

Town of Dedham
Dedham Historical Commission

**REQUEST FOR QUOTES (RFQ)
East Dedham - Mother Brook Corridor
Historic Properties Survey**

Date of Advertisement:
Friday, August 10, 2018

SUBMISSIONS DUE:
Friday, August 31, 2018, 10 am
Late Submissions Will Be Rejected

DELIVER COMPLETED SUBMISSIONS TO:
Town of Dedham
John Sisson, Director of Economic Development
Office of the Town Manager
26 Bryant Street, Dedham, MA 02026

For further information, please contact
John Sisson, Director of Economic Development
Office of the Town Manager
26 Bryant Street, Dedham, MA 02026
(781) 751-9175 office
jsisson@dedham-ma.gov

**TOWN OF DEDHAM, OFFICE OF THE TOWN MANAGER
26 BRYANT STREET, DEDHAM, MA 02026**

**REQUEST FOR QUOTES (RFQ)
East Dedham - Mother Brook Corridor
Historic Properties Survey**

The goal of this solicitation is to provide the best value of commodities and services to achieve the procurement goals of the Town of Dedham (“Town”). The Town may negotiate a change in any element of contract performance or cost identified in the original request for the selected bidder or the selected bidder or contractor’s response that results in a lower cost or more effective or better value than was presented in selected bidder or contractor’s original Response.

Costs that are not specifically identified in the Bidder’s Response, and accepted by the Town as part of a Contract, will not be compensated under any contract awarded pursuant to the RFQ. The Town will not be responsible for any costs or expenses incurred by Bidders responding to this RFQ.

The Town makes no guarantee that any Commodities or Services will be purchased as a result of this solicitation. Any estimates or past procurement volumes referenced in this RFR are included only for the convenience of Bidders, and are not to be relied upon as any indication of future purchase levels.

The purpose of this solicitation is the selection of a historic preservation consultant to provide professional research and documentation services to complete a historic properties survey meeting current Massachusetts Historical Commission survey standards.

SCOPE OF SERVICES

I. INTRODUCTION

The Town of Dedham (Town) is seeking proposals from qualified historic preservation consultants to undertake an intensive-level survey of cultural and architectural resources in the Mother Brook Canal corridor, in the area now known as East Dedham. This Request for Quotes (RFQ) stipulates the procedures and requirements to be used by the Town in its selection for consulting services. The project will be divided into four phases, to be completed over a ten-month period:

- PHASE I – Identification of historic resources available for the project and development of methodology;
- PHASE II – Identification of properties to be surveyed and production of sample inventory forms;
- PHASE III – Production of complete draft inventory forms for review by the Dedham Historical Commission;
- PHASE IV – Production of final inventory forms, reports and maps.

The Town will evaluate all timely responses to ensure that all required submittals have been included and that all responses meet the selection criteria. Responses that are deemed to be complete shall be presented to a selection committee consisting of the Town Manager (or his/her representative) and members of the Dedham Historical Commission/community representatives. Bidders must provide fee amounts for these four tasks in their proposal. The Town has established a budget not to exceed \$15,000.

All questions regarding this Request for Quotes must be received by the Town no later than 10:00 a.m. on Tuesday, August 28, 2018, and directed or addressed to the attention of John Sisson, Director of Economic Development, Town of Dedham, (781) 751-9175, and may be e-mailed, and if e-mailed must be marked in the subject line “RFQ Historic Properties Survey,” and sent to jsisson@dedham-ma.gov.

II. PROJECT AREA

The project area will include the Mother Brook Corridor, commencing with the Mother Brook Canal and continuing along the inland waterway to the Dedham town line with the City of Boston. This neighborhood is now known as East Dedham.

III. FUNDING SOURCE(S)

The Project is being funded by the Town of Dedham.

IV. PROJECT OBJECTIVES

See Attachment A for the complete Scope of Work.

The Town of Dedham’s Mother Brook corridor includes a significant collection of surviving historic mill buildings, industrial infrastructure, residences (including company-built housing), municipal properties, and commercial buildings that form the core of the East Dedham neighborhood. The opportunity for water-powered mill sites here was recognized exceptionally early and put into motion by the excavation of a canal in 1639-40 that connected the Charles River to the headwaters of the then-named East Brook (later Mill Creek), and created the initial flow of water to support mills as the modified waterway descended from the Charles to its confluence with the Neponset River in what is now the Readville neighborhood of Boston. The first mill went into operation ca. 1641 near the present-day Bussey Street, as commemorated by a marker stone at Condon Park. In all, four mill privileges were developed in Dedham as one of the nation’s earliest industrial corridors attracted manufacturing activities through the early 20th century, driving the growth and development of East Dedham. The evidence of that development remains in the surviving industrial buildings and infrastructure, adjacent commercial, institutional buildings and surrounding residential neighborhoods of the 19th c and early 20th centuries, and in Mother Brook itself, which since the late 20th century has also served as flood control corridor for the Charles River basin.

Founded in 1635, the Town of Dedham has a well-documented historic urban core in the Dedham Village National Register Historic District, and has established three local historic districts administered by the Historic District Commission. While the 17th century creation of the Mother Brook canal and its significance to the development of the town is well known, the surviving historic buildings, structures, and industrial archaeology reflecting the historic development of the East Dedham’s Mother Brook corridor over the past 375 years remain largely undocumented in the Town’s historic inventory. Exceptions are the 1986 inventory forms prepared for the Norfolk Manufacturing Company - Stone Mill (DED.387, DED.A), in need of updating. In recognition of the recent 375th anniversary of the canal’s construction Town Meeting allocated funding for survey and documentation of the canal and related buildings and structures in East Dedham, and to identify districts, properties and sites eligible for listing in the National Register of Historic Places.

V. SUBMISSION REQUIREMENTS; QUALIFICATIONS

Please note: Any response that fails to include all of the required information—or is submitted by a person or persons who do not meet the qualifications outlined below—will be rejected as unresponsive, and will not be afforded a complete review by the Selection Committee.

Five (5) copies of the submission must be furnished to the Town Manager's Office for review by the Selection Committee. The overall proposal must include:

A. The identity of the individual, partnership or corporation applying for contract award and credentials of the personnel who would actually perform the work, as well as their managers, and the nature of the supervision. State the responsibilities of each of the project personnel. If the bidder intends to sub-contract the photography or any other work required in the scope of services, the sub-contractor must be identified. Sample work products are required for all personnel. This item is a major determinant in assessing the bidder's qualifications and will be incorporated as a condition in the contract to be awarded.

B. A bidder qualifications statement, including professional qualifications and work experience attesting to capacity to perform the required work program. Include resume(s), detailing academic and professional work experience attesting to capacity to perform the required work program. Resumes are required for all project personnel. Bidders must meet the following minimum criteria:

Bachelor's or Master's Degree in Historic Preservation, Architectural History, History, Art History or a closely related field and at least three years' experience at the management level with historic survey projects that incorporate Massachusetts Historical Commission (MHC) criteria and methodology, to current standards. (See MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992), *Survey Technical Bulletin #1* (1993), *MHC Interim Survey Guidelines* (March 1999, et seq.), *MHC Interim Guidelines for Inventory Form Photographs* (2009), and MHC's *Interim Guidelines for Inventory Form Locational Information* (2016). Both MHC survey guidelines and the tasks and products of the survey Scope of Work meet the Secretary of the Interior's *Standards and Guidelines for Identification* (1983).

C. An explanation of the bidder's approach to this project: demonstrated understanding of the methodology, scope of work, and completion deadline, and the bidder's expectations of assistance and services from the Town.

D. A client reference list, with names, addresses, telephone numbers, and e-mail addresses (if available) especially for clients for whom the bidder has performed similar services within the past five (5) years.

E. Any other information deemed relevant to the project, and which the bidder believes will further the competitiveness of the submission.

F. Bidder Signature Form, Certificate of Non-Collusion, Statement of Tax Compliance and Certificate of Vote of Corporation, as applicable (see Attachments C, D, and E).

VI. SELECTION CRITERIA

A. Quality and Depth of Project Experience. The bidder's response must demonstrate superior experience in providing services related to the Town's requirements. The project proposal must demonstrate a wide depth of experience with similar projects (5 or more), and prior experience with municipally, privately, or MHC-funded not-to-exceed or fixed-fee contracts. Project work samples should be of outstanding quality in content and technical presentation.

B. Qualifications. The bidder’s resume(s) must demonstrate that bidder has superior training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate exceptional professional experience.

D. Desirability of approach. The bidder should demonstrate understanding of the community’s historic and cultural resource protection needs, and proposer’s ability to undertake and complete this project in a timely manner. The response must demonstrate a superior approach to the subject material, an understanding of the historic and cultural resource issues addressed by the project, and a clear analysis of the time required for each phase of the project. The response should demonstrate a strong understanding of the history and development of local architectural forms in Massachusetts communities. All references confirmed that consultant had met schedule expectations and delivered an “on-time” project.

E. Overall Quality of Client References. All references contacted spoke favorably of the work performed by the consultant and would use them again for a similar project without hesitation.

F. Completeness and Quality of Response. Response is complete, concise, informative, and highly detailed. Response reflects that bidder is able to perform in a superior manner acceptable to the Town. Evaluation team is completely convinced about the proposer’s ability to provide the level of services as required by the Town. Proposal demonstrates excellent communication and documentation skills.

VI. BASIS OF AWARD

The Town will award a contract resulting from this solicitation to the responsible bidder whose offer meets the stated requirements for technical expertise, project experience, qualifications, project approach, client references, proposal quality, and price. The Town will award the contract to the bidder whose response represents the best value to the Town.

Quotes should be submitted on Attachment B – Price Quotation Form.

VII. PROJECT FEE

The Town has established a budget not to exceed \$15,000 for the Scope of Services described herein. Bidders must complete Attachment B – Price Quotation Form. Project fees must be provided for each of the four phases of work as described in the form. Fees shown shall include all costs and expenses (including materials, copying, mileage, photography, etc.) necessary to complete the scope of services defined in Attachment A of this RFQ.

VIII. PROJECT SCHEDULE (see Attachment A for description of work components):

- PHASE I – Identification of historic resources available for the project and development of methodology – November 9, 2018;
- PHASE II – Identification of properties to be surveyed and production of sample inventory forms – January 4, 2019;
- PHASE III – Production of complete draft inventory forms for review by the Dedham Historical Commission – June 21, 2019;
- PHASE IV – Production of final inventory forms, reports and maps – August 9, 2019

Please note: all contract work must be completed by August 9, 2019.

X. SUBMISSION

Responses to this RFQ will be received at the Town of Dedham, MA, Office of the Town Manager until Friday, August 31st, 2018, at 10:00 am. Responses received after that date and time will be rejected.

The mailing address for all deliveries and walk-in service is:

Town of Dedham
John Sisson, Director of Economic Development
Office of the Town Manager
26 Bryant Street
Dedham, MA 02026
(781) 751-9175

XI. OTHER REQUIREMENTS

ATTACHMENT A

Town of Dedham Mother Brook Corridor – East Dedham Historic Properties Survey

SCOPE OF WORK

PROJECT OBJECTIVES

The purpose of this project will be to undertake an intensive-level survey of cultural and architectural resources along the Mother Brook Corridor in the East Dedham neighborhood of the Town of Dedham. This project will be structured to provide professional cultural and architectural resource survey expertise to the community. Specific project goals are as follows:

- 1) To conduct a neighborhood survey to assess and document approximately 65-70 selected cultural and architectural resources, following Massachusetts Historical Commission (MHC) survey standards and methodology.
- 2) To identify contexts for National Register evaluation and to apply the National Register criteria to all resources identified in the survey;
- 3) To submit a list of individual properties and/or districts that are recommended for nomination to the National Register of Historic Places.

METHODOLOGY

The Analytical Framework:

The neighborhood survey project must incorporate MHC criteria and methodology, to current standards. (See MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992), *Survey Technical Bulletin #1* (1993), *MHC Interim Survey Guidelines* (March 1999, et seq.), *MHC Interim Guidelines for Inventory Form Photographs* (2009), and MHC's *Interim Guidelines for Inventory Form Locational Information* (2016). Both MHC survey guidelines and the tasks and products of the survey Scope of Work meet the Secretary of the Interior's *Standards and Guidelines for Identification* (1983).

The MHC criteria for conducting a community-wide survey are designed to identify the full range of cultural resources. Cultural resources are the physical elements in the landscape that remain from historical patterns of human activity. There are many components of a community's historical development that are associated with the location and type of surviving cultural resources. A community-wide survey should therefore relate cultural resources to historic patterns of architectural development, land use, economic development, social and demographic history, and events that had an impact on the community. The community-wide survey should recognize ethnic and cultural diversity within the community, and seek to identify cultural resources associated with the history of the minority social and cultural groups and individuals that may have played a role in the community's history.

The *MHC Reconnaissance Survey Town Report* for Dedham and the corresponding MHC Reconnaissance Survey Regional Report, existing survey forms and National Register nominations on file with the MHC will provide a preliminary framework and base of information for this analysis. Individual forms and area forms will expand upon the information in the *Town Report* and will relate inventoried properties to the significant themes in the historical development of the town.

Phase Meetings:

The project consists of four phases. The consultant will meet with Dedham Historical Commission and community representatives to review project progress and products at the end of each phase. Work to be carried out during each phase and products due at the end of each phase, are described below.

The Inventory:

The neighborhood survey will consider the full range of cultural resources in terms of period, theme, property type, architectural form and style, and geographic distribution along the Mother Brook corridor in East Dedham. The survey will consider all periods of architectural and historic development from the period of first colonial European presence to circa 1970. Significant themes of historical and architectural development will be identified, and resources will be related to these themes.

Preliminary Target List

The Dedham Historical Commission, following a reconnaissance of the neighborhood with staff of the Massachusetts Historical Commission, has developed a preliminary set of target properties for the survey, including both individual properties and groups of properties that may appropriately be documented on Area Forms. These include the following, which are not presented in priority order:

1. Brookdale Cemetery (1880)
2. The residential area roughly defined by Curve Street, Maverick Street and Colburn Street, with a primary focus on historic company-owned housing. [Either selected individual properties or an Area Form]
3. The former Merchants Woolen Company Dye House/Dedham Finishing Company/Boston Envelope Company complex on Maverick Street at High Street (including a surviving raceway and Maverick Street Bridge) [Now AliMed, Inc.]
4. High Street residential and mixed use properties between Maverick Street and Bussey Street. [Either selected properties or Area Form]
5. The former Avery School on High Street (now Motherbrook Arts and Community Center).
6. The former Merchants Woolen Company/Hodges Finishing Company Machine Shop Annex at the southwest corner of Condon Park
7. The Mother Brook Dam east of Bussey Street/Bussey Street Bridge
8. The East Dedham Fire Station, 230 Bussey Street (originally 1855?)
9. The residential area on the west side of Bussey Street, north of High Street, with a primary focus on historic company-owned housing. [Either selected individual properties or an Area Form]
10. Residential properties along the Milton Street corridor south to River Street [mostly west side – selected properties]
11. The Norfolk Manufacturing Company Complex (“Stone Mill”) [Update – Previously documented as DED.A]
12. Other historic structural/industrial archaeological components of the Mother Brook Canal waterway related to its use for water power and, in more recent history, flood control purposes as identified during the project outside of the complexes noted above.

The neighborhood survey will identify buildings and structures that are architecturally and historically significant in the history and development of the community. The survey will include both representative and outstanding examples of the building forms, types, and styles present in the community.

MHC individual property and area inventory forms, maps and National Register recommendations will be completed and submitted to both the Dedham Historical Commission and the Massachusetts Historical Commission in accordance with the survey guidelines set forth in the MHC’s *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992) and *Survey Technical Bulletin #1* (1993), *MHC Interim Survey Guidelines* (March 1999 et seq.), and *MHC Interim Guidelines for Inventory Form Photographs* (2009), *MHC Interim Guidelines for Inventory Form Locational Information* (2016), as well as the Secretary of the Interior’s *Standards and Guidelines for Identification* (1983, copies available from the MHC). These publications and memoranda are all incorporated into this contract by reference. The work to be carried out during each phase, and products due at the end of each phase, are described on the following pages.

SCOPE OF WORK

Phase I (6 weeks)

Tasks:

- (Start-up meeting) Meet with local project coordinator (LPC) /Dedham Historic District Commission (DHDC) members/community representatives to discuss the scope and inventory methodology of the project and to assess the available documentary materials (LHC files, collections and existing research, maps, local histories, etc.);
- Select maps, including a working map and large-scale base map (assessor's parcel map is preferred), to identify inventoried areas and properties;
- Determine availability of electronic mapping and parcel data and of town-based GIS data suitable for use in the project;
- Review existing inventory forms on file at the LHC and at the MHC;
- Conduct initial research and reconnaissance survey to verify the types and geographical distribution of cultural resources, and to develop criteria for selecting properties to be extensively researched in the survey.
- Meet with local project coordinator/local historical commission (LPC/LHC) to review the products of Phase I and discuss outstanding issues related to the selection of properties in Phase II.

Products:

- Working maps and large scale base map(s) to be used to identify inventoried properties
- Methodology statement, specifying:
 1. Survey objectives;
 2. Criteria for selecting properties for survey;
 3. Procedures to be followed in the survey and forms of products to be created;
 4. Expectations about the kind, location, and character of historic properties to be recorded;
 5. An assessment of existing documentation;
 6. A brief description of the amount and kinds of information to be gathered about the properties;
 7. Bibliography.

Phase I will be completed by Friday, November 9, 2018

Phase II (8 weeks)

Tasks:

- Conduct continued architectural assessments and documentary research to identify important historic themes, events, and persons for the survey target areas, with particular attention to substantially synthesizing and supplementing the information already available. Research collections, should include relevant local, regional and state library and archive collections, as well as web-based research sites.
- Apply selection criteria and prepare list of specific properties to be surveyed.
- Complete representative draft inventory forms for different property types.
- Meet with LPC/DHCD members/community representatives to review property lists and draft forms.

Products:

- List of properties to be surveyed, arranged alphabetically by street address
- Representative draft inventory forms, to be submitted in both hard copy and MS Word format.

Phase II will be completed by Friday, January 4, 2019

Phase III (20 weeks)

Tasks:

- Conduct intensive research of properties selected for inventory
- Identify contexts for National Register evaluation and apply National Register criteria to inventoried areas and resources;
- Prepare draft list of all areas and resources recommended for National Register nomination;

- Prepare inventory forms with photographs and property location maps. Forms for any surveyed properties listed in the State Register of Historic Places must be marked at top front with appropriate designation code and date.
- Submit draft inventory forms with photographs, draft National Register contexts, and National Register recommendation to LPC/DHCD/community representatives for review and comment (comments to be incorporated during Phase IV). [DHCD may also request draft review comments from Massachusetts Historical Commission staff.]
- In consultation with DHCD and Massachusetts Historical Commission survey and MACRIS staff, develop lettering and numbering system for inventoried properties.
- Meet with local project coordinator/local historical commission (LPC/LHC) to review the draft survey forms and National Register nomination recommendations.

Products:

- Unnumbered complete draft inventory forms for approximately 65-70 properties with photos and locus maps for all areas, buildings, sites, structures, and parks/landscapes. (This information may optionally be submitted in electronic form only for this project phase [CD or DVD].)
- Draft discussion of National Register contexts and list of all areas and resources recommended for National Register nomination

Phase III will be completed by Friday, June 21, 2019

Phase IV (7 weeks)

Tasks:

- Add inventory letters/numbers to forms, if these were not added in Phase III.
- Name MS Word files to conform to MHC file-naming convention.
- Complete National Register Recommendation statements to be attached to appropriate inventory forms.
- Prepare base map(s) identifying inventoried properties.
- Prepare street index of inventoried areas and properties.

Products:

- Hard-copy numbered MHC inventory forms for approximately 65-70 properties (two sets with original photographic prints: one for MHC and one for the LHC. Inventory forms must be printed on 24 lb. bond paper of at least 25% cotton fiber content. Photographs must be 3½" x 5½" or 4" x 6" digitally produced ink jet prints using MHC approved printer/paper/ink combinations that produce prints with a minimum 75-year permanence rating. (The paper inventory forms should incorporate the electronic version photograph(s) in addition to an attached photographic print.

Only one archivally-permanent paper print, of the primary view, is required for most inventory forms.)

- Large-scale base map(s) with all inventoried areas and properties identified by inventory number (two sets: one for MHC and one for the LHC).
- Survey Final Report (two *paginated, unbound* copies (one for MHC, one for LHC) which will include the following sections:
 1. Abstract;
 2. Methodology statement, including survey objectives, assessment of previous research, selection criteria, procedures followed in the survey, description of products and accomplishments and an explanation of how results of survey differed from those expectations;
 3. Street index of inventoried properties. Areas will be listed separately at the beginning, arranged alphabetically by area name. Individually inventoried properties follow, arranged alphabetically by street name. Property name (if any) and inventory number also will be included on this list;
 4. Final discussion of National Register contexts and list of recommendations for areas and properties to be nominated to the National Register of Historic Places
 5. Further study recommendations; and
 6. Bibliography.
- CD containing a MS Word file for each inventory form. Each Word file should conform to MHC file naming convention, and incorporate photograph(s) and map(s). The CD should also include an MS Word version of the final survey report. (one for LHC, one for MHC)
- A separate CD containing high-resolution TIF or JPG images for surveyed properties, identified by street address or MACRIS number, following MHC file naming convention for photographic images. Digital images must be a minimum of 1.0 Megapixels in resolution. (one for LHC, one for MHC)

**The Survey Final Report should identify the community repository and/or municipal office(s) where completed survey documentation (inventory forms, base maps and final report) will be made available to the public.

Phase IV will be completed and submitted by Friday, August 9, 2019.

ATTACHMENT B

TOWN OF DEDHAM
OFFICE OF THE TOWN MANAGER
26 BRYANT STREET, DEDHAM, MA 02026

East Dedham - Mother Brook Corridor Historic Properties Survey

PRICE QUOTATION FORM

The undersigned hereby submits this price quotation to perform the services outlined in the Request for Proposals for the Town of Dedham East Dedham – Mother Brook Corridor Historic Properties Survey.

Bidder Signature: _____

Print Name and Title: _____

Address: _____

The BIDDER hereby pledges to deliver the complete scope of services required, for the rates and charges shown below:

Cost to complete the project:

Phase I: _____

Phase II: _____

Phase III: _____

Phase IV: _____

TOTAL COST: _____

(not to exceed \$15,000)

Note: Five (5) copies of response are to be submitted.

ATTACHMENT C

TOWN OF DEDHAM, OFFICE OF THE TOWN MANAGER
26 BRYANT STREET, DEDHAM, MA 02026

East Dedham - Mother Brook Corridor Historic Properties Survey

QUOTATION SIGNATURE FORM

The undersigned, hereafter called the Bidder, having fully familiarized him/herself with all the request for quotation documents, hereby agrees and declares:

1. That prices inserted in the Price Quotation cover all necessary expenses to fulfill the conditions of the contract within the time stated.
2. Pursuant to M. G. L. c. 62C, § 49A, the Bidder hereby certifies that the bidder has filed all state tax returns and paid all state taxes required under law.
3. The undersigned certifies under penalties of perjury that this response has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

The following items are to be completed by the Bidder, if applicable:

Our Company is:

- A Corporation _____
- A Partnership _____
- Individually Owned _____

Individual/Company Name: _____

Social Security or Federal Identification Number: _____

Signature of Individual or Authorized Official: _____

Address: _____

Telephone Number: _____

E-mail _____

ATTACHMENT D

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

Signature of Individual Signing Bid or Proposal: _____

Name of Business: _____

Date: _____

STATEMENT OF TAX COMPLIANCE

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under penalties of perjury that I, to my best knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Social Security or Federal Identification Number: _____

Signature of individual signing bid or proposal: _____

Date: _____

ATTACHMENT E

**CERTIFICATE OF VOTE OF CORPORATION
(if applicable)**

Date: _____

I, _____, Clerk-Secretary of the corporation named in the foregoing Quotation,
certify that _____ who signed the said on behalf of
said corporation, was then the _____ of said corporation; that I know his
(Title)

signature, and that his signature thereto is genuine and that said Quotation was duly executed on
_____, 2018.

(Clerk-Secretary)

Date of Incorporation: _____

(Corporate Seal)