



MINOR STATE CAPITAL OUTLAY PROJECTS REQUEST FOR PROPOSAL

This Request for Proposal (RFP) form is used for requesting Proposals from various Professional Services Contractors for the State of Michigan, Department of Management and Budget, Facilities Administration, Design and Construction Division's, Minor State Capital Outlay Projects.
Failure to provide this information may result in not being considered for the award of a Contract.
(Authority: The Department of Management and Budget (DMB) Act 431 of 1984, as amended.)

PROFESSIONAL DESIGN AND CONSTRUCTION CONSULTANT SERVICES FOR DEMOLITION OF MICHIGAN LAND BANK FAST TRACK AUTHORITY PROPERTIES

FILE NO. 641/09317.IJH

INDEX NO(S). TBE

DEPARTMENT OF ENERGY, LABOR, AND ECONOMIC GROWTH
MICHIGAN LAND BANK FAST TRACK AUTHORITY PROPERTIES
VARIOUS LOCATIONS, MICHIGAN

Issued by:
The Ad Hoc Advisory Selection Committee
For
Professional Services Contractor Selection

PROPOSAL DUE DATE: **Thursday, May 7, 2009**, 2:00 p.m., Local Time

ISSUING OFFICE AND SUBMITTAL POINT OF CONTACT

U.S. Mail Address

Department of Management and Budget
Facilities Administration
Design and Construction Division
P.O. Box 30026
Lansing, Michigan 48909
Attention: Ms. Debbie Fenstemaker
Telephone No. (517) 373-7563

Express Mail Address

Department of Management and Budget
Facilities Administration
Design and Construction Division
First Floor, Stevens T. Mason Building
530 West Allegan Street
Lansing, Michigan 48933
Attention: Ms. Debbie Fenstemaker
Telephone No. (517) 373-7563

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Attachments:

Project/Program Statement for Project Requirements (On DMB-427 form).
Sample/Standard Contract Conditions for Professional D/CC Services.

Minor State Capital Outlay Projects
REQUEST FOR PROPOSAL
Part I - Technical Proposal

**Professional Design and Construction Consultant Services
for Demolition of
Michigan Land Bank Fast Track Authority Properties**

File No. 641/09317.IJH

Index No(S). TBE

Department Of Energy, Labor, And Economic Growth
Michigan Land Bank Fast Track Authority Properties
Various Locations, Michigan

SECTION I - General Information

This Contract provides two (2) distinct types of Professional Design and Construction Consultant Services (D/CCS) to the State of Michigan. These professional services may be coordinated and combined, or used singularly, due to the flexibility required by the diversity of the various types of State Projects.

The two (2) distinct types of Professional D/CC services for this Contract are defined as follows:

- I. **DESIGN/PROJECT MANAGEMENT SERVICES:** Provide complete architectural and engineering design/build or project management services. Activities will be performed either by the D/CC or through a Professional Design Consultant or Consultants.
- II. **CONSTRUCTION SERVICES:** Provide complete construction labor, equipment, materials, and all appropriate construction services such as supervision, scheduling, estimating, etc., to construct a Project of up to \$300,000 in value. Projects greater than \$300,001 in value must be preapproved by the Director of the FA-DCD.

FOR THIS PROJECT, UNLESS OTHERWISE NOTED, CONSTRUCTION SERVICES WILL BE OBTAINED BY THE FA-DCD AND NOT BY THE D/CC FIRM.

I-1 Purpose

This Request for Proposal provides the prospective Prime Professional Services Contractor, hereafter referred to as the D/CC, with information to enable preparation of a Part I - Technical and Part II - Cost Proposal for Demolition Facilitation for the Demolition of Michigan Land Bank Fast Track Authority properties. The professional services to be completed for this Project will encompass the following Phases from the Department of Management and Budget, FA-DCD's attached "Sample/Standard Contract for D/CC Services":

Project Management Services
Design Services
Overhead and Profit Flat Fee

I-2 Project/Program Statement (Scope of Work)

See the attached Project/Program Statement for more detailed information. The D/CC firm, by submitting a Technical Proposal (Part I) and Cost Proposal (Part II) to the Department for evaluation during the selection process, states that they can and will provide a complete study/design and construction based on the approved and attached Project/Program Statement. No increase in compensation to the D/CC firm will be allowed unless there is a material change made and approved, in writing, by the DMB-FA-DCD and the D/CC firm, to the attached Project/Program Statement.

I-3 Issuing Office Ad Hoc Advisory Selection Committee Chairperson

This Request for Proposal is issued by the Department of Management and Budget, FA-DCD, Ad Hoc Advisory Selection Committee for Professional Service Contractor Selection, hereafter referred to as the Issuing Office. PROPOSALS SHALL BE RETURNED TO THE ISSUING OFFICE/SUBMITTAL POINT OF CONTACT. The Chairperson for this Ad Hoc Advisory Selection Committee Request for Proposal is:

Irene Jackson Henry, RA, NCARB henryi1@michigan.gov
Department of Management and Budget
Facilities Administration
Design and Construction Division
Telephone Number: (517) 241-3133

I-4 Ad Hoc Advisory Selection Committee Evaluation and Notice of Intent for Contract Award

D/CC shall submit their Project Proposal in two (2) parts: Part I - Technical Proposal, and Part II - Cost Proposal. Proposals will be evaluated based upon the scoring weights of eighty percent (80%) for the Part I - Technical Proposal and twenty percent (20%) for the Part II - Cost Proposal.

Notice of Intent for Contract award will be undertaken by the State of Michigan, in writing, through the Department of Management and Budget, FA-DCD within fifteen (15) calendar days following the due date of the D/CC firm's Proposal being submitted to the Issuing Office/ Submittal Point of Contact with the D/CC firm whose Proposal (Parts I and II) the Ad Hoc Advisory Selection Committee determines to be in the State of Michigan's best interest for the Project.

I-5 Contracting Requirements:

In order to be awarded a Contract, a D/CC firm:

1.) Must be certified by the State of Michigan, Department of Civil Rights for compliance with the State of Michigan's nondiscrimination requirements. If submittal is made by a Joint Venture, BOTH FIRMS must be certified. Attach a valid copy of the Certificate of Awardability to the returned Proposal. Failure to enclose the valid copy of the Certificate of Awardability with the Request for Proposal will not disqualify the D/CC firm providing a valid Certificate of Awardability exists at the time of the Proposal submittal and the D/CC submits evidence of same within twenty-four (24) hours of the Proposal due date. The time required by the Department of Civil Rights to process the Certificate of Awardability applications varies as a function of the Department's total workload, which changes from time to time. The D/CC firm is responsible for securing all pertinent information from the Department of Civil Rights prior to submitting their Proposal. All correspondence information to apply for the Certificate of Awardability may be obtained by contacting:

State of Michigan
Department of Civil Rights
Contract Compliance Team
Cadillac Place Building (Former General Motors Building)
3054 West Grand Boulevard
Suite 3-600
Detroit, Michigan 48202
Telephone Number: (313) 456-3822 or 456-3823
Fax Number: (313) 456-3826

2.) Shall review the Article 5, Insurance text and policy requirements of the attached "Sample/Standard Contract for Professional D/CC Services" and contact your D/CC firm's insurance representative to provide the Department of Management and Budget, FA-DCD with three (3) sets of original Certificate of Insurance documents that provide policy coverage for: (1.) Worker's Compensation Insurance; (2.) Employer's Liability Insurance; (3.) General Liability Insurance with the State of Michigan listed as an Additional Insured on the policy; (4.) Professional Liability Insurance; and (5.) Contractual Liability Insurance. Faxes or Portable Document Format (PDF) copies of the required original Certificate of Insurance documents will not be accepted, only the original Certificate of Insurance documents are

acceptable. Signatures on the original Certificate of Insurance documents must be blue pen and ink and cannot be laser facsimile.

The insurance company shall attach evidence that it is authorized by the State of Michigan, Department of Labor and Economic Growth, Office of Financial and Insurance Services to do business, as an insurer in the State of Michigan, and must have an insurance rating of "A-" or better, as listed by the A.M. Best Company. To view the latest A.M. Best's Key Ratings Guide, visit the A.M. Best Company internet web site at <http://www.ambest.com>.

Three (3) sets of original Certificate of Insurance documents shall be submitted to this office, to the attention of Mr. James E. Burriss, Contract Administrator, his telephone number is (517) 335-1467. Original Certificate of Insurance documents shall be mailed directly from your insurance representative to:

U.S. MAIL ADDRESS
Department of Management and Budget
Facilities Administration
Design and Construction Division
P.O. Box 30026
Lansing, Michigan 48909
Attention: Mr. James E. Burriss
Telephone No. (517) 335-1467

EXPRESS MAIL ADDRESS
Department of Management and Budget
Facilities Administration
Design and Construction Division
First Floor, Steven T. Mason Building
530 West Allegan Street
Lansing, Michigan 48933
Attention: Mr. James E. Burriss
Telephone No. (517) 335-1467

I-6 Rejection of Proposals

The State of Michigan reserves the right to reject any or all Proposals, in whole or in part, received as a result of this Request for Proposal submittal.

I-7 Incurring Costs

The State of Michigan is not liable for any cost incurred by the D/CC firm prior to: (1) The acceptance of a Proposal for the Project; (2) The Department's written Notice of Intent for Contract award; (3) Signed execution of a Professional Services Contract for the Project scope of work; and (4) The issuance of the Department of Management and Budget, FA-DCD's signed standard document form (DMB-402) Contract Order to the D/CC firm, authorizing the D/CC firm to start the Project work on-site.

I-8 Inquiries

Questions that arise as a result of this Request for Proposal **MUST BE SUBMITTED IN WRITING** to Irene Henry four (4) calendar days prior to the submittal due date of the Request for Proposal. Contact Irene Henry at henryi1@michigan.gov

I-9 Addenda to the Request for Proposal

In the event that it becomes necessary to amend any part of this Request for Proposal, Addenda will be provided to all D/CC firms by posting an addenda on the DMB-FA website.

I-10 Proposal Response Due Date

To be considered for this Project, D/CC firm's Proposals must arrive at the Issuing Office/Submittal Point of Contact on or before 2:00 p.m., local time, on Thursday, May 7, 2009. Proposals arriving after this 2:00 p.m. local time will not be accepted and will be returned to the D/CC firm's office unopened.

NOTE: UTILITY AND CONSTRUCTION PROJECTS PARTIALLY CLOSE STREETS AND AFFECT PARKING SPACES: Capitol Loop – Downtown Lansing. Due to this construction work, parking near and timely deliveries to the Stevens T. Mason Building may be difficult. It remains the responsibility of the D/CC firm to meet the Department's stated Thursday, 2:00 p.m. deadline for submitting their Proposal.

I-11 Mandatory Pre-proposal Meeting and Site Visit

NO MANDATORY PRE-PROPOSAL MEETING will be conducted by the Issuing Office for this Request for Proposal. Contact Ms. Henry with questions.

I-12 Economy of Preparation

Proposals submitted by the D/CC firm shall be prepared simply and economically, providing a straightforward, concise narrative description of the D/CC firm's ability to describe and meet the Project scope of work and Budget requirements. Fancy bindings, three-ring binders, colored displays, promotional materials, and so forth, are not desired and are discouraged. Proposal submittal emphasis shall be placed on the D/CC firm's Proposal completeness and clarity of content.

I-13 Responsibilities of Prime Professional Services Contractor (D/CC)

The Prime Professional Services Contractor (D/CC) will be required to assume the primary responsibility for all professional services offered in their Proposal whether or not they possess them within their D/CC firm's organization. Further, the Department of Management and Budget, FA-DCD will consider the D/CC firm to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the Contract.

I-14 Standard Contract Conditions for Professional Services

The Department's written Notice of Intent to award the Contract to the selected D/CC firm will incorporate the Department's "Sample/Standard Contract Conditions for Professional Services Contracts". See the Department of Management and Budget, FA-DCD's attached "Sample/Standard Contract Conditions for Professional D/CC Services." Sample/Standard Contract Conditions provided for informational purposes only. Actual Contract text and format may not be identical to the Sample/Standard Contract text and format after the Department's written Notice of Intent to award and the submittal of the Contract to the selected D/CC firm for the Project.

I-15 Proposals

To be considered for this Project, the D/CC firm must submit a complete response to this Request for Proposal. Each Proposal must be submitted with an original and four (4) copies (5 copies total) and one (1) valid copy of your current Certificate of Awardability to the Issuing Office/Submittal Point of Contact. No other distribution of the Proposals will be made by the D/CC firm for the Project.

Part I and Part II of the Proposal shall be submitted at the same time. To be considered, Proposals must arrive at the Issuing Office/Submittal Point of Contact on or before 2:00 p.m., local time, on Thursday, May 7, 2009. D/CC firms mailing Proposals should allow ample delivery time to ensure the Department's timely receipt of their Proposals. Proposals received after this 2:00 p.m., local time will be returned to the D/CC firm's office unopened.

The outside envelope shall be clearly marked "**Proposal for Demolition of MLBFTA Properties**". Proposals must be signed by an official "Key Principal Personnel/Employee" authorized to bind the D/CC firm to its provisions. **NO FACSIMILES OR E-MAILS OF THE REQUEST FOR PROPOSAL WILL BE ACCEPTED, ONLY THE ORIGINAL DOCUMENTS ARE ACCEPTABLE.**

SECTION II PROPOSAL FORMAT - PART I – TECHNICAL

(Eighty Percent (80%) of Total Score)

Proposal must be submitted in the format outlined below:

II-1 Business Organization

Provide the full name and address of the D/CC firm's organization and, if applicable, the branch office, Consultants or other subordinate elements that will provide or assist your D/CC firm in providing the Project professional services. Indicate whether your D/CC firm operates as an individual, partnership or corporation; if as a corporation, include the State in which you are incorporated.

II-2 Statement of the Project Scope of Work and Budget

Describe in concise terms your understanding of the Project scope of work and, in summary, your proposed plan for accomplishing the Project scope of work within the Department's Budget allocation.

II-3 Management Summary and Project Work Plan/Schedule

Describe in narrative form your plan for accomplishing the Department's Project scope of work. Describe clearly and concisely each Task required to complete the Project. As a guideline, the D/CC firm's work plan must include the provisions shown in the Article 1 - "Phase of Professional Services Which May Be Required" and are described in the attached "Sample/Standard Contract Conditions for Professional D/CC Services."

II-4 Key Principal Personnel and Support Personnel

The D/CC firm must be able to staff a Project Team which possesses the required professional qualifications and expertise necessary to undertake a Project of this scope and complexity. Include the full payroll-signature names of all personnel, by classification, that will be employed directly or indirectly in the Project scope of the work. Identify "Key Principal Personnel/Employee" by name, position/classification title, and provide their resumes, current hourly direct payroll and hourly billing rate. No substitution of any "Key Principal Personnel/Employee" essential for the successful completion of the Project will be allowed by the D/CC firm for this Contract without the prior written consent of the Department of Management and Budget, FA-DCD's, Project Director.

II-5 Project Organizational Chart

Provide a Project Organizational Chart directly related to the Department's Project scope of work outlining authority and communication lines for each "Key Principal Personnel/Employee," support personnel staff and Professional Design Consultant(s).

II-6 Additional Proposal Information and Comments

Include any additional Proposal information believed to be pertinent to the Project scope of work and Budget but not specifically asked for elsewhere in this Request for Proposal.

SECTION III PROPOSAL FORMAT - PART II – COST

(Twenty Percent (20%) of Total Score)

III-1 Instructions

Part II - Cost Proposal counts for twenty percent (20%) of your total score and shall carefully interface with all Phases/Tasks of the work plan identified in the Part I - Technical Proposal.

Provide a cost for services identified in the project statement on a cost per each residential property basis. If commercial properties are identified for demolition, services for these properties will be provided on a billable-rate basis. The total compensation for the purposes of the contract will be on the basis of three hundred (300) residential parcels. Assuming satisfactory performance by the Demolition Facilitator, the contract will be amended to include additional residential and commercial parcels.

This cost and other project management services shall be estimated using the current billable hourly rates of all personnel performing a direct service.

No mark-up of the D/CC firm's Professional Design Consultants direct payroll or billing rates will be allowed. The DMB, FA-DCD will reimburse the D/CC firm for the actual cost of consultant fees, soil borings, materials investigations, and any required laboratory testing. No mark-up of these Project costs will be allowed.

All other Project costs, such as Project related travel for Projects more than one-hundred (100) miles in each direction from the D/CC firm's Michigan office, miscellaneous reproduction, etc., shall be included in the D/CC firm's reimbursable expenses. If reimbursed, travel mileage will be reimbursed in accordance with the current travel rates provided in the State of Michigan's "Schedule of Travel and Meal Reimbursement Rates" versus an adjustment to the D/CC firm's calculated multiplier.

III-2 Identification of Project Personnel and Estimated \$ Compensation

III-2-A. List employees and include the current hourly billable rate for that employee. Please note that employees of a separate D/CC firm or Professional Design Consultant firm, if proposed, shall be included and noted separately per firm. The employee billable rate should include, but not be limited to, such items as: fringe benefits, vacations, sick leave, and insurance. Use the format shown in Table III-2-A.

III-2-B. Using the format shown in Table III-2-B, identify the total estimated reimbursable expenses including that of each Professional Design Consultant firm. Reimbursement of authorized reimbursable expense items at direct cost times a 1.0 multiplier is intended only as a means to compensate the D/CC for their direct costs. The D/CC shall be responsible for: (1) The selection of the supplier of their professional services or materials; (2) The coordination, adequacy, and application of their professional services, whether provided by the D/CC firm's staff or provided by their Professional Design Consultant; and (3) Any Project costs that exceed the Contract Phase estimated authorized reimbursement Budget. **For this project please estimate reimbursable expenses on the basis of 300 residential properties.**

III-2-C. Using a format similar to that shown in Table III-2-C, identify the Project, D/CC firm name, address, description of the professional D/CC services to be provided and the total dollar (\$) amount of all authorized direct expenses of a reimbursable nature. This table will establish the total maximum not-to-exceed compensation for the D/CC firm.

TABLE III-2-A Employees and Rates

PROFESSIONAL/CONSULTANT
Position/Classification and Employee Wage Information

Firm Name: ABC Associates, Inc.
Discipline or Services Provided: Architectural and Engineering Design

Position/Classification	Employee(s) Name	Hourly \$ Pay Range	
		Direct Payroll From \$ - To \$	Billing Rate From \$ - To \$
Principal/Project Manager/Architect	Robert J. Hafel**	\$37.00 - \$40.70	\$100.00 - \$109.90
Senior Architect	Donald E. McReynolds	29.00 - 31.90	78.30 - 86.13
Civil Engineer	Ruby D. Riley**	26.00 - 28.60	70.20 - 77.22
Senior Structural Engineer	Charles D. Gibson**	33.00 - 36.30	89.10 - 98.01
Mechanical Engineer	William D. Murphy**	29.00 - 31.90	78.30 - 86.13
Structural Engineer	Robert L. Hunter	30.00 - 33.00	81.00 - 89.10
Electrical Engineer	Carolyn M. Phillips	19.00 - 20.90	51.30 - 56.43
Quality Control/Quality Assurance	William B. King	25.00 - 27.50	67.50 - 74.25
CADD Operator	Arnold T. Ross	13.00 - 14.30	35.10 - 38.61
Draftsperson	As Selected	17.00 - 18.70	45.90 - 50.49

**Key Principal Personnel/Employee

The Hourly Direct Payroll and Billing Rate pay range shall reflect the actual cost currently being paid to all employees within their specified position/ classification, and shall include any anticipated pay increases over the life of the Project Contract.

III-2-B. Authorized Reimbursable Services/Tests and Expenses

NAME OF FIRM	DESCRIPTION OF PROFESSIONAL SERVICES PROVIDED	TOTAL \$ AMOUNT
Asbestos Testing	Investigation and abatement of asbestos	\$ 10,000.00
XYZ Productions, Lansing, Michigan	Printing and Reproduction of Final Design Contract Bidding Documents, Drawings and Specifications	\$1,000.00
SUBTOTAL		\$11,000.00

III-2-C. Phase Summary Format

The D/CC firm's lump sum fee for professional services described in Article 1 shall not exceed the following amounts per Project Phase unless authorized by a Contract Change Order signed by the Department and the Professional.

1. Project Management Services
 - Unit cost per residential structure \$ _____
 - Total Project Management Services for 300 residential structures \$ _____
 - Authorized Reimbursables for Project Management \$ _____

 2. Design Services
 - Authorized Reimbursables for Design Services \$ _____
- PROJECT MANAGEMENT AND DESIGN SERVICES SUBTOTAL \$ _____
3. Construction Services \$ _____
 4. General Conditions for Construction Services \$ _____
- CONSTRUCTION COST SUBTOTAL \$ _____
5. D/CC Services (D/CCS) Fee Equals (___%) of Construction Cost \$ _____
- TOTAL PROJECT CONTRACT AMOUNT \$ _____



PROJECT STATEMENT

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 Facilities Administration
 First Floor, Stevens T. Mason Building
 P.O. Box 30026
 Lansing, Michigan 48909

FILE NUMBER 641/09317.IJH	INDEX NUMBER(S) TBD	COMPTROLLER OBJECT	APPROVAL DATE April 22, 2009
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DEPARTMENT
 DELEG, Department of Energy, Labor & Economic Growth

AGENCY
 MLBFTA, Michigan Land Bank Fast Track Authority

ADDRESS
 Cadillac Place; 3028 West Grand Blvd., Suite 4-600; Detroit, Michigan 48206

AGENCY CONTACT Kim Homan	TELEPHONE : (313) 456-3104 fax (313) 456-3330
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DEPARTMENT OF MANAGEMENT AND BUDGET PROJECT MANAGER Irene Jackson Henry, RA, NCARB	TELEPHONE : (517) 241-3133 fax (517) 373-3562
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PROJECT DESCRIPTION
 Professional Demolition Facilitation for the demolition of approximately 600 Michigan Land Bank Fast Track Authority parcels. The Demolition Facilitator will assist the Land Bank and the Department of Management and Budget in several organizational and management tasks associated with obtaining utility shutoffs, clearances, governmental clearances, and demolition permits. The Demolition Facilitator will hold environmental investigation and abatement contracts as well as a title research and clearance contract on behalf of the State of Michigan. The DMB will prepare, bid for, hold and manage the actual demolition contracts.

Most of the parcels contain residential structures in abandoned and derelict condition. Most of the properties are located in Detroit, with additional properties in other cities. Demolition facilitation will also be required for a small number of commercial structures.

Scope of work will include, but not be limited to:

1. Obtain copies of Land Bank ownership and parcel documents and coordinate Land Bank parcels through each aspect of demolition preparation.
2. Hold a title research and clearance on behalf of the State of Michigan.
3. Prepare "statutory worksheet" environmental review documents (24 CFR 58.5) for each parcel.
4. Locate properties on maps and compile lists of proposed demolitions within existing historic districts. Prepare Section 106 clearance information for all parcels.
5. Identify size of each residential structure for demolition, and identify which structures have basements.
6. If the property is safe for entry, hold a hazardous material investigation and abatement contract on behalf of the State of Michigan. If property is unsafe for entry, request a Notification of Ordered

Demolition for use in compliance with NESHAP.

7. Coordinate utility shutoffs and clearances for Land Bank parcels and correspond with utility companies and local municipalities, including water, gas and other clearances.
8. Track the status of shutoffs and clearances in a shared spreadsheet or database. Provide the billing information and recommend payments to the Land Bank to allow payment. Payment for utility shutoffs will be made by the Land Bank.
9. Prepare permit sketch plans from existing maps. Provide permit applications for DMB's use.
10. Assist DMB in assembling information packages on each parcel with copies of permits, shutoffs. These packages will be provided to each demolition contractor.
11. Coordinate preparation and posting of required demolition notice on each structure.

Compensation to be made on a per-property basis for residential structures, with additional requested services, general conditions, and reimbursable expenses compensated per the provisions of the attached sample Design and Construction Consultant Services contract. The contract will be made on the basis of 300 residential structures and will be amended to include additional structures.

SPECIAL WORKING CONDITIONS: none

DESIRED SCHEDULE OF WORK: June 2009-September 2010

LOCATION OF WORK AREAS: Detroit, Wayne County, Flint, Saginaw and other various locations.

REFERENCE STANDARDS: This project will comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (EPA, OSHA, and DOT), state agencies (MIOSHA, DNR, and DCH), and any other local regulations and standards that may apply.

This form is required to be a part of the professional service contract. (Authority: 1984 PA 431)

Attachment(s)