



REQUEST FOR QUALIFICATIONS

No. RFQ-7855-0-2007/MM

PROFESSIONAL PLANNING/ZONING CONSULTANTS

Issue Date: April 5, 2007

Due Date: May 10, 2007, Thursday, 2:00 p.m. CST

Return To: City of Madison Purchasing Services
210 Martin Luther King, Jr. Blvd., Room 513
Madison, WI 53703-3346

Notice and Instructions to Proposers

1. Qualifications must be received in the above office no later than the due time and date or they will be considered late and will be rejected.
2. Submit **one original** (identify), **seven** complete copies and one electronic copy (PDF or other compatible format) of your qualifications. Include all required information and/or certifications as stated in par. 6, Submittal Format and Requirements.
3. All qualifications must be packaged, sealed and clearly labeled in the lower left hand corner:

Proposer Name and Address

RFQ # 7855-0-2007/MM

TITLE: **PROFESSIONAL PLANNING/ZONING CONSULTANTS**

Due: 2:00 p.m., May 10, 2007

4. Deliver sealed qualifications to:

City of Madison Purchasing Services
Room 513, City-County Building
210 Martin Luther King Jr. Blvd.
Madison, WI 53703-3346

5. Late, faxed and/or unsigned proposals will be rejected.

For questions regarding this RFQ, contact:

Monette McGuire, Buyer

City of Madison Purchasing Services

Phone: 608-267-4969

Fax: 608-266-5948

Email: mmcguire@cityofmadison.com



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SECTION A: ADMINISTRATIVE QUALIFICATION INFORMATION and CONDITIONS

1. INTRODUCTION

The City of Madison Purchasing Services, on behalf of Madison Planning and Development, seeks to hire a Consultant or team of consultants capable of rewriting Madison's Zoning Code. The City will require that the rewritten Code implement the recommendations of the City's adopted Comprehensive Plan (January 2006) and its more detailed neighborhood and special area plans.

This solicitation is a Request for Qualifications (RFQ). This RFQ is a first step in a two-step process aimed at identifying one or more qualified consultants who demonstrate the capability and proven experience to provide professional planning/zoning services. The selected Consultants will be invited to submit full project proposal for consideration.

2. DEFINITIONS

"City of Madison," "City," "Purchasing," and "Department of Planning and Community and Economic Development" are synonymous and mean the City of Madison.

"Qualifications," "applications," "bid," "proposal," and "offer," are synonymous; and it is understood that once the City accepts the same, the document will constitute the contract contemplated by these instructions.

3. CALENDAR OF EVENTS

Listed below are specific and estimated dates and times of actions related to this Request for Qualifications (RFQ).

DATE	EVENT
April 5, 2007	Date of issue of the RFQ
April 18, 2007	Deadline for submission of written questions
April 24, 2007	Response to questions
2:00 p.m., Thursday, May 10, 2007	Qualifications due
June 1, 2007	Finalists Selected
June, 2007	Invitation to finalists to respond to Request for Proposal

Please Note: These dates are for planning purposes. They represent the City's desired timeline for implementing this project. The timeline may be adjusted, however, based upon the consultant recommendation, proposal response, production needs, and other circumstances

4. INQUIRIES AND CLARIFICATION OF SPECIFICATIONS

Any questions concerning this RFQ must be submitted in writing by mail, fax or e-mail on or before April 18, 2007 at 4:00 p.m. to:

Monette McGuire
City of Madison Purchasing Services
210 Martin Luther King Jr. Blvd
Room 513 City County Building
Madison, WI 53703-3346
Tel: (608) 267-4969
FAX: (608) 266-5948



E-MAIL mmcguire@cityofmadison.com

No telephone questions will be acknowledged. Questions posed to the City will be published on the bid distribution networks indicated below, after the City has had the opportunity to formulate responses.

www.demandstar.com

www.vendornet.state.wi.us

Vendors are expected to raise any questions, exceptions, or additions they have concerning the RFQ document at this point in the RFQ process. If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFQ, the vendor should immediately notify the above named individual of such error and request modification or clarification of the RFQ document.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFQ, revisions/amendments and/or supplements will also be posted at the websites indicated. Proposers are encouraged to check the website regularly for questions and answers.

Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFQ and any supplements or revisions thereof.

5. PROCURING AND CONTRACTING AGENCY

- a. This Request for Qualifications (RFQ) is issued by the City of Madison Purchasing Services Unit, which is the sole point of contact for the City during the selection process. The person responsible for managing the procurement process is Monette McGuire, buyer, tel: 608-267-4969, email: mmcguire@cityofmadison.com.
- b. The contract resulting from this RFQ will be administered by:

Rick Roll, AICP
Planner III
City of Madison Department of Planning and Community and Economic Development
Madison Municipal Building, Ste LL 100
215 Martin Luther King, Jr. Boulevard
Madison, WI 53703
Phone: (608) 267-8732
Fax: (608) 267-8739
Email: rroll@cityofmadison.com

6. SUBMITTAL FORMAT AND REQUIREMENTS

- a. Proposal Organization and Format

Submit eight complete sets (1 original + 7 copies) of proposals. Proposals should be typed and submitted on 8.5 by 11 inch paper bound securely. Proposals must be organized with the following headings and subheadings. Each heading and subheading should be separated by tabs or otherwise clearly marked.
- b. Required Submittals

The RFQ sections which should be submitted or responded to are:

These are required submittals. Forms marked with an * are included in this solicitation. Definitions and descriptions of required information are contained in par. 6.3 following this table.



Tab 1	General Information and Signatures a. Signature Affidavit - Parts I and II (*RFQ Form A) b. Consultant Profile Information (*RFQ Form B)
Tab 2	Executive Summary
Tab 3	Qualifications a. Qualifications Overview b. Organization Management Approach c. Key Staff
Tab 4	Experience, Past Performance, Litigations a. General Company Information b. Experience c. Disclosure of Contract Failures, Litigations
Tab 5	References (*RFQ Form C)

c. **Definitions of Required Submittals**

TAB 1 – General Information and Signatures

- a. RFQ Signature Affidavit (RFQ Form A, Part I and Part II)

Submit certification with the legal name of the Proposer and signature of the person(s) legally authorized to bind the Proposer to a contract.

- b. Consultant Profile Information (RFQ Form B)

Provide business identification and contact information required in the form.

TAB 2 – Executive Summary

- a. Cover Letter / Executive Summary

The Proposer shall include a brief summary that includes the factual, core aspects of basic services offered, experience and qualifications of the Proposer, staff, consultants, subconsultants and/or suppliers, a list of relevant projects in the last five (5) years and the timeliness in which they were completed and any other relevant information.

TAB 3 – Qualifications

- a. Qualifications Overview.

Provide a brief overview of the general background and services provided by your firm, including size of organization, description of organization structure, number of years in business and experience in serving governmental entities. Demonstrate the firm's capability and evidence that the Proposer has experience providing services equal to or greater in scope than those requested in this RFQ.



b. Organization Management Approach.

Describe the approach to organization management and the responsibilities of the management and staff personnel that will perform work on the Project; describe method employed to ensure prompt service, customer satisfaction, prompt compliant resolution, effective employee performance and training, and timely initiation and completion of all work.

c. Key Staff

Identify key staff in your company and affiliates including subcontractors or subconsultants to fulfill the contract requirements. Provide their resumes with job descriptions and other detailed qualification information. Include the proposed role and estimated amount of time to be spent on this project for each person. Identify who would be contract manager(s) from your company (cannot be from affiliate).

TAB 4 – Experience, Past Performance, and Litigations

a. General Company Information

State the number of years that the firm has been in business, the number of years in business operation under the firm's current business name. Any business owner who previously operated a business under another name must include a description of the previous business. Failure to include such information may be deemed by the City as intentional misrepresentation, and may render the submittal non-responsive.

b. Experience

The City will evaluate the experience of the Proposer in providing the proposed services. Provide a description of relevant experience, especially in projects of similar size and scope. Include a clear statement of your firm's specific role in the process.

Be specific and identify projects, dates and results. Include the following information:

1. The client name, address, telephone number and the name of a contact person.
2. A description of the performed Work
3. The contract period and duration
4. A statement or notation as to whether the Firm was a prime Consultant or a Sub consultant.
5. The result of the project
6. List any and all contracts the Firm or its principals have performed for the City.
7. List all current projects.

c. Disclosure of Contract Failures, Litigation.

Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigation pending which involves the consultant or in which the consultant has been judged guilty or liable, or which may affect the performance of the services to be rendered herein, in which the Firm, any of its employees, subcontractors, or sub consultants is or has been involved in within the last three (3) years.



TAB 5 – References (RFQ Form C)

- a. Provide a list of organizations and/or clients with whom the Proposer has done similar business with in the last 5 years. Include name, address, and phone number of contact person for each. Describe briefly the nature of the project or services provided to each organization listed. If contacted, all references must verify that a high level of satisfaction was provided.
- b. The City of Madison may also utilize other sources of information about the product(s) and/or service(s) proposed by the Proposer where these sources are publicly available and are equally available for all competing Proposers.

7. SELECTION PROCESS

- a. A City staff review committee will review the RFQ submittals and prepare a short list of Consultants who will be invited to submit a proposal in response to the City's Request for Proposals.
- b. RFQ submittals will be ranked based on the following criteria:
 - The recent (within the last 5 years) experience of the firm in successfully starting and completing projects of similar type, size and scope as the City of Madison Zoning Code rewrite;
 - The experience of the project manager and other staff that will be working on the project;
 - The degree to which Consultant's general project approach is consistent with the project objectives, anticipated tasks, timeline and services.
 - References from past clients on the performance of the Consultant(s) on similar projects.

8. ADDENDA

Revisions to any part of the solicitation or provision of additional information shall be made by addenda. Proposers must acknowledge the receipt of any addendum in the appropriate section. It shall be the responsibility of the Proposers to regularly monitor the bid distribution websites used by the City (www.demandstar.com and www.vendornet.state.wi.us) for any such postings. Failure to retrieve such addenda and include their appropriate provisions in your response, may result in your bid being disqualified.

9. ACCEPTANCE/REJECTION OF QUALIFICATIONS

- a. The City reserves the right to accept or reject any or all statements of qualifications submitted, in whole or in part, and to waive any informalities or technicalities which at the City's discretion is determined to be in the best interests of the City. Further, the City makes no representations that a contract will be awarded to any Proposer responding to this request. The City expressly reserves the right to reject any and all bids responding to this invitation without indicating any reasons for such rejection(s).
- b. The City reserves the right to postpone due dates and openings for its own convenience and to withdraw this solicitation at any time without prior notice.

10. INCURRING COSTS

This initial phase of request for qualifications does not commit the City to award a contract, pay any costs incurred in preparation of these applications, or to procure or contract for any services.

11. PROPOSER QUALIFICATIONS

The City of Madison may make such investigations as it deems necessary to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to the City all such information and data for



this purpose, as the City may request. The City reserves the right to reject any proposal if the evidence submitted by, or investigated of, such Proposer fails to satisfy the City, that such Proposer understands the full scope of work and is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

12. PROPOSAL CONTENT

The evaluation and selection of a Consultant and the contract will be based on the information submitted in the vendor's qualifications plus references and any required on-site visits or oral presentations. Failure to respond to each of the requirements in the RFQ may be the basis for rejecting a response.

13. DESIGNATION OF PROPRIETARY INFORMATION

- a. All restrictions on the use or inspection of data contained within a bid shall be requested prior to submission of the bid itself. Written requests for confidentiality shall be submitted to the City of Madison Purchasing Office by the Proposer prior to the bid submission date.
- b. Requests that are granted shall use the following format:
 - Any information to be considered confidential or proprietary must clearly stated on the attached "Designation of Confidential and Proprietary Information" form and separated / packaged from the rest of the bid.
 - Co-mingling of confidential/proprietary and other information is not acceptable.
 - Neither a bid, in its entirety, nor bid price information will be considered confidential and/or proprietary.
 - Any information that will be included in any resulting contract cannot be considered confidential.
- c. Proprietary information submitted in a bid, or in response to the RFQ, will be handled in accordance with the applicable Wisconsin State Statute(s). To the extent permitted by law, it is the intention of the City to withhold the contents of the bid from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of the City. At that time, all bids will be available for review in accordance with the Wisconsin Open Records Law.

14. ACCEPTANCE OF TERMS

By submitting an application, the Proposer affirms its acceptance of the terms and conditions of this RFQ, including its attachments and exhibits, without exception, deletion or qualification, and without making its offer contingent.

15. PUBLIC OPENINGS

There will be no public openings following the due date for submission of qualifications. All information received shall remain confidential until the selection of qualified consultants has been completed.

16. BID DISTRIBUTION NETWORKS

- a. The City of Madison posts all bid announcements, addenda notices, and bid/RFQ documents on two bid distribution networks. All Proposers must access documents, information, amendments or supplements from either one of these websites. It shall be the responsibility of the Proposers to regularly monitor the bid distribution websites for any such postings. Failure to retrieve such addenda and include their appropriate provisions in your response, may result in your bid being disqualified.

- **State of WI VendorNet System**
(WI state and local agencies post bids on this network. **Registration is FREE.**)

<http://vendornet.state.wi.us/vendornet/default.asp>



In the future, requests for bids and requests for bids from the City of Madison for this project's service or commodity will be sent automatically only to vendors subscribing to VendorNet. If questions exist about VendorNet, call the VendorNet Information Center at 1-800-482-7813 or, for Madison area organizations, call 264-7898.

- **DemandStar by Onvia**

(National bid distribution system with graduated fee schedule to subscribe by county, region, state or on a national level.)

<http://www.demandstar.com/>

b. For this particular Request for Qualifications project only, announcements and information will also be made available on the following websites:

- American Planning Association:

<http://www.planning.org/rfp-rfq/>

- Wisconsin Chapter, American Planning Association

<http://www.wisconsinplanners.org/>



SECTION B: PROJECT INFORMATION AND SPECIFICATIONS

1. INTRODUCTION and BACKGROUND:

Madison's current Zoning Code dates from 1966 and does not always reflect best zoning and planning practices. Further, it is not effective in implementing the land use and design recommendations in Madison's adopted plans. This leads to excessive use of planned unit development zoning and excessive requirements for conditional uses. Large areas of Madison's older neighborhoods are nonconforming. This has led to frequent variance requests and amendments to the Zoning Code.

During the course of the project, the Consultant(s) shall work with elected and appointed officials, neighborhood groups, various advocacy groups, and City staff. The Consultant(s) will be required to develop a public participation process that actively engages the aforementioned agencies, groups and others throughout the Zoning Code rewrite process, while meeting the project's budget and timeline.

The Consultant(s) shall maintain a focus on developing a zoning code that will reflect and can effectively implement the recommendations of the City's adopted plans, rather than reviewing or revising the underlying plan recommendations for specific locations. Early in the project, the Consultant(s) shall become familiar with relevant City plans and development-related ordinances.

It is a priority of the City to develop a zoning code that provides for and promotes a sustainable built and natural environment. In order to guide its operations, management and policy the City has adopted a sustainable development framework and strategic planning process (the Natural Step) that is based on the following principles: a) reducing dependence upon fossil fuels, extracted underground metals and materials; b) reducing dependence on chemicals and other manufactured substances that can accumulate in nature; c) reducing dependence on activities that harm life's ecosystems; and d) reducing dependence on activities that interfere with other people's abilities to meet their basic needs. It is the City's intention that these sustainability principles inform and guide the Consultant(s)' work.

For additional information on the City's sustainability agenda and the Natural Step model for Eco-Municipalities As a Guiding Framework for the City of Madison's Sustainable City Program, go to: http://webapp.cityofmadison.com/sustainable_design/index.cfm

The process for selecting a Consultant(s) to rewrite the City's Zoning Code is a two-step process that includes a Request for Statements of Qualifications (RFQ) submittal followed by selection of a short list of firms that will be invited to respond to a Request for Proposals.

2. OBJECTIVES OF THE PROJECT:

- The City of Madison's Department of Planning and Community and Economic Development (City) wishes to hire a Consultant or team of consultants capable of rewriting Madison's Zoning Code. The City will require that the rewritten Code implement the recommendations of the City's adopted Comprehensive Plan (January 2006) and its more detailed neighborhood and special area plans.
- The City wishes to hire a Consultant(s) that has demonstrated experience drafting zoning regulations for large cities with complex planning issues.
- The City desires a Code that is integrated with and cross-references other land use related ordinances including the Land Subdivision Regulations, Landmarks Commission Ordinance and the Urban Design Commission Ordinance.
- The City desires a Code that includes graphics that illustrate regulations and make the Code easy to use.



- The City wishes to hire a Consultant(s) that has experience drafting form-based zoning codes or similar codes that address the design and land use recommendations of the City's various codes, ordinances and plans. The Code shall include urban design standards (text and graphics) as deemed necessary by the City.
- The City desires a Code that includes mixed-use zoning districts and attendant regulations for both built-up areas of the city as well as lands at the urban edge.
- The City desires a Code that includes a traditional neighborhood development zoning district.
- The City desires a Code that includes provisions that will help the City achieve high-quality infill and redevelopment projects that are consistent with the context of existing development in the area.
- The City desires a Code that includes provisions that link land use and transportation, with an emphasis on promoting transit-oriented development and traditional neighborhood development.
- The City desires a Code that promotes and supports transit use, biking, and pedestrians.
- The City desires a Code that provides for a sustainable built and natural environment.

3. ANTICIPATED TASKS AND SERVICES

- a. The Consultant(s) shall review and evaluate Madison's current Zoning Code, as well as other ordinances and initiatives, especially the City's Land Subdivision Regulations, Landmarks Commission Ordinance and Urban Design Commission Ordinance. The Consultant(s) shall provide the City with an analysis of the City's existing Code, highlighting its strengths and shortcomings based on the Consultant's review of national best land use practices. The analysis shall include a recommended approach and associated timeline to rewriting the City's Zoning Code, recommendations for potential revisions of the City's Land Subdivision Regulations, Landmarks Commission Ordinance and Urban Design Commission Ordinance so that the Code, regulations and ordinances are integrated and consistent with each other.
- b. The Consultant(s) shall assure the City that the new Zoning Code works well with existing City codes and ordinances.
- c. The Consultant(s) shall work closely with a diverse City inter-agency staff team.
- d. The Consultant(s) shall devise and implement a public participation plan that includes making presentations to and receiving input from the City inter-agency staff team, City Plan Commission, City boards and commissions, the Common Council and the general public.
- e. The Consultant(s) shall recommend its approach to working with a community of highly engaged, articulate and informed groups and individuals.
- f. The Consultant(s) shall make presentations to the aforementioned groups and organizations. Presentations shall include extensive use of graphics that illustrate Code regulations.
- g. The Consultant(s) shall recommend "form-based" zoning provisions within the Code where appropriate.
- h. The Consultant(s) shall provide a Code that integrates transportation systems with land development.



- i. The Consultant(s) shall suggest any process improvements necessary to ensure that the Code fosters an efficient and predictable development review process.
- j. The Consultant(s) shall develop a preliminary draft of the proposed Zoning Code rewrite.
- k. The Consultant(s) shall develop a public hearing draft of the proposed Zoning Code rewrite.
- l. The Consultant(s) shall assist in conducting final public hearings on the proposed Zoning Code rewrite.
- m. The Consultant(s) shall refine, finalize and deliver to the City electronic and hard copies of the final Zoning Code rewrite deliverables.
- n. The Consultant(s) shall assist in training City staff to use the new Code.

4. PROPOSED PROJECT SCHEDULE:

The anticipated project duration is two (2) years after the City directs the Consultant(s) to begin the project.

5. PROJECT BUDGET:

The estimated budget for the project is up to \$300,000.



RFQ FORM A

SIGNATURE AFFIDAVIT

Note: This form must be returned with your proposal response.

PART I:

In signing this proposal, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other Proposer competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposals to any other Proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the City in this Request for Bid, and declares that the attached proposal and pricing are in conformity therewith.

Proposer shall provide the complete information requested below. Include the legal name of the Proposer and signature of the person(s) legally authorized to bind the Proposer to a contract.

Proposal Invalid Without Signature	
SIGNATURE OF PROPOSER:	DATE:
NAME AND TITLE OF PROPOSER:	COMPANY NAME:
TELEPHONE:	ADDRESS:
FAX NO.:	

Person to Be Contacted If There Are Questions about Your Proposal (if different from above)	
NAME:	TITLE:
TELEPHONE:	FAX NO.:
EMAIL:	



RFQ FORM A

PART II: RECEIPT FORMS and SUBMITTAL CHECKLIST

The undersigned hereby acknowledges the receipt and/or submittal of the following forms:
(Initial all applicable forms)

Request for Qualifications	Initial to acknowledge receipt of RFQ Documents	Required Submittals Checklist. Initial all submitted documents
Section A: Administrative RFQ Information and Conditions		
Section B: Project Information and Specifications		
Attachment A: Sample Contract for Services		
Addendum No. ____ Dated: _____		
Addendum No. ____ Dated: _____		
Addendum No. ____ Dated: _____		
<u>Tab 1</u>	General Information and Signatures c. Signature Affidavit - Parts I and II (*RFQ Form A) d. Consultant Profile Information (*RFQ Form B)	
Tab 2	Executive Summary	
Tab 3	Qualifications a. Qualifications Overview b. Organization Management Approach c. Key Staff	
Tab 4	Experience, Past Performance, Litigations d. General Company Information e. Experience f. Disclosure of Contract Failures, Litigations	
Tab 5	References (*RFQ Form C)	

Company Name (print or type)

Proposer's Name and title (print or type)

Date

Signature



RFO FORM B
CONSULTANT PROFILE

1. **Proposing Company Name:** _____

2. FEIN _____ OR SOCIAL SECURITY NO. _____
(If Sole Proprietorship) SSN to be provided if awarded the contract _____

DUNN AND BRADSTREET NO. _____

3. **Form of Organization:** Corporation Limited Liability Company General Partnership
 Sole Proprietor Unincorporated Association Other: _____

4. **Location of Main Office:**

ADDRESS _____

CITY _____ STATE _____ ZIP + 4 _____

5. **Location of Office servicing City of Madison account:**

ADDRESS _____

CITY _____ STATE _____ ZIP + 4 _____

6. **Principal Information and Contact:**

NAME _____ TITLE: _____

TEL _____ TOLL FREE TEL _____

FAX _____ E-MAIL ADDRESS _____

7. **Contact Person in the event there are questions about your proposal:**

NAME _____ TITLE: _____

TEL _____ TOLL FREE TEL _____

FAX _____ E-MAIL ADDRESS _____

8. **Mailing address where City purchase orders/contracts are to be mailed and person the Department can contact concerning orders and billing:**

NAME _____ TITLE: _____

TEL _____ TOLL FREE TEL _____

FAX _____ E-MAIL ADDRESS _____

ADDRESS _____

CITY _____ STATE _____ ZIP + 4 _____

9. **Affirmative Action Contact:**

The successful Consultant, who employs more than 15 employees and whose aggregate annual business with the City for the calendar year in which the contract takes effect is more than twenty-five thousand dollars (\$25,000), will be required to comply with the City of Madison Affirmative Action Ordinance, Section 3.58(8) within thirty (30) days of award of contract.

NAME _____ TITLE: _____

TEL _____ TOLL FREE TEL _____

FAX _____ E-MAIL ADDRESS _____

ADDRESS _____

CITY _____ STATE _____ ZIP + 4 _____



RFQ FORM C
CONSULTANT REFERENCES

FOR VENDOR: _____

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for four (4) or more installations with requirements similar to those included in this solicitation document. If vendor is proposing any arrangement involving a third party, the named references should also be involved in a similar arrangement.

Company Name

Address (include ZIP)

Contact Person

Phone No.

Service(s) Used

Company Name

Address (include ZIP)

Contact Person

Phone No.

Service(s)

Company Name

Address (include ZIP)

Contact Person

Phone No.

Service(s)

Company Name

Address (include ZIP)

Contact Person

Phone No.

Service(s)