Request for Proposals
A Revised Master Plan for Waterfront Planning Area,
City of Lynn

In this Request for Proposals

The City of Lynn, Massachusetts (the City) acting through the Economic Development Industrial Corporation of Lynn, (EDIC/Lynn) and in accordance with its procedure for Design Selection Process, invites proposals from qualified firms and teams of firms for the performance of professional services in updating the current waterfront master plan. The plan will provide a footprint for future development in underutilized parcels and create a connection between the downtown and waterfront. The scope of these services shall include:

See the City of Lynn’s current Waterfront Master Plan
http://www.ediclynn.org/waterfront.shtml

The term of the contract shall be nine (9) months.

This Request for Proposals is organized as follows:

- Background
- Purpose
- Characteristics of Consultant Sought
- Scope of Services
- Required Product
- Schedule
- Minimum Required Criteria for Consulting Team
- Evaluation Criteria
- Instructions

Background

The City of Lynn, Massachusetts continues to make significant strides in redevelopment of its downtown and waterfront areas. In 2007 The City of Lynn through the EDIC/Lynn adopted a Master Waterfront Plan. Since then the City also adopted a Municipal Harbor Plan. Two important studies have been recently completed that will encourage and direct development activities in the area. These works are the delineation of the area along the waterfront subject to Chapter 91 jurisdiction, and the preparation of the Economic Development Strategy for the City of Lynn. Specific developments have taken place in the Waterfront Planning Area also, including the redevelopment of the former Phillips Lighting Company Building as the Clocktower Building, and investment in the Garlick Farms facilities; and the creation of the Lynn Commuter Docking Facility and market rate housing development in the downtown enhances to the investments in the area.

The Master Waterfront Plan led to many zoning changes along 300+ acres of land. Changes in the economy and new developments have led the City to review the Plan and look to adopt potential changes to position Lynn for further economic opportunities.
In total, the designated Waterfront Planning Area contains approximately 300 acres, almost a quarter of which is vacant, undeveloped, or largely contains parking lots. Some of these sites already have some redevelopment plans underway.

The City of Lynn and its corporate residents have recently undertaken and/or completed several key studies in the downtown and waterfront areas that have spurred this planning proposal, and are important for the selected consultant to review. These reports include:

- RKG Economic Study Development Study – 2015
- RKG Housing Study – 2015
- Municipal Harbor Plan – 2010
- Lynn Coastal Resiliency Assessment - 2016
- Washington Street Gateway District Plan – 2008
- CBRE Hotel Study – 2017
- CTS Study Route 1A-Lynnway/Carroll Parkway Study in Lynn
- **All of the above studies can be found on [www.ediclynn.org/waterfront.shtml](http://www.ediclynn.org/waterfront.shtml)
- “Draft” Open Space Design Plan – contact EDIC/Lynn – 781-581-9399

The City has identified many development opportunities through the City’s Economic Development Strategy for the area included in this Request for Proposals. These opportunities identified for the downtown portion of the Waterfront Planning Area include:

- Active Waterfront/Harbor Development
- Transit-Oriented Development, with Housing
- New Image/Cultural Attractions
- Housing along the Lynnway
- Upscale Retail/Shops
- Improved Streetscapes and Green Space
- Expansion of North Shore Community College
- Higher Density Development in the Downtown over the Long Term
- Links to and Gateway to Market Street

**Purpose**

The purposes for producing a Revised Master Plan for the Waterfront Planning Area include the following:

1. Maximize the success and impact of activities already underway
2. Create a mixed use district that truly works for housing, retail, commercial, and industrial uses
3. Connect key areas within the Waterfront Planning Area that are not adequately connected, particularly the portion abutting the downtown with the waterfront area on the east side of the Lynnway
4. Clean up and develop areas that have been seriously underutilized
5. Identify options to buffer conflicting uses so they can comfortably function in close proximity
6. Identify strong development options for the 6 specific Focus Sites
7. Maximize use and availability of state-owned pier
8. Overcome the image in the City that the Lynn Waterfront Planning Area is not capable of being reclaimed and redeveloped

Characteristics of Consultant Sought

The City of Lynn, through its EDIC office is seeking a multi-disciplinary firm or planning team for the preparation of this Revised Master Plan. The several areas of expertise that are appropriate to be included in the proposals include:

- Traffic and transportation infrastructure
- Civil Engineering
- Development issues and options on Chapter 91 lands
- Land Use
- Landscape Architecture
- Physical Planning
- Economic Development and Market Analysis
- Environmental Analysis and/or Hazardous Material Analysis

Applicant firms should have multi-disciplinary staff within house, or include sub-consultants in their proposal that have successful track records working with the lead firm. The City places significant emphasis on the quality of the visual material that can best convey to residents and stakeholders how this area can be improved, and the types of changes that are proposed in the Revised Master Plan. Professionals with these skills should be an important part of the team.

Scope of Services

I. INVENTORY AND REVIEW

I.1 Review of Information to be provided by the City of Lynn for the Inventory and Review: The EDIC will provide the following information for the review by the selected consultant:

- A CD containing a copy of the City’s tax parcel map and data for the study area in ARC GIS format
- Plans and Reports prepared for some or all of the study area as listed in the Background section
- Raw data from the Economic Development Strategy for the City of Lynn; including information from the market analysis, parcel data for the area, and other supporting documentation.

I.2 Inventory of Parcels and Land Uses within the Lynn Waterfront Planning Area Much of this information has been collected as part of the Economic Development Strategy for the City of Lynn. This information should be prepared by the selected consultant to serve as a base map and base information for the proposed Master Plan. Information includes parcel listing, land uses on site, buildings on site, age, current uses, and other features as appropriate. Based on the
information developed, the base plan should indicate which sites are vacant or underutilized. The Consultant will produce a base map of the Area.

I. 3 Inventory Assets within the Lynn Waterfront Planning Area – The inventory should identify key assets within the areas, that would include waterfront features (docks, piers, seawalls, marinas, etc), historical assets, cultural assets (North Shore Community College, etc), environmental assets (wetlands, waterfront, habitat, etc), economic assets (industrial/commercial buildings, number of employees, accessible development property etc.), public infrastructure (roadways, sidings, sewer, water, etc), private infrastructure (power lines, roadways, etc) and other assets as identified. The Consultant will provide narrative and prepare an Assets Map.

I. 4 Inventory Infrastructure within the Lynn Waterfront Planning Area – In addition to the waterfront infrastructure outlined above, all infrastructure within the Waterfront Planning Area should be identified for the service area and capacity, and be located on a map indicating service area where possible.

I.5 Utilize Studies and Plans Prepared for Key Elements of the Master Plan for the Area – The documents required to be reviewed are listed in Background section of this Request for Proposal.

I.6 Review Existing Bylaws, Regulations, and Processes governing redevelopment of the Area – The Consultant should collect and review the zoning ordinance, Municipal Harbor Plan, Chapter 91 requirements and process in the City and State, harbor regulations, MBTA procedures for land management, National Grid procedures for land and facilities management, management policies and regulations of public land in the Planning Area (City and North Shore Community College), DEP regulations regarding reuse of the former landfill and municipal solid waste facilities, and other relevant regulations and processes as they may affect development and redevelopment in the Waterfront Planning Area. Key regulations will be collected as an appendix and summarized regarding the effect the redevelopment options.

I.7 Analyze Ongoing Viability of Existing Uses in the Waterfront Planning Area – There are a diversity of uses in the Waterfront Planning Area currently, with the bulk of uses in retail, commercial, and industrial. An analysis should be provided of the major uses or users in the Area regarding the ongoing viability of these uses in the Lynn Waterfront Planning Area. This analysis will be based on an assessment of the historic increase or decline of business activity for businesses in the area, patterns of capital investment in the area, projected future enrollment in and plans for North Shore Community College, projected trends in management of municipal waste, and others as appropriate.

II. PUBLIC MEETINGS

II.1 Meeting with City Staff – The Consultant will meet with City of Lynn staff as required to access reports, basic information, and review of progress on the project as required. These meetings will include staff of the Lynn EDIC, Mayor and or designee, and City of Lynn departments as needed and appropriate. It should be assumed that the Consultant will meet with City staff a minimum of 10 times during the period of the development of the Revised Lynn Waterfront Planning Area Master Plan. Information will be provided on these options for land use and development and will be made available through a PowerPoint presentation, handouts, and mounted maps and plans.
II.2 Initial Public Meeting – This meeting will be held after most of the Inventory and Review activities have been completed and baseline information is available. The consultant will hold a minimum of three (3), kick-off public meeting to solicit input on land use and design issues, identify areas within the Master Plan area that need to have improved functioning and appearance. This meeting will be open to the public, and owners of property within the Waterfront Planning Area will be invited.

The EDIC/Lynn will provide a location for the meeting, will schedule the meeting space, post and publicize the meeting, and send specific invitations to businesses and institutions in the Study Area.

II.3 Presentation of Draft Redevelopment Plan – This meeting will be held when about 75% of the work is completed - after initial redevelopment issues have been identified for the Zones and options for overall redevelopment have been identified. Information will be provided on these options and will be made available through a PowerPoint presentation, handouts, and mounted maps and plans.

As noted earlier, the property owners and the public will be notified, and the EDIC will make arrangements for the meeting space.

II.4 Final presentation of Lynn Waterfront Area Master Plan – This meeting will be held as a final presentation of the Revised Master Plan work to both the public and to the City Council and will be designed for educational purposes and not for receiving input. The Consultant will provide information on the final options identified, and make a presentation using PowerPoint, handouts, and mounted maps and plans.

As noted earlier, the property owners and the public will be notified, and the EDIC will make arrangements for the meeting in the Lynn City Council Chambers.

III. INTERVIEWS

The Consultant needs to directly address the issues and concerns of two sets of players in the Waterfront Planning Area – property owners and stakeholders. Direct interviews that are loosely structured conducted either by phone or in person, are the best way of ascertaining this information. Notes from these interviews will be integrated into the Appendices and Plan.

III. 1 Interviews with Property Owners – Owners of the Zones, as well as owners of up to 4 other vacant, underutilized, or developable parcels that are considering specific development projects, or are open to undertaking development. The EDIC/Lynn will provide to the Consultant a list of these property owners who they should interview, and introductions to each. This work element will require approximately 10 interviews with property owners to assess their plans for their parcels and their interest in working with the City on the planning process.

III.2 Interviews with Stakeholders – Stakeholders on this project include certain City Department Heads, and spokesmen for institutions or agencies in the area, including North Shore Community College, Lynn Area Chamber of Commerce, the Lynn Business Partnership, North Shore Latino Business Association, National Grid and the MBTA. The EDIC/ Lynn will provide the Consultant with a list of stakeholders to be interviewed. The content of these interviews will
be tailored to the status of each situation and entity. This work element will require approximately 10 interviews with stakeholders.

IV. ANALYSIS OF POTENTIAL OPPORTUNITIES FOR REDEVELOPMENT OF THE WATERFRONT PLANNING AREA

IV.1 Market Analysis – Working from the analysis of the viability of current uses in the Area, and uses identified as desirable uses in the area by the City, public participants, and the Consultant, the Consultant will prepare market analyses defining viable uses for significant new development or uses in the area. The market analysis will include multi-family housing, rental or condominium. This analysis will consider the overall Waterfront Planning Area, and will include industrial/commercial, residential, public, and retail uses. The analysis will consider current uses of the Planning Area, compatible uses, and changing demands in the metropolitan area. The analysis will utilize standard procedures for undertaking area-wide market analyses for the uses noted above. Some basic analytic data has been provided in the Economic Development Strategy, but this effort should build on that and provide more detailed information on uses and sites.

IV.2 Analysis of Redevelopment Options and Opportunities in the Waterfront Planning Area Identified as Desirable – By this point in the planning process, the Consultant will have collected information on current uses, physical constraints, citizen input on desirable uses, City input, and the interests and goals of several property owners, including those of the Zones.

Using baseline information, the market analysis, and the preferred redevelopment options, the Consultant should identify a mix of current use and redevelopment options that would be desirable and economically viable. This analysis should identify a range of such uses, with varying emphases on housing, additional industrial and commercial properties, additional public uses, and waterfront development. This section should also identify potential uses for the Zones, and should identify current use types and specific uses that should remain in place or transition over a long period of time.

IV.3 Environmental Analysis – Based on desirable uses for the area articulated by the City, residents, and property owners, and potentially viable uses identified by the market study outlined above, this section will identify next step environmental analyses that are likely needed to support redevelopment within the Planning Area. Work required in this section will not include the analyses, but identify what work is required in order to proceed further with desirable development options within the Planning Area.

V. ASSESSMENT OF FEASIBILITY OF CHANGING USES AND REDEVELOPMENT IN THE AREA

V.1 Environmental Feasibility of Redevelopment – Under the Inventory and Review component of this Scope, the Consultant has been asked to provide a current summary of known environmental issues within the Area. In this section, the City is seeking an assessment of the development constraints posed by environmental issues in the area, and potential identified or projected limitations on reuse of parcels within the Waterfront Planning Area. This section
should include recommended further analyses that may be required in order to undertake specific development activities.

V.2 Feasible and Appropriate Infrastructure Improvements – Improvement in infrastructure serving the area is key to creating new opportunities, improving access, and improving the appearance of the area. This section should identify key infrastructure to be analyzed, but must include at least roadways, rail, pedestrian and bicycle infrastructure, boat and boating facilities, lighting, communications, stormwater facilities sewer, water, electricity distribution, and communications infrastructure.

V.3 Internal Connections within the Lynn Waterfront Area Master Plan – Major elements of the Master Plan that needs to be explored in this phase of the project are the issues and options for connecting the downtown portion of this area with the waterfront area that is southeast of the Lynnway. An existing cross-over exists between a parking lot for North Shore Community College and Lynn Heritage State Park. Needs and users for connections need to be identified, and options for developing new crossing options or enhancing the existing crossing option will be undertaken. Such options could include going over or under the existing roadways. Special focus will be placed here on two grassy parcels in this area and their potential new configurations or uses. These parcels are located within the Lynnway layout in the downtown area, and between Washington St. /Broad St. and the Lynnway. Function and design issues should be addressed.

VI. DEVELOPMENT OF THE REVISED LYNN WATERFRONT MASTER PLAN

The Revised Lynn Waterfront Area Master Plan is informed by all the previous work undertaken as part of the Scope of Services. In this work item, the Consultant will take the redevelopment options identified in IV.2 above. Based on the information on feasibility and infrastructure, the Consultant will prepare a Revised Lynn Waterfront Area Master Plan with three options for emphasis on uses. The Revised Master Plan will be described in narrative and will be presented visually in a physical plan and in selected elevations and/or cross sections of specific properties, uses, and infrastructure. Elevations might be particularly useful for waterfront uses, residential uses, and infrastructure improvements. The City places strong emphasis on the ability of the Consultant to prepare the Plan so that it can be readily understood by residents and developers so that the visual presentation represents the improvements that can be made in the Area.

The Revised Lynn Waterfront Area Master Plan should address proposed land uses, proposed specific detailed uses (for example high rise residential vs. attached town-houses, big-box retail vs. interior malls, etc). Associated with these land uses, the Revised Waterfront Area Master Plan should include the proposed location of all infrastructures that will be required in the Area. The location and types of waterfront infrastructure is critical, and design of visible infrastructure is particularly important to establishing a sense of connectivity as noted below.

The Revised Lynn Waterfront Area Master Plan should specifically address design issues, including landscaping requirements for the public and private land along the Lynnway, lighting and other public infrastructure improvements for the Lynnway, preliminary design recommendations for the open parcels connecting the key portions of the Waterfront Area, waterfront design, and other areas as appropriate. The Plan should be presented visually, and provide adequate visual presentation to provide an understanding of the proposed image for the Area.
VII. ECONOMIC AND FISCAL IMPACT ANALYSIS OF DEVELOPMENT SCENARIOS

Of key importance to the City is the potential economic impact of the several redevelopment options for the area. For each of the identified redevelopment options for the Waterfront Planning Area, the Consultant will identify the incremental change that each option may have on the 1) tax revenue, 2) job creation, and 3) demand for services from the City. Since the development options are just that – options – it is not expected that this information can be highly detailed or more than a rough projection. It is expected that the differential impact of 100 1BR units vs. 20 3BR units can be projected.

VIII. IMPLEMENTING THE REVISED LYNN WATERFRONT AREA MASTER PLAN

VIII.1 Recommendation of Entity/Entities to Oversee the Implementation – The EDIC/Lynn is seeking the advice of the Consultant regarding the process by which the City and its various public and private development entities can approach the implementation of the Revised Lynn Waterfront Area Master Plan. Such advice would include the analysis of the availability of adequate planning and funding sources, or the recommendation that new sources be sought to undertake the project.

VIII.2 Sources of Funding/Investment – As part of the assessment of implementation of the Revised Waterfront Area Master Plan, the Consultant will identify sources of specific and targeted public and private investment if the current available sources are found to be deficient. This may require up to 5 interviews with private sources of capital to determine availability and confidence in such a redevelopment effort. The City is seeking specific options here, not a summary listing of available sources.

Required Products (provide 6 copies of each)

- Inventory and Review Appendix
- Base Map
- Assets Map
- Infrastructure Map
- Presentation Materials for Meetings
- Interview Appendix
- Analysis of Potential Opportunities Appendix
- Assessment of Feasibility Appendix
- Master Plan, including summary assessments and analyses, and all features required in Section VI

Schedule

Consulting work shall commence immediately upon notice to proceed and shall conclude within 9 months of this notice.
Minimum Required Criteria for Consulting Team

The lead firm for the Consulting Team must state and demonstrate that they meet or exceed the following:

1. The lead firm must have been in business of preparing area master plans for municipalities for a minimum period of five (5) years
2. The lead firm must have provided services similar to those being requested to at least two clients within the past five (5) years
3. The proposal must include detailed resume of all staff who might be assigned to the aforementioned scope of services. The staff assigned to serve the City of Lynn must have the appropriate expertise required for the work to which they are assigned

Comparative Evaluation Criteria

The Consultant Team includes all the required skills

Highly Advantageous: The Consultant Team includes all the required skill areas
Advantageous: The Consultant Team includes about 80% of the required skill areas
Not Advantageous: The Consultant Team includes less than 80% of the required skill areas

The Consultant Team is experienced and highly qualified:

Highly Advantageous: Team members have an average of 10 or more years experience in the work for which each will be responsible
Advantageous: Team members have an average of 7-10 years experience in the work for which each will be responsible
Not Advantageous: Team members have an average of less than 7 years experience in the work for which each will be responsible

The Consultant Team is experienced with similar master plans for large, multi-parcels areas, preferably with Chapter 91 delineated area

Highly Advantageous: At least half the Consultant Team has experience with 3 or more similar master plans with Chapter 91 issues
Advantageous: At least half the Consultant Team has experience with 1 or more similar master plans
Not Advantageous: any of the Consultant Team has experience with any similar master plans

Presentation skills of the Consultant Team

Highly Advantageous: The Consultant Team demonstrates extensive experience in public presentation with audio-visual equipment and physical plans
Advantageous: The Consultant Team demonstrates some experience in public presentation with audio-visual equipment and physical plans
Not Advantageous: The Consultant Team demonstrates little or no experience in public presentation with audio-visual equipment and physical plans
Quality of the References provided

Highly Advantageous: The work of the Consultant Team is deemed excellent by all of their 5 references
Advantageous: The work of the Consultant Team is deemed good or excellent by at least 3 of their 5 references
Not Advantageous: The work of the Consultant Team is deemed good or excellent by 2 or fewer references, or deemed poor by any reference

Readiness to Proceed

Highly Advantageous: Consultant can begin upon written notification to proceed
Advantageous: Consultant able to begin upon execution of contract (within two weeks of notice to proceed)
Not Advantageous: Unable to begin within 30 days of notification to proceed

Instructions

Each Proposal shall be made in accordance with the instructions provided herein. Failure to do so may result in disqualification.

If it becomes necessary to revise any part of the RFP or otherwise provide additional information, an addendum will be issued to all prospective Consultants who received copies of this original request.

Any requests for further information should be directed to: James Cowdell, Executive Director, EDIC/Lynn at (781)581-9399 or jcowdell@ediclynn.org // msmalley@ediclynn.org

Submission Requirements

1) The proposal must be divided into two parts: Both price and technical (or non-price) information is to be provided separately in two (2) sealed envelopes clearly marked “PROPOSAL FOR PROFESSIONAL SERVICES – TECHNICAL PROPOSAL”, and “PROPOSAL FOR PROFESSIONAL SERVICES – PRICE PROPOSAL”
Submission Date: No later than 4:00 p.m. –Tuesday, May 1, 2018

2) Please provide six (6) copies of the proposal with technical information and three (3) copies of the proposal with price information to:

James M. Cowdell
Executive Director – EDIC/Lynn
Lynn City Hall – 3 City Hall Square – Room 405
Lynn, MA 01901
The EDIC Director shall make an award within 30 days of that date.

3) Each proposal shall include all forms attached to the RFP completely filled out and signed in the appropriate places. In case of a difference between the amount written in
figures and the amount written in words, the amount written in words shall govern. These forms include:  * See Exhibits Page *

1. Proposal Price Sheet (include as “price proposal”)
2. Consultant’s Statement with Certificate of Non-Collusion
3. Commonwealth of Massachusetts Tax Certification
4. Certificate of Authority

4) The PROPOSAL FOR PROFESSIONAL SERVICES – TECHNICAL PROPOSAL shall include the following information:

1. Description of all firms represented on the Team and their role in the Master Plan and staff roles in the project
2. Resumes of all members of the Consultant Team identified above
3. Hourly rates for all members of the Consultant Team
4. Scope of Services for the Master Plan for the Lynn Waterfront Planning Area
5. Lists of at least 3 references for each firm represented on the Consultant Team, identifying similar projects on which Team members assigned to this Master Plan has worked, and contact information for each reference

5) Proposals may be withdrawn at any time prior to the designated deadline for submitting Proposals.
6) The Economic Development Industrial Corporation of Lynn, (EDIC/Lynn), reserves the exclusive right to select or reject any proposals or any part of any proposal should, in his sole judgment, such action be deemed in the bet interest of the City.
7) The entire proposal of the successful Consultant Team may be made part of the final contract agreement at the option of the City. Therefore, the Consultant must agree to be bound by the information contained therein.
8) Award of the contract is expected to occur on or before May 30, 2018 and is subject to appropriation and grant award. The successful firm/firms will be notified in writing, by mail, or otherwise that its proposal has been accepted and that its firm has been awarded the Contract.
9) The initial Contract period shall be for twelve (9) months but may be amended for additional work.
10) The EDIC/Lynn may interview the representatives of the three (3) firms selected by the Selection Committee prior to final selection of a Proposal. The interview must be with the individuals of the firm who will be working directly with the EDIC/Lynn and or City of Lynn.
11) The Proposal selected will be a proposal that follows the instructions, is responsive to the minimum requirements, and is most advantageous to the City in the comparative evaluation criteria overall.
12) All information provided by the City, and all material developed for this engagement, shall be delivered to the City before final payment and will not be used by the consultant for other purposes or released to others without permission of the City.
13) Neither the Consultant, nor any staff member, shall be an agent, servant, or employee of the City, or have an interest, direct or indirect, with respect to the City, or otherwise have a conflict of interest with the City’s rights and responsibilities.
EXHIBITS

A. Price Proposal
B. Non-Price Proposal
C. Certificate of Non-Collusion
D. Taxpayer Identification Number and Certification
E. Certificate of Authority
EXHIBIT A
Price Proposal

Instructions: The Project fee shall include all work, expenses, meetings, consultant costs, reimbursables, and any other costs necessary to complete the identified Scope of Services. Employee hourly rates included in this proposal shall apply if additional work is required beyond the scope of work already identified in this RFP.

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<th>Work Item</th>
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<td>II. Public Meetings</td>
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<td>III. Interviews</td>
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*Include employee hourly rate information along with this Price Proposal

Authorized Signature:______________________________
Print Name:_____________________________________
Title:___________________________________________
Firm Name:_____________________________________
Address:________________________________________
Telephone:______________________________________
Contact Person:_________________________________
Emergency Phone Number:_________________________
Date Signed:___________________________________
EXHIBIT B
## Non-Price Proposal – Work Item Checklist

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Note: Please indicate the total number of meetings to be attended in item II., and indicate for each other item, the number of those total meetings allocated to each area.

Authorized Signature: ________________________________  
Print Name: __________________________________________  
Title: ________________________________________________________________________________  
Firm Name: __________________________________________  
Address: ____________________________________________  
Telephone: __________________________________________  
Contact Person: ______________________________________  
Emergency Phone Number: __________________________________________  
Date Signed: ________________________________________
Declaration Form

Each statement below shall be submitted with each bid and shall be duly **signed** with an original signature, or the bid will be rejected.

Certificate of Non-Collusion
MGL Chapter 40, Section 48/2 or Chapter 30, as applicable

Any person submitting a proposal for the sale, lease, or provision of equipment, supplies, or material or services to any government unit as defined in Section 4A shall on such proposal, certify as follows:

The undersigned certifies, under penalties of perjury, that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this section, the word 'person' shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

Date __________

Typed or Printed Name of Person, Company, or Corporation

Authorized Official's Signature

Public Contracts - Debarment
MGL Chapter 29 Section 29F

The undersigned certifies under penalties of perjury that the said undersigned is not presently debarred from participating in public contracts in the Commonwealth of Massachusetts under the provisions of Chapter 29 Section 29F of the Massachusetts General Laws, or any other applicable debarment provision of any other Chapter of the General Laws, or any Rule or Regulation promulgated thereunder.

Date __________

Name of Bidder ________________________________

Signature ________________________________

Name of Company ________________________________

Address ________________________________

City, State, Zip ________________________________

Attestation Statement - Payment of State Taxes
MGL Chapter 62C Section 49A

Pursuant to MGL Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief; have filed all state tax returns and paid all state taxes required under law. State taxes paid to the Commonwealth of Massachusetts, or the State of __________ using Federal ID _____________, or SSN ________________.

Date __________

Typed or Printed Name of Person, Company, or Corporation

Authorized Official's Signature
EXHIBIT D
# Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

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<th>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</th>
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</tr>
<tr>
<td>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</td>
</tr>
<tr>
<td>□ Individual/sole proprietor or single-member LLC</td>
</tr>
<tr>
<td>□ C Corporation</td>
</tr>
<tr>
<td>□ S Corporation</td>
</tr>
<tr>
<td>□ Partnership</td>
</tr>
<tr>
<td>□ Trust/estate</td>
</tr>
<tr>
<td>□ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership)</td>
</tr>
<tr>
<td>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</td>
</tr>
<tr>
<td>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</td>
</tr>
<tr>
<td>Exempt payee code (if any)</td>
</tr>
<tr>
<td>Exemption from FATCA reporting code (if any)</td>
</tr>
<tr>
<td>(Applies to accounts maintained outside the U.S.)</td>
</tr>
<tr>
<td>5 Address (number, street, and apt. or suite no. See instructions.</td>
</tr>
<tr>
<td>Requester's name and address (optional)</td>
</tr>
<tr>
<td>6 City, state, and ZIP code</td>
</tr>
<tr>
<td>7 List account number(s) here (optional)</td>
</tr>
</tbody>
</table>

## Part I  
### Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

### Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

### Social security number

### Or

### Employer identification number

## Part II  
### Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

### Certification instructions.

You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### Future developments.

For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (TIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.
By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:
- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.
- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:
1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty containing the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

**Backup Withholding**

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**
1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See Exempt payee code, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see Special rules for partnerships, earlier.

**What is FATCA Reporting?**

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See Exemption from FATCA reporting code, later, and the Instructions for the Requester of Form W-9 for more information.

**Updating Your Information**

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

**Penalties**

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.
Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

<table>
<thead>
<tr>
<th>IF the entity/person on line 1 is</th>
<th>THEN check the box for . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporation</td>
<td>Corporation</td>
</tr>
<tr>
<td>Individual</td>
<td>Individual/sole proprietor or single-member LLC</td>
</tr>
<tr>
<td>Sole proprietor or</td>
<td></td>
</tr>
<tr>
<td>Single-member limited liability</td>
<td></td>
</tr>
<tr>
<td>company (LLC) owned by an</td>
<td></td>
</tr>
<tr>
<td>individual and disregarded for U.S.</td>
<td></td>
</tr>
<tr>
<td>federal tax purposes.</td>
<td></td>
</tr>
<tr>
<td>LLC treated as a partnership for</td>
<td>Limited liability company and enter the appropriate tax classification.</td>
</tr>
<tr>
<td>U.S. federal tax purposes,</td>
<td></td>
</tr>
<tr>
<td>LLC that has filed Form 8832 or</td>
<td></td>
</tr>
<tr>
<td>2553 to be taxed as a corporation,</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>LLC that is disregarded as an</td>
<td></td>
</tr>
<tr>
<td>entity separate from its owner but</td>
<td></td>
</tr>
<tr>
<td>the owner is another LLC that is</td>
<td></td>
</tr>
<tr>
<td>not disregarded for U.S. federal</td>
<td></td>
</tr>
<tr>
<td>tax purposes.</td>
<td></td>
</tr>
<tr>
<td>Partnership</td>
<td>Partnership</td>
</tr>
<tr>
<td>Trust/estate</td>
<td>Trust/estate</td>
</tr>
</tbody>
</table>

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

• Generally, individuals (including sole proprietors) are not exempt from backup withholding.
• Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
• Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
• Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
2—The United States or any of its agencies or instrumentalities
3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
5—A corporation
6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
7—A futures commission merchant registered with the Commodity Futures Trading Commission
8—A real estate investment trust
9—An entity registered at all times during the tax year under the Investment Company Act of 1940
10—A common trust fund operated by a bank under section 584(a)
11—A financial institution
12—A middleman known in the investment community as a nominee or custodian
13—A trust exempt from tax under section 664 or described in section 4947
The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

<table>
<thead>
<tr>
<th>IF the payment is for . . .</th>
<th>THEN the payment is exempt for . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest and dividend payments</td>
<td>All exempt payees except for 7</td>
</tr>
<tr>
<td>Broker transactions</td>
<td>Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.</td>
</tr>
<tr>
<td>Barter exchange transactions and patronage dividends</td>
<td>Exempt payees 1 through 4</td>
</tr>
<tr>
<td>Payments over $600 required to be reported and direct sales over $5,000¹</td>
<td>Generally, exempt payees 1 through 5²</td>
</tr>
<tr>
<td>Payments made in settlement of payment card or third party network transactions</td>
<td>Exempt payees 1 through 4</td>
</tr>
</tbody>
</table>

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.
² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys’ fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with “Not Applicable” (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
B—The United States or any of its agencies or instrumentality
C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)
E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)
F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
G—A real estate investment trust
H—A regulated investment company as defined in section 851 of an entity registered at all times during the tax year under the Investment Company Act of 1940
I—A common trust fund as defined in section 584(a)
J—A bank as defined in section 581
K—A broker
L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5
Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6
Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see How to get a TIN below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner’s SSN (or EIN, if the owner has one). Do not enter the disregarded entity’s EIN. If the LLC is classified as a corporation or partnership, enter the entity’s EIN.

Note: See What Name and Number To Give the Requester, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write “Applied For” in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering “Applied For” means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see Exempt payee code, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.
**For this type of account:**

<table>
<thead>
<tr>
<th>1. Individual</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Two or more individuals (joint account) other than an account maintained by an FFI</td>
</tr>
<tr>
<td>3. Two or more U.S. persons (joint account maintained by an FFI)</td>
</tr>
<tr>
<td>4. Custodial account of a minor (Uniform Gift to Minors Act)</td>
</tr>
<tr>
<td>5. a. The usual revocable savings trust (grantor is also trustee)</td>
</tr>
<tr>
<td>b. So-called trust account that is not a legal or valid trust under state law</td>
</tr>
<tr>
<td>6. Sole proprietorship or disregarded entity owned by an individual</td>
</tr>
<tr>
<td>7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(ii)(A))</td>
</tr>
</tbody>
</table>

**Give name and SSN of:**

| The individual |
| The actual owner of the account or, if combined funds, the first individual on the account |
| Each holder of the account |
| The minor |
| The grantor-trustee |
| The actual owner |
| The owner |
| The grantor |

**For this type of account:**

| 8. Disregarded entity not owned by an individual |
| 9. A valid trust, estate, or pension trust |
| 10. Corporation or LLC electing corporate status on Form 8832 or Form 2553 |
| 11. Association, club, religious, charitable, educational, or other tax-exempt organization |
| 12. Partnership or multi-member LLC |
| 13. A broker or registered nominee |

**Give name and EIN of:**

| The owner |
| Legal entity |
| The corporation |
| The organization |
| The partnership |
| The broker or nominee |

1. List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person’s number must be furnished.

2. Circle the minor’s name and furnish the minor’s SSN.

3. You must show your individual name and you may also enter your business or DBA name on the “Business name/disregarded entity” name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

4. List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see Special rules for partnerships, earlier.

**Note:** The grantor also must provide a Form W-9 to trustee of trust.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.
The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.identityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.
EXHIBIT E
CLERK'S CERTIFICATE
(Please Type or Print Except Where Indicated)

At a duly authorized meeting of the Board of Directors of _________________ held on _______________ at which all voted that _________________ of this Company, be and he hereby is authorized to execute contracts and bonds in the name and behalf of said Company, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this Company's name on its behalf by such _______________ under seal of the Company, shall be valid and binding upon this Company.

A true copy,

ATTEST: __________________________

(Clerk's Signature)

Place of business: __________________________

Business Telephone: __________________________

Business Fax: __________________________

Date of this contract: __________________________

I hereby certify that I am the Clerk of _________________ and that _________________ is the duly elected _________________ of said Company, and that the above-vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

________________________
Clerk's Signature

Corporate Seal

crlcert.doc