



**REQUEST FOR QUALIFICATIONS (RFQ) FOR
ON-CALL ENGINEERING SUPPORT SERVICES
TOWN OF RIDGELAND, SC**

DATE ISSUED: JANUARY 5, 2017



A. OVERVIEW AND PUBLIC NOTICE

The Town of Ridgeland, South Carolina (the "Town") requests Statements of Qualification and Professional Fee Schedules from qualified, South Carolina licensed engineering companies demonstrated experienced with the investigation, planning, modeling, design, permitting and construction administration services for:

- Small (< 2mgd) Wastewater Treatment and Disposal facilities
- Gravity Sewer Collection Systems
- Sewer Pump Stations and associated Force Mains
- Water Supply Wells
- Water Distribution Systems including metering
- Water Storage Facilities (Elevated Tanks, etc.)
- Geographic Information System (GIS) Information Management

The intent of this RFQ is to select an experienced engineering company to provide the above services on an as needed basis. It is the intent of the Town to retain a single engineering team to provide engineering services in all these areas of expertise under a Master Indefinite Delivery/Indefinite Quantity (ID/IQ) contract using a Task Order system to contract for specific engineering related projects and services. The terms of such a contract are provided in Section C of this RFQ.

Section B outlines the items to be included in the Statement of Qualifications and any limits or formats such information should be provided in. Along with the Statement of Qualifications, the vendor will provide, in a separate sealed envelope, the list of Engineering Services Fees (using the form provided). The Town will review all Statements of Qualifications that are submitted but will not open the Engineering Services Fees information at that time. The Town may then elect to interview firms and select the three most qualified firms. The Town will then open the Engineering Services Fees portion of the submittal and will be added to the list of key selection criteria. If the Town and the selected firm cannot reach an agreement on the Master ID/IQ contract, the Town will then work to negotiate a Master ID/IQ contract with the firm who was ranked second in the interview process.

Requirements for the Statement of Qualifications and the Engineering Services Fees Form are outlined in Section B *Submittal Requirements*. All submittals must provide the information



requested or will not be considered. **One original, one copy and one .pdf file of the Vendor's submittals must be delivered to the Town Administrator:**

Town of Ridgeland
P.O. Box 1119 / One Town Square
Ridgeland, SC 29936
Attn: Dennis E. Averkin, Town Administrator
daverkinridgelandsc@gmail.com

No later than Friday, February 3, 2017 at 2:00 pm (EST.) Submittals received after this time and date will not be accepted or opened for review by the Town.

Subject to the terms, conditions, provisions, and the enclosed specifications, responses to this solicitation will be received at this office until the stated date and time. After which, only the names of the respondents will be publicly announced. Responses received after the scheduled due date and time will be rejected. **Proposals must be submitted in a sealed package marked on the outside with the Offeror's name, address, and the solicitation name and number.** This solicitation does not commit the Town to award a contract, to pay any costs incurred in the preparation of proposals submitted, or to procure or contract for the services. The Town reserves the right to accept or reject or cancel in part, or in its entirety offers received as a result of this request if deemed to be in the best interest of the Town to do so.

B. SUBMITTAL REQUIREMENTS

Overview: The Town is seeking to contract with a qualified engineering firm to provide typical civil engineering related service that a Town such as Ridgeland is in need on a periodic basis. For example, the Town has just begun the process of flow monitoring and smoke testing of its aged existing gravity sewer system and will gather 60 days for flow data at multiple points in the wastewater collection system. The Town will need assistance with evaluating all the data and developing a SSES plan for the Town to minimize Inflow and Infiltration into its gravity sewer system. This may be one of the first Task Order to be negotiate with the successful vendor. It is envisioned that all work will be contracted for under a Master Agreement based on the terms and conditions in this RFQ and authorized based on specific Task Orders developed by the Town and the contracting vendor.

As listed previously, the Town owns and operates a water utility, wastewater utility in the Town as well as some unincorporated areas just outside the Town limits. It is anticipated that the engineering services requested by the Town will be in these major services areas as well as with GIS support services.



Items to be Included in Submittal: All submittals must provide the information requested, in the order provided below and be limited to the quantity of information where noted:

1. **Cover and Cover Letter** – One page cover and no more than a two-page cover letter. The Vendor may provide whatever information it believes is pertinent in its cover letter. **The Vendor should acknowledge their receipt of any Addendum that may have been issued in its cover letter.**
2. **Information About the Firm** – Provide information about the Firm:
 - a. Home office location and physical regional office locations (maximum one page)
 - b. **Key Principals and Managers** and their location (Vendor may provide a regional organizational chart)
 - c. Brief history of the firm (no more than three pages)
 - d. Key staff members **who would be available to manage and work on projects for the Town.** Provide a brief (no more than one page) resume on each key staff member.
3. **Experience** – The Vendor should provide project experience in the following key areas of civil engineering services the Town may be in need of:
 - a. Small (< 2mgd) Wastewater Treatment and Disposal facilities
 - b. Gravity Sewer Collection System and Rehabilitation
 - c. Sewer Pump Stations and associated Force Mains
 - d. Water Supply Wells
 - e. Water Distribution Systems including metering
 - f. Water Storage Facilities (Elevated Tanks, etc.)
 - g. GIS application development and support services

The Vendor may provide **up to three examples** of projects that **reflect their expertise and experience in each of the areas outlined above.** Individual example project descriptions shall not exceed one page in length and the total cannot exceed 21 project examples.

4. **References:** Provide three key references that can attest to the firm's ability to perform work the categories listed above. Attachment "B" is provided and should be completed for each reference.



5. **Engineering Services Fees** – Attachment “A” is the form that must be used to provide Professional Services Fees. Attachment “A” must be completed by the Vendor, placed in a separate sealed envelope labeled “*Proposed Professional Services Fees*” with the name of the Vendor on the envelop. The Vendor shall include this form in a separate sealed envelope as part of its submittal. As not all titles are interchangeable from firm to firm, the description of each staff type is provided as generically as possible. If necessary, the Vendor can provide up to a one page clarification of its Professional Services Fees structure and should include the same within the sealed envelope.

The Town will not review the Engineering Services Fees documents until such time as it selects the firms to be interviewed. Selection of firms to be interviewed will be made solely on the information presented in the qualifications sections of the RFQ.

SECTION C: INSTRUCTIONS TO VENDOR

1. Submittal must include:
 - a. Two hardcopies of the Vendor’s proposal responses (one clearly marked as “original” and the other clearly marked as “copy”) and one .pdf electronic file copy clearly marked accordingly and in compliance with Section “B” above.
 - b. A completed W-9 form.
 - c. A current Certificate of Insurance (See Section 21 of this RFQ)
 - d. Completed Attachment “A” Professional Services Fees, placed in a **separate sealed envelope** to be included in the Vendor’s RFQ submittal.
 - e. Completed Attachment “B” References
 - f. Responses must be in a sealed envelope/package containing the solicitation name and number. The individual signing the response must be an Agent legally authorized to bind the company. Show solicitation number on the outside of mailing package. The Town assumes no responsibility for unmarked or improperly marked envelopes.
2. It is the vendors sole responsibility to ensure that solicitation responses, amendments thereto or withdrawal requests are submitted by the scheduled due date and time.
3. The vendor must clearly mark as "Confidential" each part of their response, which they consider to be proprietary information that could be exempt from disclosure under Section 30-40(C) Code of Laws of South Carolina, 1976, Freedom of Information Act. The Town reserves the right to determine whether this information should be exempt from disclosure and legal action may not be brought against the Town or its agents for its determination in this regard.



4. All responses shall be printed in ink or typewritten. Proposals written in pencil will be disqualified.
5. This solicitation does not commit the Town to award a contract, to pay any costs incurred in the preparation of RFP submitted, or to procure or contract for the services. The Town reserves the right to accept or reject or cancel in part, or in its entirety offers received as a result of this request if deemed to be in the best interest of the Town to do so.

Questions regarding this solicitation must be submitted via email to:

Dennis E. Averkin, Town Administrator
daverkinridgelandsc@gmail.com

and must be received at the Ridgeland Town Hall no later than 2:00 pm Eastern Standard Time on January 27, 2017. A “No Response” qualifies as a response.

All responses to questions will be addressed and answers to questions or requests for clarifications will be provided by Addendum that will be clearly posted on the Town’s Website.

<http://www.ridgelandsc.gov/index.htm>

This RFQ will also be available on the Town’s Website and any Vendor who should download a copy off of the Town’s Website should email the Town Administrator at daverkinridgelandsc@gmail.com and advise him that they have downloaded the RFQ so the Town, **as a convenience only**, can notify the Vendor that an Addendum has been issued. **However, the Vendor is still solely responsible for checking the Town’s Website for any Addendum that may be posted.**

SELECTION CRITERIA:

The Town will review all qualifications sections of submittals in detail and may select up to three Vendors who may be asked to provide a presentation of their expertise and experience to the Town’s selection committee. The Town will only open Engineering Fees information for those firms selected for interviews. As part of the interview process, the Vendor may be asked to address any questions the Town may have related to the Vendor’s qualifications or Engineering Fees. Using information submitted, Engineering Fees presented and information gained in the interview process, it is the intent of the Town to select one vendor for the Town to contract with who represents the most responsive, responsible vendor based on all information submitted by the Vendor, information needed by the Town and presented in the interview process with final approval by the Ridgeland Town Council.



SECTION D: SPECIFIC TERMS AND CONDITIONS

1. COMPETITION: This solicitation is intended to promote full and open competition. If any language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested vendor to notify the Town Administrator in writing no later than five (5) business days prior to the scheduled due date and time.

2. RESPONDANTS QUALIFICATION: The Town reserves the right to request satisfactory evidence of their ability to furnish services in accordance with the terms and conditions listed herein. The Town further reserves the right to make the final determination as to the Vendor's ability to provide said services.

3. RESPONSE WITHDRAWAL: Any responses may be withdrawn prior to the established closing date and time, but not thereafter with proper approval from the Town Administrator.

4. REJECTION: The Town reserves the right to reject any and all proposals, to cancel or withdraw this solicitation, and to waive any technicality of any type if deemed to be in the best interest of the Town

5. WAIVER: The Town reserves the right to waive any Instruction to Offerors, General or Special Provisions, General or Special Conditions, or specifications deviation if deemed to be in the best interest of the Town.

6. RESPONSE PERIOD: All responses shall be good for a **minimum period of 90 calendar days.**

7. DEVIATIONS FROM SPECIFICATIONS: Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful offeror will be held responsible therefore. Deviations must be explained in detail on separate attached sheet(s). The listing of deviations, if any, is required but will not be construed as waiving any requirements of the specifications. Unidentified deviations found during the evaluation of the response may be cause for rejection.

8. AMENDMENTS: All amendments to and interpretations of this solicitation shall be in writing and issued by the Town Administrator and issued by Addendum.

9. DEBARMENT: By submitting a qualification package, the Firm is certifying that they are not currently debarred from responding to any request for proposals by any agency or subdivision of the State of South Carolina or the United States Federal Government, nor are they an agent of



any person or entity that is currently debarred from submitting proposals on contracts by any agency or subdivision of the State of South Carolina.

10. DEFAULT: In case of default by the Firm, the Town reserves the right to purchase any or all items in default in the open market, charging the Firm with any excessive costs. Should such charge be assessed, no subsequent solicitation response of the defaulting Firm will be considered in future RFP's until the assessed charge has been satisfied.

11. HOLD HARMLESS: All respondents to this RFP shall indemnify and hold harmless Town of Ridgeland officers and employees and elected officials from all suits and claims alleged to be a result of this request for proposals. The issuance of this request of proposals constitutes only an invitation to present a proposal. The Town reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this request for proposals. The Town also reserves the right to seek clarifications, to negotiate with any Firm submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule.

12. CANCELLATION: In the event that this request for proposals is withdrawn or the project canceled for any reason, **the Town shall have no liability to any respondent for any costs or expenses incurred in connection with this request for proposals or otherwise.**

13. FAILURE TO SUBMIT ALL MANDATORY FORMS: Failure to submit all the mandatory forms from this request of proposals shall be just cause for the rejection of the qualification package. However, the Town reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal as non-responsive.

14. CONTRACT AWARD:

This solicitation and submitted documents, when properly accepted by the Town shall constitute an agreement equally binding between the successful Firm and the Town. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting agreement. The Town shall not be legally bound by any amendment or interpretation that is not fully executed by both parties in writing.

The successful Firm shall be required to execute a formal agreement with the Town's Administrator within ten (10) business days after issuance of the Notice of Award.

15. CONTRACT ADMINISTRATION: Questions or problems arising after award of an agreement shall be directed to the Town Administrator by calling (843) 726-7500. Copies of all



correspondence concerning this solicitation or resulting agreement shall be sent to The Town of Ridgeland, Attn. Town Administrator, One Town Square, PO Box 1119, Ridgeland, SC 29936.

SECTION E: ADDITIONAL CONTRACTUAL REQUIREMENTS

1. ABANDONMENT OR DELAY: If the work to be done under this contract shall be abandoned or delayed by the Firm, or if at any time the Town shall be of the opinion and shall so certify in writing that work has been abandoned or delayed by the Firm, the Town may annul the contract or any part thereof if the Firm fails to resolve the matter within thirty (30) days of written notice.

2. FIRM'S COOPERATION: The Firm shall maintain regular communications with the Project Manager and shall actively cooperate in all matters pertaining to this contract.

3. RESPONSIBILITY: The Firm shall at all times observe and comply with all federal, state, and municipal laws, ordinances, rules and regulations in any manner affecting the contract.

4. NON-APPROPRIATION / SUBSTITUTION PERMITTED: If the Ridgeland Town Council fails to appropriate or authorize the expenditure of sufficient funds to provide the continuation of this contract or if a lawful order issued in, or for any fiscal year during the term of the agreement, reduces the funds appropriated or authorized in such amounts as to preclude making the payments set out therein, the agreement shall terminate on the date said funds are no longer available without any termination charges or other liability incurring to Town. Following any such non-appropriation, the master lease agreement shall contain no limitation on the Town's ability to replace the equipment financed with any other equipment.

5. INDEMNIFICATION: Except for expenses or liabilities arising from the negligence of the Town, the Firm hereby expressly agrees to indemnify and hold the Town harmless against any and all expenses and liabilities arising out of the performance or default of any resulting agreement or arising from or related to the Work as follows: Firm expressly agrees to the extent that there is a causal relationship between its negligence, action or inaction, or the negligence, action or inaction of any of its employees or any person, firm, or corporation directly or indirectly employed by the Firm, and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by the Town and its employees or by any member of the public, to indemnify and save the Town and its employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the performance or default of any resulting agreement or arising from or related to the equipment. Such costs are to include defense, settlement and reasonable attorneys' fees incurred by the Town and its employees. This promise to indemnify shall include bodily injuries or death occurring to Firm's employees and any



person, directly or indirectly employed by Firm (including without limitation any employee of any subFirm), the Town's employees, the employees of any other independent Firm, or occurring to any member of the public. When the Town submits notice, Offeror shall promptly defend any aforementioned action. The prescribed limits of insurance set forth herein shall not limit the extent of the Firm's responsibility under this Section. The terms and conditions contained in this Section shall survive the termination of any resulting agreement or the suspension of the Work hereunder. Additionally, the Town will not provide indemnity to the successful FIRM. Failure to comply with this section may result in your request for proposal to be deemed non-responsive.

6. FORCE MAJEURE: The Offeror shall not be liable for any excess costs if the failure to perform the resulting agreement arises out of causes beyond the control and without fault or negligence of the Firm. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the Firm. If the failure to perform is caused by default of a sub-consultant, and if such default arises out of causes beyond the control of both the Firm and sub-consultant and without excess costs for failure to perform, unless the supplies or services to be furnished by the sub-consultant were obtainable from other sources in sufficient time to permit the Firm to meet the required delivery schedule.

7. CONDUCT OF FIRM: The Engineering Firm's (Firm) personnel must exercise a particularly high level of discipline, safety and cooperation at all times while on the job site. The Firm will be responsible for controlling employee conduct, for assuring that its employees are not boisterous or rude, and assuring that they are not engaging in any destruction or criminal activity. All Town, Town and local codes, rules and regulations concerning safety will be strictly adhered to by the Firm. The Firm will be responsible for assuring the safety of his employees, Town employees, and the general public during performance of all services under this contract. Possession and consumption of drugs or alcoholic beverages is strictly prohibited at all times at the job site and on or around the Town's property and will be considered a breach of contract. Work may be temporarily stopped by the Town Administrator or his designee due to severe weather, lack of material, safety violations or other unforeseen circumstances.

8. BUSINESS LICENSE: The Firm must obtain a Town business license.

9. ARBITRATION: Under no circumstances and with no exception will the Town act as arbitrator between the Firm and any sub-consultant.



10. PUBLICITY RELEASES: Offeror agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the Town. The Firm shall not have the right to include the Town's name in its published list of customers without prior approval of the Town Administrator. With regard to news releases, only the name of the Town, type and duration of any resulting agreement may be used and then only with prior approval of the Town. The Firm also agrees not to publish, or cite in any form, any comments or quotes from the Town's staff unless it is a direct quote from the Procurement Manager.

11. GOVERNING LAWS: Any agreement arising from this solicitation shall be governed by the laws of the State of South Carolina and any and all disputes arising out of said agreement shall, if litigation is necessary, be litigated only in a Circuit Court for the Fourteenth Judicial Circuit sitting in Ridgeland, South Carolina. The prevailing party shall be entitled to attorney's fees and all costs of said litigation.

12. ASSIGNMENT: The Firm shall not assign in whole or in part any agreement resulting from this Request for Proposals without the prior written consent of the Town. The Firm shall not assign any money due or to become due to him under said agreement without the prior written consent of the Town.

13. AFFIRMATIVE ACTION: The successful Firm will take affirmative action in complying with all Federal and State requirements concerning fair employment and treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.

14. FAILURE TO DELIVER SERVICES IN ACCORDANCE WITH TERMS & CONDITIONS: In case of failure to deliver services in accordance with the contract terms and conditions, the Town, after due oral or written notice, may procure substitute goods or services from other sources and hold the Firm responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Colleton Town may have.

15. TERMINATION OF CONTRACT:

1. Subject to the Provisions below, the contract may be terminated by the Purchasing Department providing a thirty (30) days advance notice in writing is given to the Firm.

a. Termination for Convenience: In the event that this contract is terminated or canceled upon request and for the convenience of the Town without the required thirty (30) days



advance written notice, then the Town shall negotiate reasonable termination costs, if applicable.

b. Termination for Cause: Termination by the Town for cause, default or negligence on the part of the Firm shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty (30) days advanced notice requirement is waived and the default provision in this request for proposals shall apply.

c. The Town shall be obligated to reimburse the Firm only for those services rendered prior to the date of notice of termination, less any liquidation damages that may be assessed for nonperformance.

2. Non-Appropriations Clause: Notwithstanding any other provisions of the contract, if the funds anticipated for the continued fulfillment of this contract are at any time. Not forthcoming, through the failure of the Town Government to appropriate funds, discontinuance or material alteration of the program under which funds were provided, the Town shall have the right to terminate the contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding. Unless otherwise agreed to by the Town and the Firm, the contract shall become null and void on the last day of the fiscal year for which appropriations were received.

16. GOVERNING LAWS: Any contract resulting from this request for proposals shall be governed in all respects by the laws of the State of South Carolina and any litigation with respect thereto shall be brought in the courts of the State of South Carolina.

17. BONDS: Payment and Performance Bonds are not required for this RFQ.

18. PURCHASING CARD: By submitting a proposal, Firm agrees to accept payment by the Town Purchasing Card for no extra charge. The Purchasing Card is issued by Visa. The purchasing card allows Town agencies to make authorized purchases from a vendor, in conjunction with a purchase order.

19. OWNERSHIP OF MATERIAL: Ownership of all data, material, drawings, specifications and any other project related documentation originated and prepared for the Town pursuant to this contract shall belong exclusively to the Town.

20. TYPE OF CONTRACT: This contract is an Indefinite Delivery/Indefinite Quantity (ID/IQ) contract.

21. INSURANCE: The Town will require the following remain in force at all times through the life of the contract:



- Professional Liability Insurance – Minimum \$1,000,000.00 - Proof of in force insurance must be provided in the response to the RFP.
- Workers’ Compensation - \$100,000 – each accident Statutory Coverage and Employer’s - \$100,000 each employee Liability - \$500,000 – policy limit
- Comprehensive General Liability - \$1,000,000 – bodily injury each occurrence \$1,000,000 – bodily injury aggregate \$1,000,000 – property damage each occurrence \$1,000,000 – property damage aggregate Products –
- Completed Operations - \$1,000,000 – aggregate
- Business Auto Liability – Same as Comprehensive General Liability
- Excess or Umbrella Liability - \$1,000,000 Colleton

A copy of the Vendor’s Certificate of Insurance should be included as part of its response to this RFQ. Town will be named as an “additional insured” should the Vendor be selected to perform the work.

END OF RFQ



ATTACHMENT “A”

PROFESSIONAL SERVICES FEE SCHEDULE

Position*	Hourly Rate
Principal Engineer, PE 10+ Years Experience	\$ /hr.
Principal Engineer, PE < 10 Years Experience	\$ /hr.
Professional Engineer, PE 10+ Years Experience	\$ /hr.
Professional Engineer, PE < 10 Years Experience	\$ _ _ _/hr.
Engineering Intern (EI)	\$ /hr.
Senior CAD Designer 10+ Years Experience	\$ /hr.
AutoCAD Draftsperson	\$ /hr.
Senior GIS Technician 5+ Years Experience	\$ /hr.
GIS Technician	\$ /hr.
Field Technician	\$ /hr.
Document Coordinator/Technical Editor	\$ /hr.
Administrative/Clerical	\$ /hr.
Expenses**	Rate
Mileage	\$ /Mile
Reimbursable Direct Expenses Mark Up Percentage	%

*These rates should include all direct and indirect costs except direct expenses. Indirect costs should include such items as overhead, profit and such statutory and customary fringe benefits as social security contributions, sick leave, unemployment, excise and payroll taxes, workmen’s compensation, health and retirement benefits, bonuses, annual leave and holiday pay.

**Reimbursable direct expenses shall mean the actual expenses of transportation and subsistence of principals and employees, consultants’ fees, subcontractors’ fees, toll telephone calls, reproduction or reports and other project related materials, expendable supplies directly used on the project, equipment and laboratory use fees, and similar project related items.



ATTACHMENT "B"

EXPERIENCE AND REFERENCE INFORMATION

The Vendor shall provide the following as requested below. The Vendor is encouraged to provide the most recent applicable experience references, those closest to Ridgeland and for contracts over \$10,000.00 in total fees.

Similar Project Experience and References:

Name of Client: _____

Client Contact Information:

Name: _____

Position: _____

Contact Information: _____

Organization or Company: _____

Work Performed: _____

Duration of Contract: Start Date _____ End Date _____

Total Fees Billed and Collected: \$ _____

If not currently active why work was ended: _____

Name of Client: _____

Client Contact Information:

Name: _____

Position: _____

Contact Information: _____



Organization or Company: _____

Work Performed: _____

Duration of Contract: Start Date _____ End Date _____

Total Fees Billed and Collected: \$ _____

If not currently active why work was ended: _____

Name of Client: _____

Client Contact Information:

Name: _____

Position: _____

Contact Information: _____

Organization or Company: _____

Work Performed: _____

Duration of Contract: Start Date _____ End Date _____

Total Fees Billed and Collected: \$ _____

If not currently active why work was ended: _____
