In Compliance? Y / N / NA		
	1	Switches, outlets, controls in accessible locations
	2	Accessible route to the unit
	3	Entrance thresholds
	4	Accessible through the unit to all rooms

Kitchen:

	1	30" X 48" clear floor space at each fixture
	2	32" min. entrance to kitchen
	3	Min. 40" between facing counters (in "U" kitchen, min 60" if any fixture at bottom of "U" OR 40" min if sink has removable front)

Bathroom:

	1	Blocking for grab bars in place
	2	32" min. entrance to bath
	3	Maneuvering space

COMMENTS:		

Exhibit "E"
Sample Certificate of Consultant Certification

CONSULTANT ACCESSIBILITY CERTIFICATION

(to be completed by Accessibility Consultant)

In order to meet the requirements of federal and state accessibility policy, the undersigned being first duly sworn on oath do certify to the Georgia Department of Community Affairs (DCA)/Georgia Housing and Finance Authority (GHFA) that the above referenced project was constructed in compliance with all federal and state housing accessibility requirements applicable to the project as agreed to under the Owner's Statement of Accessibility Compliance. The undersigned verifies the documentation and completion of all outstanding accessibility discrepancies. The undersigned acknowledges failure to adequately monitor and enforce compliance can result in removal from the DCA Vendor List.

Authorized Consultant—Printed Name and Title

Authorized Consultant -- Signature

Date Signed

Project Name and Address: _____

Project Number: _____

Applicable QAP: _____