

**RFQ# ADSPO14-00003465, Annual Request for Qualifications and Experience  
REVISED - Attachment I – General Qualifications**

(If a firm has branch offices, complete for each specific branch office seeking work.)

**1. REVISED ADSPO13-00003465: Annual Request for Qualifications**

|       |  |                              |
|-------|--|------------------------------|
| a.    | FIRM (OR BRANCH OFFICE) NAME:                  | Otwell Associates Architects |
| b.    | FIRM (OR BRANCH OFFICE) STREET:                | 121 E. Goodwin Street        |
| c.    | FIRM (OR BRANCH OFFICE) CITY:                  | Prescott                     |
| d.    | FIRM (OR BRANCH OFFICE) STATE:                 | Arizona                      |
| e.    | FIRM (OR BRANCH OFFICE) ZIP CODE:              | 86303                        |
| f.    | YEAR ESTABLISHED: 1979                         |                              |
| (g1). | OWNERSHIP - TYPE:                              | Sole proprietor              |
| (g2). | OWNERSHIP - SMALL BUSINESS STATUS:             | yes                          |
| h.    | POINT OF CONTACT NAME AND TITLE:               | William Otwell, Principal    |
| i.    | POINT OF CONTACT TELEPHONE NUMBER:             | 928 445-4951                 |
| j.    | POINT OF CONTACT E-MAIL ADDRESS:               | bill@otwell-architects.net   |
| k.    | NAME OF FIRM (If block 1a is a branch office): |                              |

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**2. EMPLOYEES BY DISCIPLINE**

| a. Discipline Title | b. Function: Primary (P) or Secondary (S) | c. No. of Employees - Firm | d. No. of Employees - Branch |
|---------------------|---|----------------------------|------------------------------|
| Architect           | P   | 2                          |                              |
| Project Manager     | S   | 2                          |                              |
| CADD Technician     | P   | 1                          |                              |
| Other               | P   | 3                          |                              |
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|                     |   |                            |                              |
| <b>Total</b>        |   | <b>6</b>                   |                              |

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**3. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST YEAR**

| a. Approximate No. of Projects | b. Experience   | c. Revenue Index Number (see below) |
|--------------------------------|---|-------------------------------------|
| 2                              | Construction Management                                       | 1                                   |
| 2                              | Dining Halls; Clubs; Restaurants                              | 2                                   |
| 3                              | Historical Preservation                                       | 1                                   |
| 4                              | Housing (Residential, Multi-Family, Apartments, Condominiums) | 2                                   |
| 1                              | Garages; Parking Decks  | 1                                   |
| 2                              | Rehabilitation (Buildings; Structures; Facilities)            | 1                                   |
| 4                              | Sustainable Design  | 2                                   |
| 6                              | Specifications Writing  | 1                                   |
| 2                              | Libraries, Museums, Galleries                                 | 1                                   |
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**PROFESSIONAL SERVICES REVENUE INDEX NUMBER**

- |   |   |
|---|---|
| 1. Less than \$100,000                  | 6. \$2 million to less than \$5 million   |
| 2. \$100,000 to less than \$250,000     | 7. \$5 million to less than \$10 million  |
| 3. \$250,000 to less than \$500,000     | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million   | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater               |

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**4. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section 4 for each key person.)**

|   |  |  |                            |
|---|--|--|----------------------------|
| <b>a. NAME</b><br>William S. Otwell   | <b>b. ROLE IN THIS CONTRACT</b><br>Principal in Charge | <b>c. YEARS EXPERIENCE</b>   |                            |
|   |  | 1. TOTAL<br>37   | 2. WITH CURRENT FIRM<br>32 |
| <b>d. FIRM NAME AND LOCATION (City and State)</b><br>Otwell Associates Architects   |  |  |                            |
| <b>e. EDUCATION (DEGREE AND SPECIALIZATION)</b><br>Bachelor of Architecture   |  | <b>f. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)</b><br>States of Arizona and Utah, Architecture |                            |
| <b>g. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)</b><br>AIA Arizona College of Fellows Chairman's Award; 2012. Governor's Heritage Preservation Honor Award, Grand Award Winner; 2012. Arizona Culturekeeper; Only Architect out of 100 Honored, 2011. Prescott Area Leadership Man of the Year; 2011. Arizona Main Street Individual of the Year, 2010. Governor's Heritage Preservation Award for the Knights of Pythias Building, Prescott, Arizona, 2010. Governor's Award for Historic Restoration, Central Commercial Building, Kingman, Arizona. Arizona Main Street-Best Public Improvement in Arizona Award, Granite Street Garage, Prescott, Arizona. Outstanding Project Award from the Arizona Department of Commerce, Powerhouse, Kingman, Arizona. Arizona Main Street, Best Rehabilitation Award for the Babbitt Building, Flagstaff, Arizona. Governor's Award for Historic Preservation, Rehabilitation/Restoration Category for the Hassayampa Inn, Prescott, Arizona. |  |  |                            |

**H. RELEVANT PROJECTS**

|    | (1) TITLE AND LOCATION (City and State)  | (2) Year Completed         |                                   |
|----|--|----------------------------|-----------------------------------|
| 1) | Yavapai County Courthouse Rehab, Phase 2<br>Prescott, Arizona  | Professional Services 2012 | Construction (if applicable) 2013 |
|    | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>A 3 phase, 3 year rehabilitation of the 1916 Courthouse including electrical, HVAC, acoustics, windows, structure and cleaning of granite masonry. The cost of this phase is \$5,600,000. Mr. Otwell's role is Principal Architect in Charge. |                            |                                   |
| 2) | Milagro Arts Center<br>Prescott, Arizona   | Professional Services      | Construction (if applicable)      |
|    | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Rehabilitation of a 1935 stone church for an arts education center. This building is 12,000 square feet with a rehab budget of \$1,500,000. Mr. Otwell's role is Principal Architect in Charge.   |                            |                                   |
| 3) | La Posada Santa Fe Depot<br>Winslow, Arizona   | Professional Services 2013 | Construction (if applicable)      |
|    | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Rehabilitation and adaptive reuse for an art gallery. Mr. Otwell's role is Preservation Architect.  |                            |                                   |
| 4) | Private Residence<br>Wickenburg, Arizona   | Professional Services 2013 | Construction (if applicable) 2013 |
|    | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>A 5200 square foot adobe home with a desert botanical garden. Mr. Otwell's role was Principal Architect in Charge.  |                            |                                   |
| 5) | (1) TITLE AND LOCATION (City and State)  | Professional Services      | Construction (if applicable)      |
|    | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br><input type="checkbox"/> Check if project performed with current firm   |                            |                                   |

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**5. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present no more than five (5) projects. Complete one Section 5 for each project.)*

|  |                               |   |
|--|-------------------------------|---|
| b. TITLE AND LOCATION <i>(City and State)</i><br>Elks Theater Restoration<br>Prescott, Arizona | b. YEAR COMPLETED             |   |
|  | PROFESSIONAL SERVICES<br>2009 | CONSTRUCTION <i>(If applicable)</i><br>2011 |

**23. PROJECT OWNER'S INFORMATION**

|   |  |   |
|---|--|---|
| c. PROJECT OWNER<br>Elks Building, LLC and City of Prescott | d. DOLLAR AMOUNT OF PROJECT<br>\$1,301,596 | e. TOTAL COST OF PROJECT<br>\$1,301,596 |
|---|--|---|

g. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

The Elks Theatre Building in downtown Prescott was originally built in 1905. The 3-story building was rehabilitated to bring the structure into compliance with building codes and standards, the Secretary of the Interior's Standards for Preservation and Rehabilitation Treatment of Historic Properties, and ADA requirements. There was significant reinforcing of the existing foundation. The exterior marquee was restored along with some exterior porches on the upper levels. The main theatre received new box seats to match the originals that were demolished in the 1940's. Original wall stenciling, discovered under old layers of finish, was restored or replicated along with the decorative trim & scrollwork throughout. A small amount of the existing seating was salvaged, reupholstered, & reused where possible. New seating replaced the rest and was custom made to match the existing. New HVAC & sprinkler systems were also installed.

Our current team worked on this Project to its successful completion.



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**6. ADDITIONAL INFORMATION**

a. PROVIDE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE NECESSARY TO DESCRIBE YOUR FIRMS QUALIFICATIONS. (ATTACH ADDITIONAL SHEETS AS NEEDED.)

**4. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section 4 for each key person.)**

|  |   |  |                            |
|--|---|--|----------------------------|
| a. NAME<br>R. Wayne Sanford  | b. ROLE IN THIS CONTRACT<br>Project Architect | c. YEARS EXPERIENCE  |                            |
|  |   | 1. TOTAL<br>22   | 2. WITH CURRENT FIRM<br>13 |
| d. FIRM NAME AND LOCATION (City and State)<br>Otwell Associates Architects<br>Prescott, Arizona  |   |  |                            |
| e. EDUCATION (DEGREE AND SPECIALIZATION)<br>Master of Architecture   |   | f. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)<br>Arizona, Texas, Montana, Architecture |                            |
| g. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)<br>Member Arizona Institute of Architects, NCARB, US Green Building Council, LEED Accredited Professional, Central Arizona Renewable Energy Network |   |  |                            |

**H. RELEVANT PROJECTS**

|    |  |                            |                                   |
|----|--|----------------------------|-----------------------------------|
| 1) | (1) TITLE AND LOCATION (City and State)<br>Yavapai County Courthouse Rehab, Phase 2<br>Prescott, Arizona   | (2) Year Completed         |                                   |
|    |  | Professional Services 2012 | Construction (if applicable) 2013 |
|    | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>A 3 phase, 3 year rehabilitation of the 1916 Courthouse including electrical, HVAC, acoustics, windows, structure and cleaning of granite masonry. The cost of this phase is \$5,600,000. Mr. Sanford's role is Project Architect.  |                            |                                   |
|    | <input checked="" type="checkbox"/> Check if project performed with current firm   |                            |                                   |
| 2) | (1) TITLE AND LOCATION (City and State)<br>Prescott Gun Club<br>Prescott, Arizona  | (2) Year Completed         |                                   |
|    |  | Professional Services 2013 | Construction (if applicable) 2013 |
|    | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>A shooting range and training facility for law enforcement and the public. This 4500 square foot building, at a cost of \$950,000, includes 8 lanes, with classrooms and a sales area. Mr. Sanford's role was as Project Architect. |                            |                                   |
|    | <input checked="" type="checkbox"/> Check if project performed with current firm   |                            |                                   |
| 3) | (1) TITLE AND LOCATION (City and State)<br>Milagro Arts Center<br>Prescott, Arizona  | (2) Year Completed         |                                   |
|    |  | Professional Services      | Construction (if applicable)      |
|    | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Rehabilitation of a 1935 stone church for an arts education center. This building is 12,000 square feet with a rehab budget of \$1,500,000. Mr. Sanford's role is as Project Architect.   |                            |                                   |
|    | <input checked="" type="checkbox"/> Check if project performed with current firm   |                            |                                   |

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|    |  |  |  |
|----|--|--|--|
|    | (1) TITLE AND LOCATION <i>(City and State)</i><br>La Posada Santa Fe Depot<br>Winslow, Arizona   | (2) Year Completed   |  |
|    |  | Professional Services 2013   | Construction <i>(if applicable)</i>      |
| 4) | (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE<br>Rehabilitation and adaptive reuse for an art gallery. Mr. Sanford's role is Project Architect.             | <input checked="" type="checkbox"/> Check if project performed with current firm |  |
|    | (1) TITLE AND LOCATION <i>(City and State)</i><br>Private Residence<br>Wickenburg, Arizona   | (2) Year Completed   |  |
|    |  | Professional Services 2013   | Construction <i>(if applicable)</i> 2013 |
| 5) | (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE<br>A 5200 square foot adobe home with a desert botanical garden. Mr. Sanford's role was as Project Architect. | <input checked="" type="checkbox"/> Check if project performed with current firm |  |

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**5. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present no more than five (5) projects. Complete one Section 5 for each project.)*

|  |                               |   |
|--|-------------------------------|---|
| b. TITLE AND LOCATION <i>(City and State)</i><br>Elks Theater Restoration<br>Prescott, Arizona | b. YEAR COMPLETED             |   |
|  | PROFESSIONAL SERVICES<br>2009 | CONSTRUCTION <i>(If applicable)</i><br>2011 |

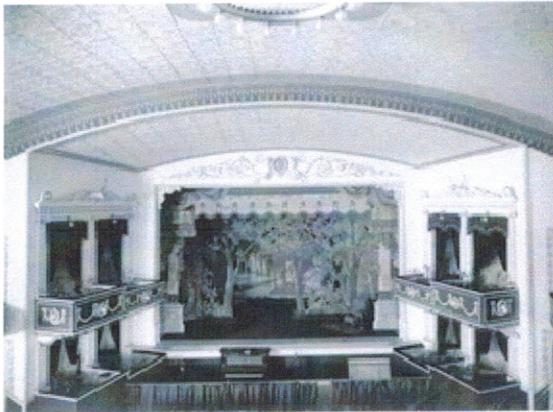
**23. PROJECT OWNER'S INFORMATION**

|   |  |   |
|---|--|---|
| c. PROJECT OWNER<br>Elks Building, LLC and City of Prescott | d. DOLLAR AMOUNT OF PROJECT<br>\$1,301,596 | e. TOTAL COST OF PROJECT<br>\$1,301,596 |
|---|--|---|

**g. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)**

The Elks Theatre Building in downtown Prescott was originally built in 1905. The 3-story building was rehabilitated to bring the structure into compliance with building codes and standards, the Secretary of the Interior's Standards for Preservation and Rehabilitation Treatment of Historic Properties, and ADA requirements. There was significant reinforcing of the existing foundation. The exterior marquee was restored along with some exterior porches on the upper levels. The main theatre received new box seats to match the originals that were demolished in the 1940's. Original wall stenciling, discovered under old layers of finish, was restored or replicated along with the decorative trim & scrollwork throughout. A small amount of the existing seating was salvaged, reupholstered, & reused where possible. New seating replaced the rest and was custom made to match the existing. New HVAC & sprinkler systems were also installed.

Our current team worked on this Project to its successful completion.



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**6. ADDITIONAL INFORMATION**

a. PROVIDE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE NECESSARY TO DESCRIBE YOUR FIRMS QUALIFICATIONS. (ATTACH ADDITIONAL SHEETS AS NEEDED.)

**4. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section 4 for each key person.)**

|  |   |   |                           |
|--|---|---|---------------------------|
| a. NAME<br>Brian M. Piper  | b. ROLE IN THIS CONTRACT<br>CADD Technician | c. YEARS EXPERIENCE   |                           |
|  |   | 1. TOTAL<br>25  | 2. WITH CURRENT FIRM<br>7 |
| c. FIRM NAME AND LOCATION (City and State)<br>Otwell Associates Architects                 |   |   |                           |
| d. EDUCATION (DEGREE AND SPECIALIZATION)<br>Phoenix Institute, Architectural Drafting      |   | f. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) |                           |
| g. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) |   |   |                           |

**H. RELEVANT PROJECTS**

|    |   |  |                                   |
|----|---|--|-----------------------------------|
| 1) | (1) TITLE AND LOCATION (City and State)<br>Yavapai County Courthouse Rehab, Phase 2<br>Prescott, Arizona  | (2) Year Completed   |                                   |
|    |   | Professional Services 2012   | Construction (if applicable) 2013 |
|    | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>A 3 phase, 3 year rehabilitation of the 1916 Courthouse including electrical, HVAC, acoustics, windows, structure and cleaning of granite masonry. The cost of this phase is \$5,600,000. Mr. Piper's role is CADD Technician. | <input checked="" type="checkbox"/> Check if project performed with current firm |                                   |
| 2) | (1) TITLE AND LOCATION (City and State)<br>Prescott Gun Club<br>Prescott, Arizona   | (2) Year Completed   |                                   |
|    |   | Professional Services 2013   | Construction (if applicable) 2013 |
|    | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>A shooting range and training facility for law enforcement and the public. This 4500 square foot building, at a cost of \$950,000, includes 8 lanes, with classrooms and a sales area. Mr. Piper's role is CADD Technician.    | <input checked="" type="checkbox"/> Check if project performed with current firm |                                   |
| 3) | (1) TITLE AND LOCATION (City and State)<br>Milagro Arts Center<br>Prescott, Arizona   | (2) Year Completed   |                                   |
|    |   | Professional Services  | Construction (if applicable)      |
|    | (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE<br>Rehabilitation of a 1935 stone church for an arts education center. This building is 12,000 square feet with a rehab budget of \$1,500,000. Mr. Piper's role is CADD Technician.   | <input checked="" type="checkbox"/> Check if project performed with current firm |                                   |
| 4) | (1) TITLE AND LOCATION (City and State)<br>La Posada Santa Fe Depot<br>Winslow, Arizona   | (2) Year Completed   |                                   |
|    |   | Professional Services 2013   | Construction (if applicable)      |

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|--|--|--|----------------------------|---|
| <p>(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE<br/>                 Rehabilitation and adaptive reuse for an art gallery. Mr. Piper's role is CADD Technician.</p>            | <p><input checked="" type="checkbox"/> Check if project performed with current firm</p>  |  |                            |   |
| <p>(1) TITLE AND LOCATION (<i>City and State</i>)<br/>                 Private Residence<br/>                 Wickenburg, Arizona</p>  | <p>(2) Year Completed</p> <table border="1"> <tr> <td data-bbox="954 273 1241 327">Professional Services 2013</td> <td data-bbox="1248 273 1540 327">Construction (<i>if applicable</i>)2013</td> </tr> </table> |  | Professional Services 2013 | Construction ( <i>if applicable</i> )2013 |
| Professional Services 2013   | Construction ( <i>if applicable</i> )2013  |  |                            |   |
| <p>5) (3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE<br/>                 A 5200 square foot adobe home with a desert botanical garden. Mr. Piper's role is CADD Technician.</p> | <p><input checked="" type="checkbox"/> Check if project performed with current firm</p>  |  |                            |   |

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**5. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present no more than five (5) projects. Complete one Section 5 for each project.)*

|  |                               |   |
|--|-------------------------------|---|
| b. TITLE AND LOCATION <i>(City and State)</i><br>Elks Theater Restoration<br>Prescott, Arizona | b. YEAR COMPLETED             |   |
|  | PROFESSIONAL SERVICES<br>2009 | CONSTRUCTION <i>(If applicable)</i><br>2011 |

**23. PROJECT OWNER'S INFORMATION**

|   |  |   |
|---|--|---|
| c. PROJECT OWNER<br>Elks Building, LLC and City of Prescott | d. DOLLAR AMOUNT OF PROJECT<br>\$1,301,596 | e. TOTAL COST OF PROJECT<br>\$1,301,596 |
|---|--|---|

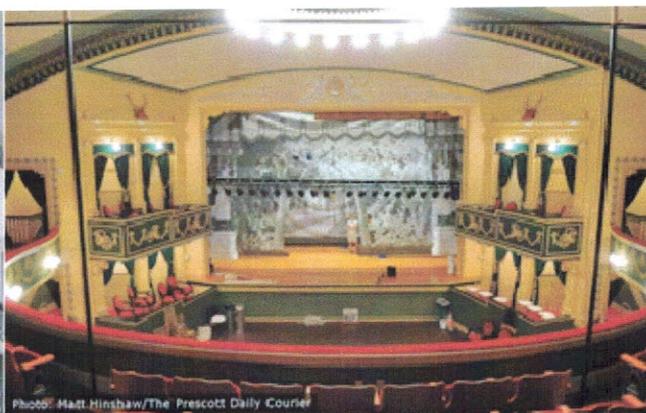
**g. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)**

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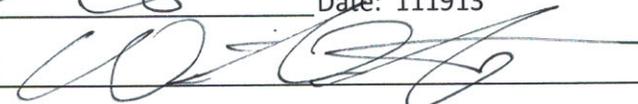
7. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

|    |  |     |
|----|--|-----|
| a. | Percentage of Total Work Attributable to State, Federal and Municipal Government Work: | 20% |
| b. | Percentage of Total Work Attributable to Non-Government Work:                          | 80% |

8. AUTHORIZED REPRESENTATIVE. The foregoing is a statement of facts.

Signature:  Date: 111913

Name: William S. Otwell



Title: Principal