



**PURCHASING DEPARTMENT**

33 East Broadway Avenue,

Meridian, ID 83642

Phone: (208) 888-4433

Fax: (208) 887-4813

# REQUEST FOR PROPOSALS

**PROJECT NO. CD-15-10604**

**PROJECT SPECIFICATIONS FOR:  
DOWNTOWN DEVELOPMENT OPPORTUNITY –  
DEVELOPMENT OF MERIDIAN DOWNTOWN HOTEL  
CONFERENCE / PERFORMING ARTS CENTER**

**PROPOSALS MUST BE RECEIVED NO LATER THAN  
4:00 P.M. August 31, 2015**

**DELIVER TO: CITY OF MERIDIAN, PURCHASING DEPARTMENT  
33 EAST BROADWAY AVENUE, STE 106  
MERIDIAN, ID 83642**

Pre-Proposal Conference

Monday, July 13, 2015 10:00 AM

Meridian City Hall

33 East Broadway, Conf. Rm A

Prepared by: KEITH WATTS

**NAME AND ADDRESS OF VENDOR SUBMITTING PROPOSAL**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

**Meridian, Idaho**  
**Downtown Development Opportunity**

**Request for Proposals (RFP)**



***The City of Meridian seeks proposals to develop a mixed-use campus  
on three city blocks in Downtown Meridian***



**REQUEST FOR PROPOSALS**

**CITY OF MERIDIAN  
Meridian, Idaho 83642**

**PROJECT # CD-15-10604**

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## **PART I**

### **NOTICE CALLING FOR PROPOSALS**

#### **PURPOSE**

The City of Meridian is soliciting proposals from developers (individual or firms) interested in presenting a viable design and development concept for a mixed-use development on three city blocks of real estate located in Downtown Meridian, Idaho. The property is owned by the City of Meridian, Meridian Development Corporation and several private landowners.

The Meridian community is looking for a creative approach to a development that accommodates a hotel, conference center, performing arts center, parking and other potential uses on the sites as described in the Background and Concept Plan included in this Request for Proposals. The Developer's proposal should be detailed and incorporate all of the Required Elements and Guiding Principles listed herein which contribute to improving the downtown, and increasing tourism and entertainment options for Meridian residents.

However, the specific uses and sites in the Concept Plan described in the following Background section should not limit the creativity and professional judgment of the Developer. The City will consider the inclusion of uses and sites in downtown Meridian that are not specified in the Concept Plan, as long as those uses and/or sites further the City's intent as described in the next section. Such uses may include, but are not limited to, additional retail, housing, office, entertainment or educational/institutional uses. If a proposal does deviate from the sites and uses shown in the concept plan, the reason for the deviation and how the intent of the concept plan is being met should be fully explained and justified.

#### **BACKGROUND / SCOPE OF WORK**

The City of Meridian and its partners, the Meridian Chamber of Commerce and the Meridian Development Corporation, have conducted several studies and collaborative planning initiatives in the past few years related to diversifying the local economy, improving the downtown, developing tourism, and providing more entertainment options for its residents (these studies are referenced below and can be found on the City's website). Meridian has implemented several of these strategies but is now focused squarely on its downtown.

In preparation for this RFP, the City hired consultant Pegasus Planning and Development to conduct a Project Development Plan to identify opportunities in the downtown to promote tourism and entertainment. The Project Development Plan is available at

<http://www.meridiancity.org/uploadedFiles/Departments/Planning/Downtown/Final%20Report%20Meridian%20Multiuse%20Center.pdf>.

The development of this plan involved multiple stakeholders, in-depth analysis and specific plans and recommendations. The main recommendations involve redeveloping portions of three blocks of downtown to include:

1. Redevelop the Old City Hall block (not including the Bank of the Cascades site) into a Hotel/Conference Center with adjacent mixed-use development.
2. Convert the Church of the Harvest auditorium and ancillary facilities into a Performing Arts Center.
3. Incorporate the East City Hall surface parking in front of the new City Hall into the overall development, with possible construction of a structured parking facility with ground-level retail.

These recommendations are based on the following findings from the Project Development Plan:

- Meridian is underserved for meeting space (demand analysis indicates a need for 18,000 to 36,000 square feet of conference space).
- The majority of meeting space in the metro area is located in other communities, far from downtown Meridian.
- There is unmet demand for a performing arts venue that is appropriately sized and located in the center of the metro area. Several performing arts groups (see Letters of Intent Summary) are in support of collaborating in one joint facility and the preferred location is downtown Meridian.
- Average seat demand for performing arts groups is 800-1,000 seats.
- The conference center and performing arts center have been purposely sized and conceived to not compete directly with other, larger facilities in the greater Boise metro region. Both facilities have been scaled to meet local community demand and the immediate urban context.
- The Church of the Harvest has been assessed by local general contractors and performing arts groups and the determination is that renovating the current church into a performing arts center may cost in the order of \$4.5 MM.
- Hotel occupancy has increased significantly in the metro area (49%-66% from 2008-2013).
- RevPAR has increased from \$39 to \$53 from 2008-2013.
- Several Meridian hotels are currently within the Greater Boise Auditorium District.
- There is an opportunity to create a Meridian Auditorium District, providing funding for future phases of this project.
- The potential economic impacts during construction and continued operation for both the Performing Arts Center and Hotel-Conference Center are substantial.
- A portion of the sites shown in the Concept Plan are owned by the City of Meridian or Meridian Development Corporation. The Church of the Harvest site is currently privately owned.

The following Concept Plan is for illustrative purposes and provides prospective developers with a general idea of what the City and its partners/stakeholder envision for these two blocks. The third block includes the adjacent City Hall block where there is currently surface parking, and where it is envisioned that a structured parking facility with ground level retail facing Main Street would be built.

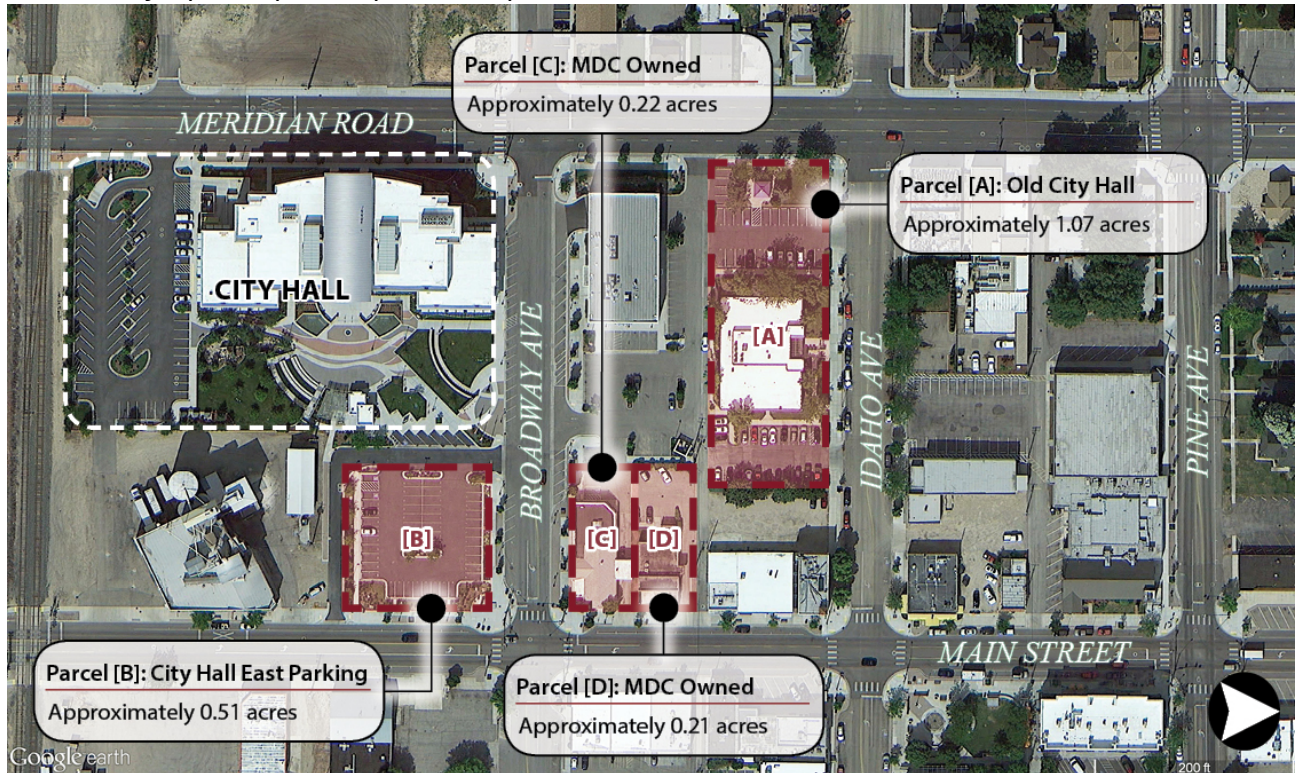
## Site Plan: Performing Arts Center & Hotel-Conference Center



### **I. Potential Public Participation**

- A. The City of Meridian and the Meridian Development Corporation are potentially offering the developer the following general elements of a public-private partnership. For the publically-owned parcels, see the following graphic.
- B. Parcel A (approximately 1.07 acres; the Old City Hall site) and Parcel B (approximately 0.51 acres; the East Parking Lot of City Hall), both owned by the City of Meridian).
- C. Parcel C (0.22 acres) and Parcel D (0.21 acres), both owned by the Meridian Development Corporation.
- D. Parcels A, B, C and D may be potentially offered as part of a public-private partnership, either for reduced-cost sale or lease.
- E. The creation of an Auditorium District per Idaho Statute. The Auditorium District would potentially provide room tax revenue for future elements of the project.
- F. The creation of a Community Infrastructure District per Idaho Statute to assist with infrastructure development costs.
- G. The developer will be asked to provide a detailed pro forma and identify the funding gap (if any).
- H. If a funding gap exists, the developer will describe what additional participation is needed from the public side and what form that participation should take, including public financing options.
- I. For the Performing Arts Center only, private funds may be available from group fund raising or philanthropic sources.

The following aerial photograph indicates the publicly-owned parcels that could be offered as elements of a public-private partnership.



The following aerial photograph indicates additional City-owned parcels outside the three-block area covered by the concept plan:



## **II. Required Elements**

Interested developers must incorporate the following into their proposal to be considered. That being said, the City welcomes creative concepts that address these Required Elements and the Guiding Principles:

- A. A Hotel that helps to create a destination downtown.
- B. A Conference Center accessible to civic groups such as the Chamber of Commerce and/or City.
- C. A Performing Arts Center that accommodates the performing arts groups listed within this RFP. Several meetings with interested arts organizations were held in the fall of 2014 and early winter 2015. More than 30 organizations were invited to submit a letter of inquiry expressing their needs and interest in utilizing a performing arts center in downtown Meridian. Seven organizations responded and several others indicated that while they were not prepared to submit an official proposal, they are actively interested in the development of this project. A summary of this information can be found at:

<http://www.meridiancity.org/uploadedFiles/Departments/Planning/Downtown/Summary%20of%20Performing%20Arts%20Letters%20of%20Inquiry.pdf>

The summary includes the following information:

- 1. The letter of interest request
- 2. The arts organizations who received the letter of inquiry request
- 3. A grid summarizing the findings from the seven organizations that submitted a letter
- 4. The detailed letters of interest collected

The needs of the arts organizations are diverse but can be addressed in one well designed center for the arts. Common requirements include audience seating upwards of 800-1000 guests, large stage space with orchestra pit, professional technical equipment, and space for rehearsal halls and studios or offices.

- D. Ground level retail on Main Street.
- E. Accommodation of the New Ventures Lab, a co-work business “incubator” currently located within Old City Hall in the area shown on the concept plan as “Hotel.” The New Ventures Lab must be relocated either within the development envelope of this project, or to a suitable site within downtown Meridian. However, every effort should be made to properly integrate the New Ventures Lab with the other uses in order exploit any positive synergies.
- F. If Parcel B, the City Hall East Parking Lot, is selected for development the Developer must incorporate the 52 existing parking spaces into the redeveloped parcel or provide the same number of parking spaces elsewhere in the proposed development program so that convenient parking remains available to City Hall visitors and staff.
- G. Any additional uses or sites proposed for development beyond those indicated in the concept plan.

## **III. Guiding Principles**

The following are provided to interested developers as you create your own plans and concepts. These are guiding principles and should not constrict your creative thought, but know that those developers who adhere to these principles and provide a financially sound proposal will receive a higher level of attention during the review process:



- A. Evidence of sufficient financial resources and a well-thought out financing strategy, including any specific public-private partnerships the Developer wishes to propose.
- B. Competitively-priced offers for long-term lease or fee-simple purchase arrangements for land and buildings.
- C. A full-service hotel connecting to the convention/conference center and a proven hotel/convention center operator willing to enter a public/private partnership agreement for the management of the convention facility (to be negotiated separately).
- D. Proposals should describe in general terms the anticipated schedule for the project from initial groundbreaking to full development and occupancy (assuming the timeline listed below for evaluation).
- E. Developers are encouraged to seek additional agreements with neighboring property owners if developer believes it would be in the best interest of assuring success of the overall development. Any desire to pursue such agreements must be stated in the proposal.
- F. The City seeks a developer willing to accept the sites “as-is”, and will consider proposals for City partnership participation with regard to portions of public improvements necessary for the development.
- G. The site is located within the Urban Renewal District of the City of Meridian and administered by the Meridian Development Corporation. The Urban Renewal District and the downtown-specific zoning districts provide for special uses and development standards, and potential funding sources. Specific provisions of the district can be found at the following website: <http://www.meridiandevelopmentcorp.com/>.
- H. The Meridian Development Corporation’s vision plan for the downtown, “Destination Downtown” should be adhered to and implemented, to the extent possible, through the development program proposed by the developer. “Destination Downtown” can be found at the following website:
  - I. [http://www.meridiandevelopmentcorp.com/sites/default/files/imce/Vision%2BDocument\\_052510.pdf](http://www.meridiandevelopmentcorp.com/sites/default/files/imce/Vision%2BDocument_052510.pdf)
- J. An urban housing study covering downtown was recently commissioned by the Meridian Development Corporation. This study can be found on the following website: [http://mdcfile.s3.amazonaws.com/MDC%20Housing%20Report\\_FINAL%2012%2002%2014.pdf](http://mdcfile.s3.amazonaws.com/MDC%20Housing%20Report_FINAL%2012%2002%2014.pdf)
- K. Adherence to City land development code and urban design standards. Any proposed variation from the Code must be described in the proposal.
- L. Proposals must evidence the developers’ familiarity with urban design principals, with emphasis on pedestrian-friendly street edges and landscaping.
- M. Architecturally, care should be taken to ensure that the appearance and design style are compatible with the existing civic and private design and style.
- N. The façade and overall structure, or massing, should be articulated with the details and scale of openings along all street facing structures.
- O. Ingress/egress and connectivity should be described.
- P. Parking demand and any associated parking structure should be detailed.

***Additional Information***

The City highly recommends that proposed developers review the information provided in the following websites:

- [http://www.meridiancity.org/community\\_development.aspx?id=10481](http://www.meridiancity.org/community_development.aspx?id=10481)
- <http://www.meridiandevelopmentcorp.com/>

## **BASIS FOR SELECTION**

This Request for Proposals will be evaluated (In addition to the preferences identified in Section II and III, above) utilizing the criteria listed below. Prior to distribution of the responses and any review, the review committee will assign points to each of the criteria below. History from the proposers' current and previous projects and customers of the respondent may be used to evaluate some of the criteria.

- A. Whether the Proposal is likely to achieve a high quality mixed-use development that enhances the architectural character and the economic viability of the City and the downtown (e.g., tax revenues, jobs provided on-site, public parking offered on-site, etc.).
- B. Whether the Proposal is likely to achieve substantial financial benefit to the City of Meridian; both in the compensation received through sales tax generated, longer term gains through attraction of visitors and residents to the downtown, construction activity (jobs and goods and services purchased locally) or lease or land purchase compensation offered by the Developer.
- C. Qualifications and Experience of the Developer and their team, including investors, designated Project Manager(s), Prior projects similar in nature and scope, prospective Hotel/Convention Center Operators, Builders and Design team. Such experience may be demonstrated through references and through information as to other projects of similar scope and size successfully implemented by the Developer.
- D. Financial ability to complete the project in a timely manner. Such ability may be demonstrated by presenting recent financial statements or through a statement of financial sufficiency from a known and established bank that demonstrates the financial capacity to carry out the complete project.

The City reserves the right to reject any or all proposals, and to make an award on the basis of suitability to purpose or superior quality.

## **PRESENTATIONS**

The City may choose to invite those respondents, which are determined to be best qualified, to make a presentation to the City. The City will then explore the development proposal through further discussions with the selected developer(s). Upon request, any Developer selected at this stage shall provide any reasonable additional information requested by City staff to allow a thorough investigation of the Developer's ability to fully complete the proposed development and the business integrity and reliability necessary to assure good faith performance.

## **AWARD**

In the event the City identifies a Proposal that it deems to be in the best interest of the City, staff will enter into negotiations with the selected developer, toward the end of developing a written lease contract with the City for the sites and a development agreement for the sites. Contract may provide for a contingency commitment period to be negotiated to allow developer adequate time to perform necessary due diligence and finalize financial commitments. Any contract negotiated between a developer and City staff shall be subject to the final approval of City Council. Any use of MDC sites and related agreements shall be negotiated with and are subject to the approval of the board of the Meridian Development Corporation.

## **PURCHASE AGREEMENT DOCUMENTS**

A copy of the Notice Inviting Proposals, General Conditions and Instructions to Proposal's, Special Conditions, Additional Terms and Conditions, Specifications, Plans and / or Drawings, Proposal's Submittal, and any other related documents will remain on file in the office of the City Purchasing Agent. It is understood that these documents will form the basis of the purchase agreement upon award of the contract. All materials or services supplied by the Contractor shall be in conformance with all the specifications contained herein and shall be in compliance with any applicable Local, State, and Federal Laws and regulations. All provisions of the City code are applicable to any Proposal submitted or contract awarded pursuant thereto.

### **CITY'S REPRESENTATIVE**

#### **Purchasing Representative**

Keith Watts, Purchasing Manager  
33 East Broadway  
Meridian, ID 83642  
(208)489-0417  
[kwatts@meridiancity.org](mailto:kwatts@meridiancity.org)

#### **Technical Representative**

Bruce Chatterton, Com. Dev. Director  
33 East Broadway  
Meridian, ID 83642  
(208) 489-  
[bchatterton@meridiancity.org](mailto:bchatterton@meridiancity.org)

Any and all explanations desired by a respondent regarding the meaning or interpretation of this Request for Proposals or any part thereof must be requested in writing and directed to the person named as the Purchasing Representative and in accordance with section 1 "EXPLANATIONS TO RESPONDENTS". Violation(s) may be caused for rejection of the proposal.

**It is the proposers responsibility to check the website and the Purchasing Office to insure proposer has received all addendums prior to submitting. Downloading the RFP will **NOT** result in notification of intent to propose.**

Dated: \_\_\_\_\_

CITY OF MERIDIAN

\_\_\_\_\_  
Keith Watts, Purchasing Manager

## INSTRUCTIONS TO RESPONDENTS

### 1. PRE-PROPOSAL CONFERENCE

A Pre-proposal meeting is scheduled for July 13, 2015 from 10:00 to 12:00 in Conference Room A at Meridian City Hall. A site visit will follow a brief introduction. Participants will then convene for any follow-up questions prior to the end of the meeting. If a developer is from out of town/state and cannot make the meeting, please contact Keith Watts to discuss.

### 2. EXPLANATIONS TO RESPONDENTS

There are seventeen (17) total pages in this Request for Proposals. It is the respondent's responsibility to ensure that all pages are included. If any pages are missing, immediately request a copy of the missing page (s) by e-mailing your request to Keith Watts, Purchasing Manager at [kwatts@meridiancity.org](mailto:kwatts@meridiancity.org).

Any explanation desired by a respondent regarding the meaning or interpretation of the Request for Proposals, or any part thereof, must be requested in writing and with sufficient time allowed for a reply to reach respondent before the submission of their proposal. Any Request of a technical nature should be sent to BOTH the Purchasing Representative and Technical Representative. Any interpretation made will be in the form of an addendum to the Request for Proposals, issued by the Purchasing Agent, and will be furnished to all prospective respondents of record. Oral explanations or instructions given before proposal opening will not be binding.

### 3. CONDITIONS AFFECTING THE WORK

Before submitting a proposal, each respondent must (1) examine the Request for Proposals documents thoroughly and satisfy themselves as to their sufficiency, and shall not at any time after submission of the Proposal, dispute such specifications and the directions explaining or interpreting them, (2) visit the site to familiarize themselves with the layout of the downtown and the concept plan site, (3) familiarize themselves with Federal, State and Local laws, ordinances, rules and regulations that may, in any manner, affect cost, progress or performance of the work; and (4) study and carefully correlate respondent's observations with the Request for Proposal's. Failure to do so will not relieve respondent from responsibility for estimating properly the difficulty or cost of successfully performing the work. **The City will assume no responsibility for any understanding or representations concerning conditions made by any of its officers or agents prior to the execution of the contract, unless included in the Request for Proposal's, or any addendum.**

#### **4. SUBMITTAL REQUIREMENTS / PROPOSAL RESPONSE GUIDELINES**

Responses must be received by the City no later than AUGUST 31, 2015 no later than 4:00 p.m., MT at the office of the Purchasing Manager, City of Meridian, 33 East Broadway Avenue, Ste. 106, Meridian, Idaho 83642. Late proposals will not be accepted. Proposals must be valid for a period of sixty (60) calendar days from the due date and time. Interested firms shall submit one (1) original and three (3) copies of their response, along with an electronic pdf copy on either a CD or flash drive in Accordance with this Request for Proposals. Submittals must be sealed and addressed as directed below. Failure to do so may result in a premature opening of, or a failure to open, such proposals. Such premature or late opening, or failure to open, may result in disqualification of the proposal. The outside of the envelope must bear the notation:

**PROJECT # CD-15-10604  
MERIDIAN DOWNTOWN HOTEL & CONFERENCE/PERFORMING ARTS CENTER  
AUGUST 31, 2015 4:00 P.M.**

The envelope must be addressed and delivered to: City of Meridian, Purchasing Department, 33 East Broadway Avenue, Ste. 106, Meridian, Idaho 83642.

#### **PROPOSAL GUIDELINES / CONTENT**

The Proposal shall contain the following information and in the format as specified below:

Each proposal submitted in response to this RFP must contain, at a minimum, the following information, in the order presented below:

- A. Cover letter describing your interest, your team and your concept, signed by a legal representative of your development team
- B. Table of Contents
- C. A narrative statement describing the overall development goals and objectives, project style, project team, aesthetic design and financing strategy
- D. Concept: Provide a conceptual site plan, and a narrative detailing aspects of the Plan, that demonstrates the developer's understanding of the City's goals for a public/private mixed-use development that will include the following uses:
  - a. Hotel
  - b. Conference/Convention Center
  - c. Ground floor retail space (dining, entertainment, shops)
  - d. Public/private "green space"/connectivity
  - e. Professional Office space
  - f. Performing Arts Center
- E. On-site parking to accommodate full site demand (structured and/or surface). Clearly state the estimated number of publicly available parking spaces on surface and/or garage.
- F. Development
  - a. Clearly state the proposed square footage of each building and use breakdown

- b. Clearly state the square footage of street level retail space
- c. Clearly state the proposed number of hotel and dwelling units (if applicable)
- d. Clearly state the estimated square footage of office space
- G. Site plan sketch and illustrations of the site development concept.
- H. Ingress/egress for vehicles and pedestrians to each major building and between buildings.
- I. A pro forma financial analysis that demonstrates the feasibility of the proposed project. Include a full Development Cost Summary, Sources and Uses Table and a Development Timeline. The Sources and Uses must be very specific. A narrative should accompany the Sources and Uses table to allow the developer to fully articulate financial strategies, and assumptions for any public participation sought for the feasibility of their project. The narrative should also discuss if/when public participation will be sought/needed, when private equity will be brought into the development, and when bank financing will be brought into the development.
- J. Provide at least two projects that the developer/developer team has completed. Provide pictures, development cost, timing, and public/private financial sources used to complete. Include the name, address, phone number and type of project for at least two references (must be public sector references). Other references can also be provided.
- K. Identification of anticipated Partners/Team that will perform project duties, including, engineering, utility analysis and design, parking analysis, construction, management. List a bio or resume for each individual as well as a company profile summary for each company used as part of the development team. Mistakes must be corrected and the correction inserted; correction must be initialed in ink by the person signing the Proposal.

## **5. WITHDRAWAL OF PROPOSALS**

Unless otherwise specified, proposals may be withdrawn by written request received from respondent prior to the time set for closing of proposals.

## **6. PUBLIC RECORDS**

The City of Meridian is a public agency. All documents in its possession are public records. Proposals are public records and, except as noted below, will be available for inspection and copying by any person. If any Proposer claims any material to be exempt from disclosure under the Idaho Public Records Law, the Proposer will expressly agree to defend, indemnify and hold harmless the City from any claim or suit arising from the City's refusal to disclose any such material. No such claim of exemption will be valid or effective without such express agreement. The City will take reasonable efforts to protect any information marked "confidential" by the Proposer, to the extent permitted by the Idaho Public Records Law. Confidential information must be submitted in a separate envelope, sealed and marked "Confidential Information" and will be returned to the Proposer upon request after the award of the contract. It is understood, however, that the City will have no liability for disclosure of such

information. Any proprietary or otherwise sensitive information contained in or with any Proposal is subject to potential disclosure.

Prior to awarding a contract the City may, in its discretion, withhold records relating to the negotiation and award of a contract for the lease or purchase of the Site, where the release of such records would adversely affect the bargaining position or negotiating strategy of the City.

## **7. PROPOSED SCHEDULE**

Issue the Request for Proposals	June 30, 2015
Pre-Proposal Conference	July 13, 2015
Receive Proposals	August 31, 2015
Interviews/Presentations (if needed)	Beginning October 1, 2015
Selection	Beginning November 1, 2015
Award of Contract	Beginning December 1, 2015

## **PART III**

### **PROPOSAL DOCUMENTS A - DECLARATION UNDER PENALTY OF PERJURY**

In response to the Request for Proposals, the undersigned respondent hereby proposes to furnish labor, material, travel, professional services, permits, supervision, equipment and equipment rental and all related expenses, and to perform all work necessary and required to complete the following project in strict accordance with the terms of this Request for Proposals and the final contract for the prices specified by the respondent for:

#### **PROJECT # CD-15-10604**

Respondent certifies that he/she has examined and is fully familiar with all of the provision of the Request for proposals and any addendum thereto; that he/she is submitting a proposal in strict accordance with the Instructions to Respondents; and that he/she has carefully reviewed the accuracy of all attachments to this proposal.

Respondent certifies that he/she has examined the proposal documents thoroughly, studied and carefully correlated respondent's observations with the proposal documents and all other matters which can in any way affect the work or the cost thereof.

Respondent agrees that this proposal constitutes a firm offer to the City which cannot be withdrawn by the respondent for sixty (60) calendar days from the date of actual opening of proposals. If awarded the contract, respondent agrees to execute and deliver to the City within seven (7) calendar days after receipt of City's Conditional Notice of Award, the applicable Contract form, insurance certificates and bonds (if required).

The undersigned declares: that he/she holds the position indicating below as a corporate. Officer or the owner or a partner in the business entity submitting this Proposal; that the undersigned is informed of all relevant facts surrounding the preparation and submission of this Proposal, that the undersigned knows and represents and warrants to the City of Meridian that this Proposal is prepared and submitted without collusion with any other person, business entity, or corporation with any interest in this Proposal.

Attached is the Respondent's Experience Statement (Part III, B) which has been completed by respondent and made a part of this proposal.

Respondent also acknowledges receipt of the following addendum to the Request for Proposals which addendum have been considered by respondent in submitting this proposal (if none, state "NONE"):



Addendum No. 1 \_\_\_\_\_

Addendum No. 2 \_\_\_\_\_

Submitted by,

RESPONDENT'S BUSINESS NAME (type or print)

\_\_\_\_\_

By: \_\_\_\_\_  
(signature in ink)

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Print)

Title: \_\_\_\_\_

Bus. Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Note: If respondent is a corporation, give State of incorporation; if a partnership or joint venture, give full names of all partners or joint venturers.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respondent declares under penalty of perjury that the foregoing is true and correct