

REQUEST FOR PROPOSALS

FOR THE

CAPITOL BUILDINGS PLANNING COMMISSION — MASTER PLAN CONSULTANT

FOR UPDATING THE STATE GOVERNMENT MASTER PLANS  
FOR THE METROPOLITAN AREAS OF SANTA FE,  
ALBUQUERQUE AND LAS CRUCES

AND FOR

A REVIEW AND INVENTORY OF STATE PROPERTIES THROUGHOUT THE STATE FOR  
DEVELOPMENT OF AN OVERALL STATEWIDE MASTER PLAN



**CAPITOL BUILDINGS PLANNING COMMISSION**

**NOTICE**

The Procurement Code, Section 13-1-28 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, illegal gratuities and kickbacks.

LEGISLATIVE COUNCIL SERVICE  
411 State Capitol  
Santa Fe, New Mexico 87501  
(505) 986-4600

PROPERTY CONTROL DIVISION, GSD  
1100 South St. Francis Drive  
Joseph M. Montoya Building, Room 2022  
P.O. Drawer 26110  
Santa Fe, New Mexico 87502-0110  
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**ISSUE DATE:**

September 16, 2011

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## 1. INTRODUCTION

The Legislative Council Service (LCS), in coordination with the Property Control Division (PCD) of the General Services Department (GSD), on behalf of the Capitol Buildings Planning Commission (CBPC), invites individuals or firms (Offerors) to submit proposals in accordance with the outlines and specifications contained in this request for proposals (RFP). This RFP contains specific requests for information. In responding to this RFP, Offerors are encouraged to provide any additional information they believe is relevant.

The purpose of this procurement is to select a consultant to provide master planning services to the CBPC for developing long-range space needs and facilities master plans and a review of state properties throughout the state for development of an overall statewide master plan. In addition, this procurement seeks a consultant to provide master plan updating services for all state agencies in the metropolitan areas of Santa Fe, Albuquerque and Las Cruces, including agencies in state-owned and state-leased facilities, as delineated in Item 6 (Scope of Work).

Copies of previous master planning documents are available at: [www.nmlegis.gov](http://www.nmlegis.gov).

## 2. SEQUENCE OF EVENTS

<u>Event</u>	<u>Date</u>
A. Release of RFP	September 16, 2011
B. Submission of Proposals	by 2:00 p.m. on October 17, 2011
C. Evaluation of Proposals and Selection of Short List	October 31, 2011

The selection date is subject to extension at the discretion of the LCS. The effective date of the Contract is tentative; it is dependent on the selection date and the length of time required for contract negotiation.

The events identified in the schedule above are briefly described below.

A. Release of RFP. This RFP will be advertised in two (2) newspapers of general circulation pursuant to Sections 13-1-104 and 13-1-113 NMSA 1978. Prospective Offerors may direct questions to and acquire information about the RFP from Roxanne Knight of the LCS or Lemoyne Blackshear, PCD staff architect, at the respective addresses listed on the front page of this RFP. It is preferred that questions or inquiries be made via electronic mail.

B. Receipt of Proposals by LCS. An original, five (5) copies and one (1) electronic copy of the proposal and supporting documentation shall be submitted to the LCS. Proposals must be in the format specified in Item 5 of this RFP and must be signed by the Offeror.

The deadline for receipt of proposals by the LCS is October 17, 2011, no later than 2:00 p.m. Proposals will be time-stamped upon receipt.

All proposals must be submitted in sealed envelopes marked "Proposal for Capitol Buildings Planning Commission — Master Plan Consultant".

All proposals must be addressed to:

Capitol Buildings Planning Commission  
c/o Legislative Council Service  
411 State Capitol  
Santa Fe, New Mexico 87501  
Attention: Roxanne Knight

A proposal may be modified by an Offeror prior to the deadline for submission of proposals by delivery of a written modification to the above address. The sealed envelope must be marked "Modification to Proposal for Capitol Buildings Planning Commission Master Plan Consultant".

A proposal may be withdrawn prior to the deadline for submission of proposals by delivering written or telephone notice to the person listed above.

Any proposal or modification received after the deadline for submission of proposals will be considered late. Unless a late proposal is the only one received, no late proposal or late modification will be considered unless it would have been timely but for the action or inaction of the LCS. Time limits will not otherwise be waived.

Proposals will not be opened publicly and will not be open to public inspection until after the award of the Contract.

C. Evaluation of Proposals. Proposals will be evaluated and short-listed by a staff committee. The staff committee will present its findings to the CBPC, sitting as the Selection Committee, which will conduct the final selection process. The staff committee and the CBPC will use the criteria listed in Item 7 of this RFP to rate Offerors' proposals. During the evaluation process, the staff or the Selection Committee may seek clarification from Offerors, but shall NOT negotiate with Offerors.

The Selection Committee may ask for interviews with the highest ranked Offerors. Interviews, if conducted, will be at a place and time selected by the Selection Committee.

D. Selection of Offeror. The Offeror selected to perform the work and those individuals not selected will be notified in writing by the LCS. Selection does NOT constitute an obligation to contract with the successful Offeror.

### **3. AMENDMENTS TO RFP**

If there are any amendments to this RFP, they shall be in writing and shall be mailed or electronically mailed to all individuals who have notified the LCS that they are responding to the RFP. Amendments shall be distributed with sufficient time to allow Offerors to consider the amendments in preparing their proposals. If necessary, the deadline for submission of proposals will be extended by the amendment.

The written acknowledgment form mailed with the amendment must be completed by the Offeror and submitted with the proposal as evidence of receipt of the amendment.

### **4. CANCELLATION OF RFP; REJECTION OF PROPOSALS**

The LCS, in coordination with the PCD and on behalf of the CBPC, reserves the right to cancel this RFP at any time and for any reason.

Any and all proposals may be rejected in whole or in part when it is in the interest of the CBPC to do so. The CBPC is not responsible for the payment of any costs incurred by the Offeror in the preparation or submission of a proposal.

The issuance of this RFP, the receipt of proposals or the selection of an Offeror in no manner obligates the CBPC to an eventual contract for services. This process is solely at the discretion of the CBPC and may be terminated without penalty or obligation at any time prior to the signing of a written contract.

### **5. PROPOSAL FORMAT**

The proposal is limited in format and length to a maximum of twenty (20) pages of text or graphic material and a format using 8 1/2" x 11" paper with fold-out sheets of 11" x 17" permitted. Front and back covers, transmittal letter, table of contents and dividers, work samples and the campaign disclosure forms will not count as pages.

Offerors shall include the following in their proposals:

A. Letter of Transmittal. Include the following information:

- (1) the name, address, email address and telephone number of the Offeror;
- (2) the date of the proposal;
- (3) a statement that the Offeror, if awarded the Contract, will comply with the Contract terms and conditions set forth in this RFP;
- (4) a statement that the Offeror's proposal is valid for sixty (60) days after the deadline for submission of proposals;
- (5) the name, title, email address and telephone number of persons to be contacted for clarification questions regarding this RFP;

- (6) acknowledged receipt of any and all amendments to this RFP; and
- (7) the signature of a person authorized to contractually obligate the Offeror.

B. Description of Services. Describe how the services will be provided or what tasks will be performed to accomplish the Scope of Work contained in Item 6 of this RFP. (The Scope of Work indicates "what" the Offeror is supposed to do; the Description of Services should show "how" the Offeror intends to perform the services.)

C. Related Experience and Qualifications. The Offeror must include in the proposal educational degrees, prior experience and qualifications related to accomplishing the Scope of Work contained in Item 6 of this RFP. This portion of the proposal must demonstrate the extent to which the Offeror is qualified to perform both the Scope of Work outlined in this RFP and the specific services contained in the Description of Services portion of the Offeror's proposal.

D. Evaluation Criteria. The Offeror's ability to meet the evaluation factors contained in Item 7 of this RFP must be stated in this section of the proposal.

E. Campaign Contribution Disclosure. An Offeror shall disclose any campaign contributions pursuant to Section 13-1-191.1 NMSA 1978 as identified in the Disclosure of Campaign Contributions Form in Appendix A.

## **6. SCOPE OF WORK**

The purpose of this procurement is to select an Offeror to provide professional master planning services for the development and updating of long-range space needs and facilities master plans for all state agencies in the greater metropolitan areas of Santa Fe, Albuquerque and Las Cruces. The plans shall consider any recent inventory of state buildings and land and leased space; city and county planning provisions that may affect the state's long-range space needs and facilities master plans; and other components that the CBPC deems necessary for full and complete plans. Included in this procurement shall be the continued collection of statewide facility and related asset inventory data, and updates, as required, to the Life-Cycle Cost Analysis Application.

The Offeror will continue the review of state properties throughout New Mexico for the development and updating of master plans. The overall master plan must include a local government growth impact study that identifies master plan alternatives for expansion, land acquisitions and possible upgrades of existing space and location assignment criteria for state agencies and employees in the target metropolitan areas and throughout New Mexico.

Additionally, the purpose of this procurement is to obtain professional master planning services to support the CBPC in its work, including the annual updates to the facilities master plans for all state agencies in the greater metropolitan areas of Santa Fe, Albuquerque and Las Cruces, including agencies in both state-owned and state-leased facilities.

In addition to the foregoing, the CBPC sets out the following guidelines for the plans and updates: 1) they shall, where possible, reduce recurring operating expenses to a state-owned and state-leased office space; 2) they shall consider which state-owned properties are not consistent with "highest and best use" as currently occupied and which properties could generate savings for more cost-effective office space; and 3) they should use the coordinated regional approach by co-locating state offices where practical to provide easier public access and maximize use of existing buildings, land and common infrastructure support features, such as access roads, parking lots, utilities and telecommunications, in the context of evolving economic, demographic and governmental trends in Albuquerque, Santa Fe and Las Cruces and throughout the state.

Additionally, the Offeror awarded this procurement will be expected to accomplish the following:

1. perform life-cycle cost analyses of state properties, as directed by the CBPC, and assist the CBPC in its review of lease-purchase agreements;
2. develop strategies for addressing deferred maintenance, renewal and disposal of state capital assets;
3. develop recommendations regarding whether the state should lease, lease-purchase or purchase needed additional facilities;
4. periodically reevaluate existing master plan strategies;
5. attend the regularly scheduled meetings of the CBPC and attend and facilitate work group meetings conducted prior to CBPC meetings in preparation of documents and presentations for CBPC meetings; and
6. provide annual updates of master plans to the CBPC by November 1 of each year, unless otherwise directed by CBPC.

**7. EVALUATION CRITERIA**

It is the intention of the CBPC to select the responsible Offeror whose proposal is most advantageous to the CBPC. The following evaluation factors will be considered in order of importance:

A. Prior experience with government facilities master planning. . . . .	20 points
B. Specialized design and technical competence of the business, including a joint venture or association, regarding the type of services required. . . . .	20 points
C. Capacity and capability of the business to perform the work, including any specialized services, within the time limitations. . . . .	10 points
D. Past record of performance on contracts with government agencies and private industry with respect to such factors as control of costs, quality of work and ability to meet schedules (include references for current and past projects that are similar to this project). . . . .	20 points
E. Evidence of understanding of the Scope of Work, the various pertinent state-owned sites and existing conditions. . . . .	25 points
F. The amount of design work that will be produced by a New Mexico business within the state. . . . .	<u>5 points</u>
	Total: 100 points

## 8. EVALUATION FACTORS

A brief explanation of each evaluation category is listed below. Information in one category may overlap information in other categories. Offerors are encouraged to fully address each category completely, as points are assigned for responses to each. Responses to the RFP shall include information and past project experiences specific to the team submitting the proposal.

### A. Government Facilities Master Planning. (Recommend two (2) pages)

- information regarding services provided to governmental entities; and
- describe specific projects or studies completed in the past eight (8) years for governmental entities.

### B. Specialized Design. (Recommend three (3) pages)

- vision/mission and business philosophy;
- brief history of firm in New Mexico;
- provide resumes for key staff and consultants; and describe specific relevant experience of the team in development of master plans, space studies and life-cycle cost analyses;
- firm's approach to project cost estimating and incorporation of life-cycle cost analysis into the planning process;
- examples of similar services provided and completed by the office submitting this proposal; and
- specific examples of best practices utilized by firm.

### C. Capacity and Capability. (Recommend three (3) pages)

- information regarding project team's past capability to meet schedules, meet budgets and provide presentations;
- describe how work will be organized, managed and administered to meet specified requirements; and
- indicate relationship of the firm's/project team's current workload to the projected workload of this project and personnel in the New Mexico office.

### D. Past Record of Performances. (Recommend three (3) pages)

- information on master planning activities completed to include project type and scope; and information on the outcome of related activities;
- provide samples from past projects of typical written and graphic materials prepared for the type of work being proposed under this RFP; list the team member who actually wrote the document and the projects on which the samples were used, including:
  - (1) sample of written report or project narrative;
  - (2) sample graphics; or
  - (3) sample of table of contents

(Work samples are not considered part of the twenty (20)-page limit of proposal length. Do not submit more than two (2) work samples. Each work sample should include items (1) through (3) listed above.); and

- please explain any project difficulties and how the Offeror handled these issues.

E. Evidence of Understanding of the Scope of Work. (Recommend four (4) pages)

- understanding of key project elements/goals;
- describe proposed approach to providing services expertly and efficiently; and
- describe management approach for obtaining and retaining sufficient expertise in the following areas: facilities planning; transportation, urban and environmental planning; spacing needs analysis; and project development.

F. New Mexico-Produced Work.

- indicate the volume of work to be produced by New Mexico firms using New Mexico-based employees on this project. Indicate the number of New Mexico-based employees that will be part of the service delivery team.

## 9. CONTRACT TERMS AND CONDITIONS

The Contract between the LCS on behalf of the CBPC and the successful Offeror will contain substantially the following terms and conditions. In the letter of transmittal, the Offeror must include a statement agreeing to these terms and conditions.

A. Scope of Work. This portion of the Contract will be drafted following selection of an individual or firm to perform the services. It will incorporate the Scope of Work in Item 6 of this RFP and the Description of Services from the Offeror's proposal.

B. Remuneration. After selection of an Offeror by the LCS, compensation for services will be negotiated between the successful Offeror and the LCS. The total compensation shall not exceed the limit specified in the Contract. The Contractor shall be compensated monthly for work performed in the preceding month. The Contractor shall be reimbursed for incurred and separately stated applicable gross receipts taxes and reasonable expenses incurred in providing these services.

C. Term. The Contract will be effective on a date to be determined by the LCS. The Contract may be a multiterm contract and may contain provisions for renewal for periods not extending beyond four (4) years.

D. Termination. The Contract may be terminated by either of the parties upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. A party may not nullify obligations or liabilities already incurred for performance or for failure to perform prior to the date of termination.

E. Status of Contractor. The Contractor, the Contractor's agents and employees are independent contractors performing professional master planning services for the LCS on behalf of the CBPC and are not employees of the State of New Mexico. The Contractor, the Contractor's agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles or any other benefits afforded to employees of the State of New Mexico by virtue of the Contract.

F. Assignment. The Contractor shall not assign or transfer any interest in the Contract or assign any claims for money due or to become due under the Contract without the prior written approval of the LCS.

G. Subcontracting. The Contractor shall not subcontract any portion of the services to be performed under the Contract without the prior written approval of the LCS.

H. Records and Audit. The Contractor shall maintain detailed time records that indicate the date, time and nature of services rendered. These records are subject to inspection by the LCS and the State Auditor. The LCS shall have the right to audit billings both before and after payment. Payment under the Contract shall not foreclose the right of the LCS to recover excessive or illegal payments.

I. Release. The Contractor shall, upon final payment of the amount due under the Contract, release the LCS and PCD on behalf of the CBPC, its officers and employees and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under the Contract. The Contractor agrees not to bind the State of New Mexico to any obligation not assumed in the Contract by the State of New Mexico, unless the Contractor has express written authority from the LCS to do so, and then only within the strict limits of that authority.

J. Confidentiality. Any information provided to or developed by the Contractor in the performance of the Contract shall be kept confidential and shall not be made available to any individual or organization without the prior written approval of the LCS.

K. Product of Service; Copyright. All designs, drawings, specifications, notes and other work and materials developed or acquired by the Contractor under the Contract, including ownership of any copyrights to work produced under the Contract, shall be transferred to and become the exclusive property of the state, and all material developed or acquired by the Contractor under the Contract shall become the property of the State of New Mexico and shall be delivered to the LCS not later than the termination date of the Contract. Nothing produced, in whole or in part, by the Contractor under the Contract shall be the subject of an application for copyright by or on behalf of the Contractor.

L. Conflict of Interest; Governmental Conduct Act. The Contractor shall warrant that the Contractor has no interest and shall not acquire any interest, direct or indirect, that would conflict with the performance of services required under the Contract.

M. Amendment. The Contract shall not be altered, changed or amended except by an instrument in writing executed by the parties.

N. Merger. The Contract shall incorporate all of the agreements, covenants and understandings between the parties concerning its subject matter, and all agreements and understandings shall be merged in the Contract. No prior or contemporaneous agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless included in the Contract.

O. Applicable Law. The Contract shall be governed by the laws of the State of New Mexico.

P. Waiver. No waiver of any breach of the Contract or any of the terms or conditions thereof shall be held to be a waiver of any other or subsequent breach; nor shall any waiver be valid, alleged or binding unless the same shall be in writing and signed by the party alleged to have granted the waiver.

Q. Appropriation. The terms of the Contract are contingent upon sufficient appropriations and authorization being made to the LCS by the New Mexico Legislature or other funding agency. If sufficient appropriations and authorization are not made by the New Mexico Legislature or other funding agency, the Contract shall, notwithstanding the provisions of any other section of the Contract, terminate immediately upon the Contractor's receipt of written notice of termination from the LCS. The LCS's decision of whether sufficient appropriations and authorization are made by the New Mexico Legislature shall be accepted by the Contractor and shall be final.

R. Notice. The Contract shall be issued pursuant to the provisions of the Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, which impose civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, illegal gratuities and kickbacks.

S. Equal Opportunity Compliance. The Contractor shall agree to comply with all federal and state laws pertaining to equal employment opportunity. In accordance with all such laws, the Contractor shall agree to ensure that no person in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity, age or handicap, be excluded from employment with or participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity performed under the Contract. If the Contractor is found to be not in compliance with these requirements during the life of the Contract, the Contractor shall agree to take immediate steps to correct these deficiencies.

T. Dispute Resolution. If a dispute arises under the provisions of the Contract, the parties shall make a good-faith attempt to mediate the dispute through a mediator agreed to by the parties. If the parties cannot agree to a mediator, then the mediator shall be designated by the presiding judge of the First Judicial District Court. If the dispute is not resolved by mediation, the parties shall submit the dispute to binding arbitration. The arbitration shall be governed by the provisions of this section and the provisions of the Uniform Arbitration Act.

U. Indemnity. The Contractor shall hold harmless and indemnify the State of New Mexico against any injury, loss or damage, including the cost of defense arising out of negligent acts, errors or omissions of the Contractor.

## **10. OTHER REQUIREMENTS**

A. Offeror Qualifications. The Selection Committee may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within the RFP, as defined in Section 13-1-81 NMSA 1978. The Selection Committee shall reject the proposal of any Offeror who is not a responsible Offeror, as defined in Section 13-1-83 NMSA 1978, or fails to submit a responsive offer, as defined in Section 13-1-85 NMSA 1978.

B. Right to Waive Minor Irregularities. The Selection Committee reserves the right to waive minor irregularities. The committee also reserves the right to waive mandatory requirements; provided that all the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Selection Committee.

## APPENDIX A. DISCLOSURE OF CAMPAIGN CONTRIBUTIONS FORM

### CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Section 13-1-191.1 NMSA 1978, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether the prospective contractor, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two (2) years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two (2) years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250) over the two (2)-year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THE PROSPECTIVE CONTRACTOR, A FAMILY MEMBER OR A REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

**"Applicable public official"** means a person elected to an office or a person appointed to complete a term of an elected office who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**"Campaign contribution"** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. "Campaign contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**"Contract"** means any agreement for the procurement of items of tangible personal property, services, professional services or construction.

**"Family member"** means spouse, father, mother, child, father-in-law, mother-in-law,

daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

**"Pendency of the procurement process"** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**"Person"** means any corporation, partnership, individual, joint venture, association or any other private legal entity.

**"Prospective contractor"** means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or that is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

**"Representative of a prospective contractor"** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

For purposes of this request for proposals, "applicable public officials" are the members of the Capitol Building Planning Commission and their designees:

Members:

Senator Stuart Ingle  
Senator Timothy Z. Jennings  
Representative Thomas C. Taylor  
Representative Ben Lujan  
Secretary Veronica N. Gonzales  
Secretary Alvin C. Dominguez  
State Treasurer James B. Lewis  
Commissioner of Public Lands Ray Powell  
Secretary-Designate Tom Clifford  
Chief Justice Charles W. Daniels  
Secretary Edwynn L. Burckle

Designees:

Deputy Director Patrick Simpson  
Assistant Land Commissioner Elaine Olah  
Department of Transportation Chief of Staff Tom J. Church  
Deputy Secretary Elena Sweeney  
Director Anne Greene-Romig  
Chief of Operations Clarence Smith  
Director Charles "Chuck" Gara

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made by: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

— OR —

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)