



**REQUEST FOR QUALIFICATIONS**

**2050 COMPREHENSIVE PLAN &  
LAND DEVELOPMENT REGULATIONS UPDATES**

Issued by The City of Auburndale, Florida  
Community Development Department

Proposals to be submitted by:  
2:00 PM, November 3, 2023

Proposals may be submitted via certified mail, express mail or hand delivered to:

**City of Auburndale  
Attention: Julie Womble  
Community Development Director  
1 Bobby Green Plaza  
Auburndale, FL 33823**

## TABLE OF CONTENTS

Submission Requirements.....	3
Request for Qualifications.....	4
Community Information.....	4
2050 Comprehensive Plan Update.....	5
Land Development Regulations Update.....	7
Proposal Submission Requirements.....	9
Evaluation Procedures.....	10
Instructions for Submission of RFQ.....	11
Terms and Conditions.....	11
Attachments.....	14

## **SUBMISSION REQUIREMENTS**

Consultants are invited to submit proposals to the City of Auburndale Community Development Department for this RFQ.

All questions pertaining to this Request for Qualifications (RFQ) should be directed, in writing, to Julie Womble, Community Development Director, 1 Bobby Green Plaza, Auburndale, FL 33823 or by email [jwomble@auburndalefl.com](mailto:jwomble@auburndalefl.com). Any addenda to this RFQ shall be made on the City website. It is the sole responsibility of those submitting an RFQ to check the website for addenda. All questions are due by: October 16, 2023.

Proposers must submit one (1) original response unbound marked "Original" and five (5) bound copies marked "Copies" of the submittal in a sealed envelope clearly marked on the outside with the Proposer's name and "RFQ 2023: City of Auburndale 2050 Comprehensive Plan & Land Development Regulations Update" addressed and delivered to:

**City of Auburndale  
Attention: Julie Womble  
1 Bobby Green Plaza  
Auburndale, FL 33823**

All proposals must be received by the City before 2:00 p.m. on November 3<sup>rd</sup>, 2023. Any proposals received after this date and time will be automatically rejected. Materials may be delivered by certified mail/return receipt, express mail, and/or hand delivered or couriered. Faxed or emailed proposals will be automatically rejected. Hand delivered qualification documents may request a receipt. If sent by mail or courier, the above-mentioned envelope shall be enclosed in another envelope addressed to the entity and address stated above. Proposers should be aware that certain "express mail" services will have to meet the required time frame of submittal or be deemed automatically rejected. It is the sole responsibility of the proposer to ensure their proposal is received in a timely manner.

The City of Auburndale reserves the right to reject any and all proposals, to waive informalities in any or all proposals, to re-advertise for RFQ's, and to separately accept or reject any item or items and to negotiate contracts in the best interest of the City of Auburndale.

While every effort has been made to ensure the accuracy and completeness of the information in this RFQ we recognize that the information may not be complete in every detail and that all work may not be expressly mentioned in these specifications. It is the responsibility of the proposing company to include in their proposal all pertinent information in accordance with the objectives of the City.

## REQUEST FOR QUALIFICATIONS

### **Purpose**

The City of Auburndale, Florida is seeking qualifications from professional planning consulting firms with expertise in Comprehensive Plans and Land Development Regulations. The purpose is to evaluate the City's 2030 Comprehensive Plan, develop the City's 2050 Comprehensive Plan and update the Land Development Regulations. The Comprehensive Plan updates should also address the 2024 EAR, update State requirements, existing conditions, visioning for the future, growth, annexation, and development opportunities. The Comprehensive Plan will be adopted by the City Commission per F.S. 163.3184 "Process for adoption of comprehensive plan or plan amendment."

The process will also entail updating the City's Land Development Regulations. The City intends to implement a user-friendly and flexible Land Development Regulation that will complement the innovative approach of the 2050 Comprehensive Plan, while continuing to achieve the high-quality development that the City has experienced. Land Development Regulations should aim to update any outdated code, calculations, improve organization, incorporate diagrams and tables, address lacking code and implement amendments made over the years.

The new plans and regulations should be easy to apply and interpret, along with visuals. Specific area plans and sector plans should be considered for key locations. It is the goal of the City of Auburndale to complete the updates through a multi-phase approach in partnership with a consulting firm. The first phase will be the 2050 Comprehensive Plan update and address the 2023 EAR. The second phase will address the Land Development Regulations update. The entire project is expected to be completed within three years.

### **Community Information**

The City of Auburndale, located in Polk County Florida, has a population of 19,298. The City's population has increased since 2010 and occupies over 20 square miles. The boundaries of the City are between Lakeland, Polk City and Winter Haven, Florida. Major roads in Auburndale are I-4, Polk Parkway, Berkley Road, CR 559 and US 92. Auburndale is home of the Central Florida Innovation District, The Lakes District Master Plan Community and many historic districts. Surrounded by beautiful lakes and community parks, Auburndale, centrally located between Tampa and Orlando, has become a tourist destination due to the Lake Myrtle Sports Complex, Camp Margaritaville, LEGOLand close by and centrally located near Disney World and Busch Gardens. The City has a Community Redevelopment Area and a working railroad in the downtown area.

## **2050 Comprehensive Plan Update**

### **1. Current 2030 Comprehensive Plan Elements**

- Future Land Use Element
- Transportation Element
- Housing Element
- Conservation Element
- Recreation and Open Space Element
- Intergovernmental Coordination Element
- Capital Improvement Element
- Infrastructure Element
- Appendix A – Definitions

The Current City of Auburndale Comprehensive Plan can be found here: <https://45e8ca.p3cdn1.secureserver.net/wp-content/uploads/2019/04/Comprehensive-Plan-2019-a.pdf>

### **2. Current Plans**

The Auburndale 2030 Comprehensive Plan should be reviewed by consultants during the planning process. The following should also be reviewed and examined:

- Joint Planning Agreement 2009 & 2019
- Auburndale CRA Plan
- Auburndale Transportation Plan 2023
- Polk County Board of County Commissioners Road Network System and Transportation Planning Organization documents relevant to road within and around the City limits of Auburndale
- Interlocal Agreement with Polk County Board of County Commissioners Public Transit
- Adjacent City Interlocal Agreements (Lakeland, Lake Alred, Polk City)
- Innovation District MOU, Visioning Documents
- Interlocal Agreement for Polk County Public School Facility Planning, 2008
- Southwest Florida Water Management District (SWFWMD) Documents relevant to City of Auburndale
- Floodplains, as identified by the Federal Emergency Management Agency (FEMA)
- Auburndale Historical Building Survey 2022
- Florida Statutes associated with Comprehensive Plan requirements, concurrency, affordable housing, urban sprawl and general planning for local jurisdictions within charter counties.
- All Comprehensive Plan updates, resolutions, ordinances since inception of the Auburndale Comprehensive Plan.
- 2024 EAR Requirements and past Auburndale EAR submittals

### **3. Scope of Services/Deliverables**

1. Provide update 2050 Auburndale Comprehensive Plan that include the following:
  - a. Maps and shapefiles associated

- b. Charts
  - c. Graphics
  - d. Tables
  - e. Narrative explanation
  - f. Community profile and historical overview
  - g. Demographics – current and projected, socio-economic trends and implications on lands use
  - h. Growth and Annexation, analyses undeveloped areas, within Auburndale Utility Boundary Map, to determine appropriate land use, infrastructure needs and recommendations on development timing
  - i. All elements required or updated by Florida Statutes since original adoption of the 2030 Auburndale Comprehensive Plan
2. Provide letter to City that includes 2024 EAR requirements, timelines and submittal information
3. Phases:
- a. Phase 1 – Data collection, survey and public engagement
    - i. Consultant will include a plan for public engagement in their proposal that includes, but not limited to, virtual public engagement, in person public engagement/workshop, presentations to the Community Development Department City staff, Planning Commission, and City Commission.
    - ii. Analyze key current conditions within the City. Included, but not limited to;
      - 1. Market study
      - 2. Economic conditions
      - 3. Demographics
      - 4. Land use and zoning
      - 5. Transportation
      - 6. Community services
      - 7. Infrastructure
      - 8. Image and identity
  - b. Phase 2 – Initial draft with recommendations
    - i. Vision showcasing key recommendations through brief report, presentation or similar documents
      - 1. Include visuals, goals, objective statements, significant problems or hinderances, SWAT analysis of City.
    - ii. Draft of 2024 EAR report or documents required by State
  - c. Phase 3 – Draft presentation/review
    - i. Draft: consultant will provide a draft, or presentation to be determined by the City, to be reviewed by the City Staff, City Attorney, Planning Commission, and City Commission to include, but not be limited to:
      - 1. Existing conditions
      - 2. Key updates needed for EAR and to meet Florida Statute requirements for the Comprehensive Plan
      - 3. Public engagement and overall analysis of public response

4. Make appropriate changes to the draft plan based on impute received from all stakeholders and participants
- d. Phase 4 – Final
    - i. Consultant will provide one printed color copy and one digital copy with print ready graphics and maps in format that is acceptable to the City. Digital copy shall not be protected to prevent future editing. Maps within the final Plan should also be included separately in a pdf.
    - ii. Final Plan should include all resolutions, transmittal documents to State, ordinances and reports to be used to take the Final Plan to the Planning Commission and City Commission.
    - iii. All maps should be prepared with GIS and shapefiles should be provided for all maps.
    - iv. Consultant shall provide any outside comments from State agencies and provide needed follow-up documentation. Once all comments are satisfactory the Plan will be adopted.
    - v. Consultant shall submit City of Auburndale 2024 EAR report or documents required by State

## **Land Development Regulations Update**

The Current City of Land Development Regulations can be found here: <https://www.auburndalefl.com/ldr/>

The Land Development Regulations should be reviewed by consultants during the planning process. Documents listed previously for the 2050 Comprehensive Plan update should also be reviewed and examined.

City staff has not identified a standard LDR format or approach to update the Land Development Regulations. The consultant will propose recommendations for amendments to the LDR that will result in more efficient review processes for general land development. A timeline of phasing approach for implementation, public engagement, and meeting schedule with City Staff shall be given in the proposal. The 2050 Comprehensive Plan should be a guide for the updated LDR's and serve as a measure for consistency, flexibility and user-friendly example.

The current LDR lacks consistency with the Comprehensive Plan and includes difficult calculations, outdated growth standards and lacks in appropriate graphics and tables. The final product must ensure procedural consistency, show consistency with the 2050 Comprehensive Plan, interconnect with state and local legal requirements, include updated growth patterns and uses, provide clarity as to applicability of regulations, easy to understand with tables and visuals and maximize the effectiveness of the City's Land Development Regulations.

### **1. LDR Scope of Services/Deliverables**

Sections of the final product shall include, but are not limited to, the following:

1. Overview (principles and intent, explanation of regulations and process in clear user-friendly language)

2. Urban Patterns (building placement and form, parking standards, stormwater management options, historic preservation, and higher standards)
3. Recommend updates to historic preservation zoning districts and be consistent with current federal and state preservation standards and trends.
4. Recommend updates to pertinent LDR sections such as: trees/landscape, signs, zoning, allowed and prohibited use, complete street implications, special districts and the CRA.
5. Provide a single and complete permitted zoning table and remove the permitted uses from the individual zoning districts.
6. Provide diagrams and exhibits that depict zoning concepts (i.e., setbacks, compatibility, buffers, measurements, interface, etc.) where appropriate.
7. Incorporate alternative lot standards or other alternate compliance guidelines for infill and redevelopment areas; and
8. Address issue of non-conforming uses and structures
9. Look at overlay districts and make recommendations for addition districts

**The list of services to be provided shall include:**

1. Research and Analysis.
2. Technical Report Writing.
3. Public Involvement and Outreach.
4. Web Design and Maintenance of Internet Applications (and other forms of social media);
5. Recordkeeping of Public Involvement.
6. GIS Data Creation and Mapping; and Presentations to General Public, City Staff, Planning Commission, and City Commission.

**2. Phases**

- a. Phase 1 – Data collection, survey and public engagement
  - i. Consultant will include a plan for public engagement in their proposal that includes, but not limited to, virtual public engagement, in person public engagement/workshop, presentations to the Community Development Department City staff, Planning Commission, and City Commission.
  - ii. Analyze each article and chapter and provide an analysis with suggested edits or organization flow for the entire document.
- b. Phase 2 – Initial draft with recommendations
  - i. Vision showcasing key recommendations through brief report, presentation or similar documents
    1. Include draft visuals, tables and maps
    2. Include proposed Ordinances needed to make overall update
- c. Phase 3 – Draft presentation/review
  - i. Draft: consultant will provide a draft, or presentation to be determined by the City, to be reviewed by the City Staff, City Attorney, Planning Commission, and City Commission to include, but not be limited to:
    1. Existing LDR issues
    2. Key updates needed to meet local and state requirements
    3. Key updates needed to address consistency in LDR's and user-friendly language.



4. Public engagement and overall analysis of public response
  5. Make appropriate changes to the draft plan based on input received from all stakeholders and participants
- d. Phase 4 – Final
- i. Consultant will provide one printed color copy and one digital copy with print ready graphics and maps in format that is acceptable to the City. Digital copy shall not be protected to prevent future editing. Maps within the final Plan should also be included separately in a pdf.
  - ii. Final Plan should include all ordinances, transmittal documents to State or County if applicable, analysis reports to be used to take the Final Plan to the Planning Commission and City Commission.
  - iii. All maps should be prepared with GIS and shapefiles should be provided for all maps.
  - iv. Consultant shall provide any outside comments from State agencies and provide needed follow-up documentation if applicable. Once all comments are satisfactory the LDR update will be adopted.

### **Proposal Submission Requirements**

The intent of the qualification's proposal is for respondents to indicate their interest, relevant experience, financial capability, staffing, organizational structure, their understanding of the project, and approach to completing the proposed project. All proposals shall include the following:

- Consultant contact information of primary contact and project manager.
- Information on the Company – history, range of services, expertise, number of employees and states in which the company does business.
- Consultant qualifications – provide project summary for a minimum of two Comprehensive Plan projects, and one Land Development Code project completed within last 6 years that include scope of work and approval documents by the Jurisdiction. A list of additional similar projects beyond three may be provided without the inclusion of summaries.
- All work must be originally done by consulting company and show correct reference to sources.
- Three letters of references specifically addressing consultants work with Comprehensive Plans, Land Development Regulations, preferably in Florida.
- Links to any public workshops or online participation platforms, if still applicable.
- Provide timeline of Comprehensive Plan and Land Development Regulations deliverables and implementation.
- Provide meeting schedule for both public meetings and City staff bi-weekly, monthly, and quarterly updates.
- Initial cost estimate and hourly rates for the primary contact identified.
- Consultant shall provide a statement confirming that it has the available capacity within its current personnel and workload to complete the scope of work within this RFQ.

- Consultants that anticipate subcontracting portions of the project must state this fact in the proposal and clearly identify the subcontracting consultant(s). Following the award of contract, no additional subcontracting will be allowed without the prior written consent of the City.
- The consultant shall provide a statement noting any conflicts of interest that may exist with other clients or projects currently underway.
- The City will use a Selection Committee for recommendations in selection process.
- The Committee will consist of the following members:
  - Julie Womble, Community Development Director
  - Amy Palmer, Assistant City Manager
  - Tim Miller, Building Official
  - Jesse Pearson, City Planner
  - Brandon Henry, City Clerk
  - Chris Reeder, Finance Director

### **Evaluation Procedures**

1. Each proposal will be evaluated to determine the ability to provide the required services and have the proper fit with the City. The proposal should follow all the procedures in this document and send the sealed RFQ information to the City of Auburndale by the due date and time. Once the RFQ's are received, the selection committee members will review each submittal and appropriateness of the RFQ's based on the evaluation criteria.
2. If determined to be necessary by the Committee, based upon a review of these qualification proposals, a minimum of the top three ranked teams/firms may be requested to make oral presentations to the Committee regarding their qualifications, approach to the project, and ability to furnish the required services. If written submittals and rankings are satisfactory to the Committee, the City reserves the right to make a recommendation for award solely based on the written responses and rankings.
3. After review of the proposals, rankings and oral presentations, if deemed necessary, the Committee will recommend the list of the ranked Proposers and submit its recommendations to the Community Development Director. The Community Development Director will then finalize the ranking and discuss with the City Manager and publish same in accordance with applicable City and State procurement requirements. Thereafter, as the City Manager deems appropriate, the Community Development Director will submit the recommendation as to the rankings to the City Commission for their review and approval.
4. After City Commission approval of the rankings, the Community Development Director will engage in competitive negotiation with the top-ranked firm/team in order to negotiate an Agreement in good faith, (i.e. establish terms of the work, the guaranteed maximum price for the work and the guaranteed dates of substantial and final completion) and then make and submit said Agreement to the City Commission for review and approval.
5. If in the sole judgment of the City, a contract cannot be successfully negotiated with the City Commission's top-ranked firm, negotiations with that firm will be formally terminated and negotiations shall begin with the City Commission's second-ranked firm. If a contract cannot be successfully negotiated with the City Commission's second-ranked firm,

negotiations with that firm will be formally terminated and negotiations shall begin with the City Commission's third-ranked firm. The City reserves the right to negotiate any element of the proposal and terms in the best interest of the City.

6. Firms (including shortlisted firms) will not receive any stipends or compensation for their proposals provided under this solicitation.

**Instructions for Submission of RFQ**

Consultant firms interested in the above project should one original and submit five (5) copies of a Statement of Qualification (SOQ) which includes a cover letter and detailed qualifications for the scope of work of approximately 20 pages in length (excluding resumes). Brevity is encouraged. The City's decision to select a consultant will be based upon the following criteria and scoring, plus any other relevant factors that would further demonstrate a consultant's qualifications:

	<u>Maximum Points</u>
1. Completeness of the RFQ and overall proposal of project	10 Points
2. General information on the Consultants' qualifications and experience of Firm/Team	30 Points
3. Prior examples of Comprehensive Plans and LDR's completed by consultant	30 Points
4. Understanding of the Project and Approach to Performing the required services	15 Points
5. Availability for the project	15 Points
<b>Total Possible Points</b>	<b><u>100 Points</u></b>

**Terms and Conditions**

**1. Risk**

Proposers responding to this Request for Qualifications do so at their sole expense and risk. Subsequent to the issuance of this Request for Qualifications, the City reserves the right to:

- Make changes to the RFQ;
- Cancel this RFQ;
- Request clarifications;
- Negotiate modifications to proposals;
- Reject any and all proposals for any reason whatsoever; and
- Proceed with alternative project delivery methods if so desired by the City.

No Proposer is guaranteed the award of an Agreement or any work as a result of being selected or ranked for this project.

## **2. Award**

It is understood that the City of Auburndale is not obligated to make an award under or as a result of this RFQ or to award such contract. The City reserves the right to award the contract, to the best qualified respondent that fits the scope of work for the overall project. The City has the sole discretion and reserves the right to cancel this RFQ, and to reject any and all proposal packages, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the City of Auburndale's best interests to do so.

## **3. Term Of Contract**

Services performed pursuant to this contract shall commence upon execution of the agreement and continue as necessary to perform and complete all the work required. Duration of the contract shall be for a fixed term.

## **4. Contact With City Officials and Employees**

All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the Selection Committee, the Mayor, Commissioners, City Manager's Office, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure the contract decisions are made in public and to protect the integrity of the selection process.

## **5. Late Submittals**

It is the Proposer's responsibility to ensure its Qualifications Proposal is received by the City on or before the time and date advertised in the RFQ. Under no circumstances will qualification proposals received after the delivery time specified be considered.

## **6. Partnership / Corporations / Agents**

1. When a Proposer is a partnership or joint venture, the Proposal shall be signed in the name of the partnership or joint venture and by all persons or entities required to do so under the terms of their partnership or joint venture agreement. Any existing written underlying partnership or joint venture agreements shall be included as part of the proposal.
2. When a Proposer is a corporation, the authorized corporate officer signing the Proposal shall set out the corporate name in full beneath which said officer shall sign his/her name and give title of his/her office. The Proposal shall also bear the seal of the corporation.
3. Anyone signing the Proposal as officer or other agent must file with it legal evidence of the authority to do so. Proposers who are or include corporations or limited partnerships shall furnish a duly executed certificate of status from the Florida Department of State.
4. The person(s) signing each Proposal shall certify under oath on the attached Certification form (Attachment A) that the information contained in the Proposal is true and accurate. Each Proposer understands, by submitting a Proposal that the Selection will rely in part on such certification in selecting the short-listed firms.
5. Failure to submit documents requested above with the proposal or within 24 hours of request made by the City may be the basis for rejection of the Proposal. Such documents must be effective as of the date of the proposal.

## **7. Assignment Or Transfer**

The selected Proposer shall be prohibited from assigning, transferring, conveying, subletting or otherwise disposing of its responsibilities under the Agreement, or its rights, title or interest therein or its power to execute such Agreement to any person, company, corporation or partnership without prior written notice and consent and approval of the City. The City of Auburndale has sole discretion whether or not to consent to any contemplated assignment.

## **8. Request For Information / Clarification**

Any consulting firm requesting additional information and/or clarification relating to this project shall direct such request to:

Julie Womble  
Community Development Director  
863-965-5530  
[jwomble@auburndalefl.com](mailto:jwomble@auburndalefl.com)

## **9. Required Indemnification**

The consulting firm shall indemnify and hold harmless the City, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the consulting firm and other persons employed or utilized by the consultants in the performance of the contract.

## **10. Public Records**

Pursuant to F.S. §119.071(1)(b)1.a., sealed responses to this RFQ are exempt from the public inspection and copying requirements of Chapter 119, Florida Statutes until such time as the announcement of a decision based on the qualification proposals or within 30 days after proposal opening date, whichever is earlier.

**ATTACHMENT A**  
**PROPOSER INFORMATION / CERTIFICATION**

Legal Name of Proposer. Indicate if the Proposer is a Corporation, Joint Venture, Partnership, etc.:

\_\_\_\_\_

2. Name/Title of contact person for the Proposer: \_\_\_\_\_

3. Local business and mailing address: \_\_\_\_\_

\_\_\_\_\_

4. Primary business and mailing address: \_\_\_\_\_

\_\_\_\_\_

5. Telephone Number: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

The above-named Proposer affirms and declares:

- A. That the Proposer understands all requirements for the RFQ and states that as a serious Proposer they will comply with all the stipulations included in the RFQ package.
- B. That the Proposer is of lawful age and that no other person, firm or corporation has any interest in this Proposal or in the contract proposed to be entered into except as expressly stated below.
- C. That this qualification proposal is made without any understanding, agreement, or connection with any other person, firm or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud except as expressly stated below.
- D. That no officer or employee or person whose salary is payable in whole or in part from the City's Treasure is, shall be or become interested, directly or indirectly, surety or otherwise in this Proposal; in the performance of this Contract; in the supplies, materials, equipment and work or labor to which they relate; or in any portion of the profits thereof.
- E. That the Proposer has received and carefully examined all Addenda issued prior to Opening.
- F. All statements made by the Proposer in the Proposal are true and accurate as of the Proposal submittal date.

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IN WITNESS WHEREOF, this Proposal is hereby signed and sealed as of the date indicated.

ATTEST:

PROPOSER:

\_\_\_\_\_

BY: \_\_\_\_\_(SEAL)

Witness

(Authorized Signature in Ink)

\_\_\_\_\_

\_\_\_\_\_

Witness

(Printed Name of Signer)

CORPORATE SEAL

(Printed Title of Signer)

(Where Appropriate)

\_\_\_\_\_

(Date)

**(ACKNOWLEDGEMENT OF PROPOSER, IF A CORPORATION)**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did take an oath and who executed the foregoing instrument as \_\_\_\_\_ of \_\_\_\_\_, a \_\_\_\_\_ corporation, and who severally and duly acknowledged the execution of such instrument as such officer aforesaid, for and on behalf of and as the act and deed of said corporation, pursuant to the powers conferred upon said officer by the corporation's Board of Directors or other appropriate authority of said corporation, and who, having knowledge of the several matters stated in said foregoing instrument, certified the same to be true in all respects.

He/She is personally known to me or has produced \_\_\_\_\_ as identification.

WITNESS my hand and official seal the date aforesaid.

\_\_\_\_\_  
(Signature of the Person taking Acknowledgment)

\_\_\_\_\_  
(Name of Acknowledger Typed, Printed and Stamped)

\_\_\_\_\_  
(Title or Rank)

\_\_\_\_\_  
(Serial Number if Any)

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***Continued second page if applicable.***



**(ACKNOWLEDGEMENT OF PROPOSER, IF A PARTNERSHIP OR INDIVIDUAL)**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did take an oath and who executed the foregoing instrument as a member of the firm \_\_\_\_\_ (if applicable) and acknowledged the execution of same, for and on behalf of and as the act and deed of said firm, for the uses and purposes therein expressed.

He/She is personally known to me or has produced \_\_\_\_\_ as identification.

WITNESS my hand and official seal the date aforesaid.

\_\_\_\_\_  
(Signature of the Person taking Acknowledgment)

\_\_\_\_\_  
(Name of Acknowledger Typed, Printed and Stamped)

\_\_\_\_\_  
(Title or Rank)

\_\_\_\_\_  
(Serial Number if Any)