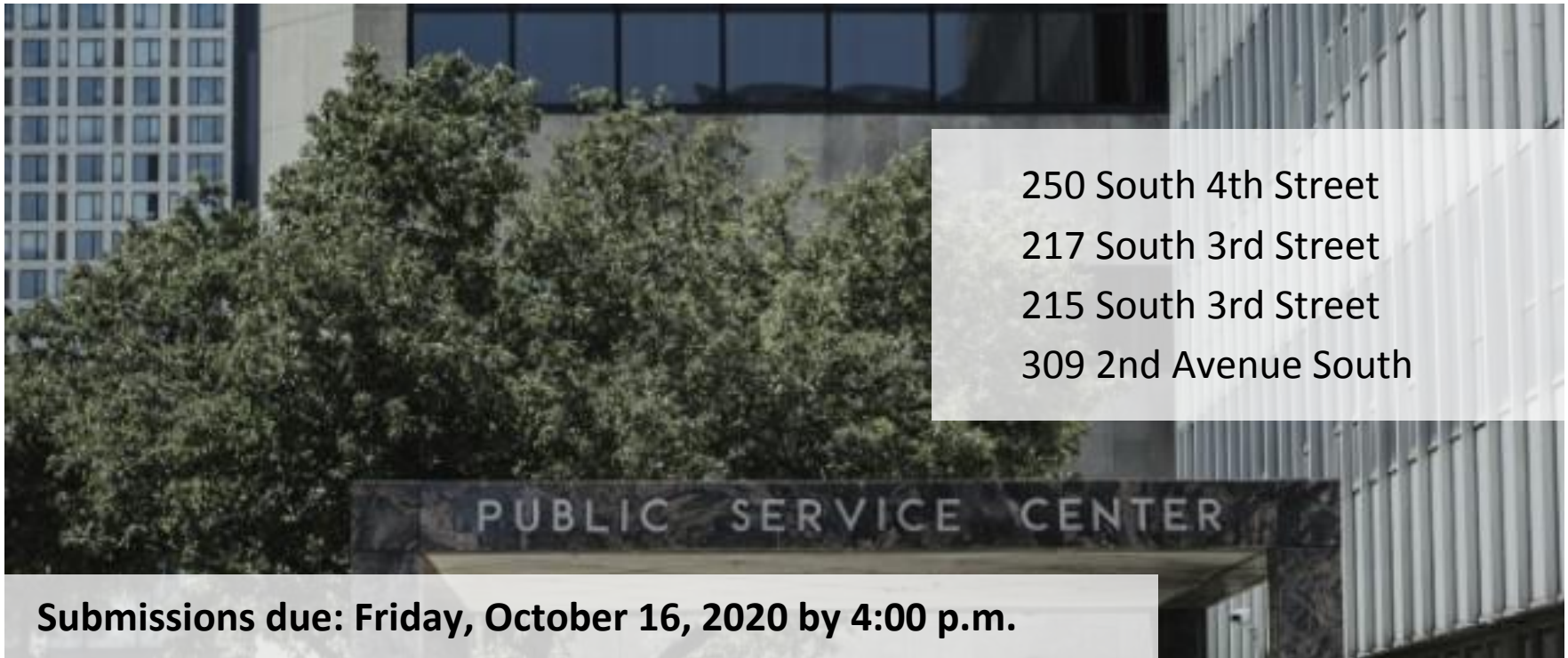


# Request for Qualifications

## for Development of the City-owned “Public Service Center Block”



**RFQ Issued by:**

City of Minneapolis – Community Planning and Economic Development  
105 5th Ave S, Suite 200  
Minneapolis, MN 55401

Project Website:

[www.minneapolismn.gov/cped/PSCBlock](http://www.minneapolismn.gov/cped/PSCBlock)

**Contact:** [Chuck Lutz](mailto:Chuck.Lutz@cped.org), CPED Project Consultant  
[ctlutz4929@gmail.com](mailto:ctlutz4929@gmail.com) | 612-269-8953

# Invitation

The City invites qualified developers or development teams (“developer”) to respond to this Request for Qualifications (“RFQ”) for redevelopment of the four City-owned parcels on the Public Service Center Block (“block”). The City’s goal is to select a developer with which the City can collaborate on creating a Design Plan (“Design Plan” or “Plan”) for the block. Once the Design Plan is approved by the City Council and a redevelopment agreement is executed, the developer will redevelop the block consistent with the approved Plan.

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## **SECTION 1: OVERVIEW OF THE PUBLIC SERVICE CENTER BLOCK**

### [Location and Description of the Parcels](#)

The City is seeking to collaborate with a developer on a Design Plan for redevelopment of four contiguous City-owned parcels of land on the block.

Parcel Address	PIN	Current Use	Square Footage	Acreage
250 South 4th Street (Public Service Center)	23-029-24-33-0051	City offices	28,882	0.66
217 South 3rd Street (Community Services Building)	23-029-24-33-0006	Formerly City offices	8,649	0.20
215 South 3rd Street (Community Services Building)	23-029-24-33-0008	Formerly City offices/parking	4,355	0.10

309 2nd Avenue South (City of Lakes Building)	23-029-24-33-0009	City offices	26,445	0.61
		Total	68,331	1.57

The City anticipates that the buildings will be vacated in summer 2021. All staff housed in these buildings will be relocated.

Two other parcels on the block – 317 2nd Avenue South and 331 2nd Avenue South -- are NOT part of this RFQ. 317 2nd Avenue South is undergoing renovation and will reopen as a 201-key hotel in the fall of 2020. The hotel will have two flags – Tru by Hilton, which is a lifestyle transient hotel, and Home 2 Suites by Hilton, which is an extended stay hotel. 331 2nd Avenue South, also known as the Tri Tech Office Center, is a 9-story office building. An “L-shaped” public alley runs through block along the border of the City-owned parcels and cannot be vacated. The alley will remain open for public use. The new hotel will use it to access its drop-off/valet parking area located behind the hotel.

The four City-owned parcels will be sold for at least their Fair Market Value. In accordance with the City’s disposition policy, once the final Design Plan is approved by the City Council, the City will seek an independent appraisal to confirm that the developer’s proposed purchase price is at or above Fair Market Value.

In June 2015, a consultant prepared historic preservation reports on the Public Service Center and the City of Lakes Building. Links to these reports are on the project’s website.

### Neighborhood context

The block is located in the Downtown West neighborhood. Minneapolis City Hall is on the block immediately to the southeast. Immediately to the east is the Federal Courthouse. It is two blocks north and one block west of the Hennepin County Government Center.

In addition, the block is three blocks east of Nicollet Mall and within one-half mile from the Riverfront, U.S. Bank Stadium and the Downtown East Commons.

The block is well served by transit. The surrounding streets are all major transit corridors, including Marquette and 2nd Avenues, which serve well-utilized commuter bus routes. The Government Plaza Light Rail Transit station, which serves the Metro Blue and Green lines, is one block away.

### Skyways

The block is currently connected to the skyway system in all directions via the Tri Tech Office Center (north, west and south) and the Federal Courthouse (east and south). The block is skyway connected to parking.

Two additional skyway connections are possible:

- On the 2nd Avenue South side of the block, south to the hotel at 317 2nd Avenue South. The corridor would run through the hotel to an existing skyway connecting the hotel to the Tri Tech Office Center. Please contact John Hafner, the hotel project architect, for further information – [jhafner@citiesedgearchitects.com](mailto:jhafner@citiesedgearchitects.com), 612-817-0231.
- Across South 3rd Street, north to the existing skyway corridor in the Wells Fargo Data Center, 255 2nd Avenue South, which has an additional east-west connection. For further information, please contact Brent Hanson, Wells Fargo Corporate Properties Group, [brent.e.hanson@wellsfargo.com](mailto:brent.e.hanson@wellsfargo.com), 612-316-2446.

The location and design of any new skyways would need to be reviewed by the City’s Skyway Advisory Committee.

### Environmental

The block will be sold “as-is,” and it will be the developer’s responsibility to correct and pay for all costs associated with soil and environmental problems, including remediation of asbestos and other environmental hazards in the buildings, prior to demolition. The City has conducted a Phase 1 Environmental Site Assessment, a link to which is on the project’s website. The City is open, subject to City Council approval, to supporting and assisting the developer with any applications for federal, state, county and regional funding for which the development might qualify, including environmental investigation and remediation grants, subject to specific program guidelines.

## SECTION 2: DEVELOPMENT FRAMEWORK

### Development Objectives

The City will consider the following uses or a combination of uses on the block:

- Housing – can be a variety of types, including ownership and rental and both market-rate and affordable.
- Commercial.
- Office.
- Hotel.
- Retail sales and services.
- Parking, but it must be underground or enclosed within the development and must not be greater than 50% of the above-grade floor area. There is no minimum off-street parking requirement for uses in downtown districts.
- There must be active uses on the first floor on all street frontages.
- The City will allow for a phased development of the block. The redevelopment agreement will specify the conditions the developer needs to meet prior to a land sale closing for all or part of the block (see Section 3).

## Minneapolis 2040 Design Plan

Development on the block is guided by the adopted *Minneapolis 2040 Design Plan*. A link to the 2040 Design Plan is on the project's website. The Built Form map in the 2040 Design Plan designates the block as part of the "Core 50" Central Business District. This designation allows for a variety of building types. New development must be at least 10 stories in height; there is no height maximum. In addition, various policies are applicable to the development:

[Policy 2 – Access to Employment](#)

[Policy 4 -- Access to Commercial Goods and Services](#)

[Policy 5 – Visual Quality and New Development](#)

[Policy 6 – Pedestrian-Oriented Buildings and Site Design](#)

[Policy 7 – Public Realm](#)

[Policy 9 – Open Space in New Development](#)

[Policy 11 – Skyways](#)

[Policy 12 – Lighting](#)

[Policy 13 – Landscaping](#)

[Policy 22 – Downtown Transportation](#)

[Policy 59 – Downtown](#)

[Policy 68 – Energy Efficiency and Sustainable Buildings](#)

[Policy 80 – Development near METRO Stations](#)

[Policy 92 – Identify and Evaluate Historic Resources](#)

[Policy 93 – Stewarding Historic Properties](#)

If housing is to be incorporated into a development, then the following policies would also apply:

[Policy 1 – Access to Housing](#)

[Policy 33 – Affordable Housing Production and Preservation](#)

[Policy 37 – Mixed Income Housing](#)

[Policy 38 – Affordable Housing Near Transit and Job Centers](#)

There may be other 2040 policies that apply to some degree.

## Zoning

The block is in the B4-2 district, which allows the highest density office development within the downtown area. The maximum Floor Area Ratio (FAR) under B4-2 is sixteen (16). Below is a list of ways to increase the maximum FAR.

- Density Bonuses
- Enclosed Parking – The maximum FAR for multiple-family dwellings may be increased by 20% if all parking is provided within the building, entirely below grade, or in a parking garage of at least two (2) levels.
- Floor Area Ratio (FAR) Premiums – The following are FAR premiums that can be applied to the B4-2 district to increase the FAR if certain requirements are met:
  - Urban open space, outdoor
  - Urban open space, indoor
  - Interior through-block connection
  - Skyway connection
  - Transit facility
  - Street level retail uses
  - Public art
  - Freight loading terminal
  - Sidewalk widening
  - Mixed-use residential
  - Historic preservation
  - Energy efficiency

Additionally, development on the block is guided by the DP Downtown Parking Overlay district, which prohibits commercial parking lots and establishes certain minimum and maximum off-street parking standards in the downtown area.

### Community Engagement

The City has established a community engagement process for development projects impacting neighborhoods and values advice/input from the public obtained through this process. The neighborhood group officially designated to provide input is the Downtown Minneapolis Neighborhood Association (DMNA). DMNA's Land Use Committee has approved the development objectives for the block. A link to their letter is on the project's website. DMNA will be given the opportunity to review and comment on the preliminary and final Design Plans for the block.

A vibrant and inclusive downtown affects all Minneapolis residents and businesses. Broader community and public engagement, which may include an on-line review period, one to two community meetings and other stakeholder engagement meetings, will be considered and planned to ensure a transparent and inclusive process.

### City Review Teams

The City will establish two review teams to review, comment and make recommendations on developer submissions and preliminary and final Design Plans for the block:

- The Staff Review Team will likely include key staff from City departments, including CPED, Public Works, Finance, Property Services and City Attorney.
- The Executive Review Team will likely include key elected officials or their representatives plus department heads from CPED, Public Works, Finance, Property Services and City Attorney.

## SECTION 3: SCHEMATIC DESIGN PLAN PROCESS

### Summary

Upon the City Council’s designation of a developer, the City and developer will enter into an exclusive rights agreement. This agreement will give the developer the exclusive right to work collaboratively with the City to arrive at an approved Design Plan and to negotiate the terms of a redevelopment agreement outlining the terms under which the City will convey the block to the developer and the developer will develop the block.

Expected project components and timeline of the exclusive rights agreement/period are listed in the following table:

<b>Project Component</b>	<b>Timeline</b>
Strategic Advice	3 months
Preliminary Design Plan	6 months
Final Design Plan	9 months
Term Sheet	3 months
Development Agreement	3 months
<b>Total</b>	<b>24 months</b>

### Components of Design Plan Process

The Design Plan process will commence upon execution of an exclusive rights agreement between the City and the Developer. The 24-month timeline is broken down as follows:

#### Strategic Advice – 3 months



Prior to developing a preliminary Design Plan, the developer will advise the City on two or more issues:

*Public Service Center and City of Lakes Buildings*

- 1) The economic viability/feasibility of retaining all or a portion of these buildings.
- 2) If economically viable, what are potential reuses?
- 3) Any other block-related issues on which the City has requested the developer's advice.

The deliverable for this component will be a report that addresses all the issues.

Preliminary Design Plan – 6 months

The developer will have 6 months to complete the preliminary Design Plan, which includes its review and approval. The preliminary Plan will take into account the strategic advice provided to the City.

Key design elements of the preliminary Plan include:

- 1) Narrative description.
- 2) Preliminary land uses.
- 3) Preliminary design, including elevations.
- 4) Nature of improvements and how they would bring active public uses to the site.
- 5) Estimated number parking stalls
- 6) Any other information that would help City staff understand and evaluate the concept.

The deliverable for this component will be a preliminary Schematic Design Plan that addresses, among other things, the elements listed above.

*Review of Preliminary Design Plan*

The preliminary Design Plan will be reviewed as follows:

- 1) By the City's Staff Review Team, which may ask the developer for additional information. The team will provide written comments on the Plan, and together with the developer's additional information, will be submitted to the Executive Review Team.

- 2) By the Downtown Minneapolis Neighborhood Association's (DMNA) Land Use Committee (see Section 2 and the project's website for further information).
- 3) By the City's Executive Review Team, which will be informed by the staff team's comments as well as those of DMNA and other groups. The executive team may:
  - a) Approve the Plan and direct the developer to develop the final Design Plan.
  - b) Require the developer to make modifications to the Plan which would be further reviewed by the team.
  - c) Approve the Plan and refer it to the City Council for approval.

### Final Design Plan – 9 months

The developer will have 9 months to complete the final Plan, which includes its review and City Council approval. The final Design Plan will build upon the preliminary Design Plan.

### *Design Elements*

- 1) Final land uses, including the square footage/number of units for each component. If housing, specify the type (rental or ownership) and for affordable units, the distribution by bedroom size.
- 2) Final number of parking stalls, their location within the development, ingress(es), egress(es), etc. The design must follow the advice of CPED Planning with respect to ingress(es) and egress(es).
- 3) Final proposed elevations.
- 4) Anticipated exterior materials and design style/concept.
- 5) Loading/service provisions.
- 6) Circulation patterns, including the location of skyways.
- 7) Public realm improvements.
- 8) Phasing, including which land uses will be included in each phase and the timing for each phase and buildout.
- 9) Identify any potential tenants interested in occupying the development, if office, commercial or for-sale housing (see also Other Information below).

### *Financial Information*

- 1) Capital Budget
  - a) Expected sources and uses of funds (debt, equity and other) to acquire the block and construct the development (including any tenant improvements).
  - b) If the development includes multiple uses, the capital budget should be broken down for each component use.

- c) If the development is phased, the capital budget should be broken down for each phase.
- 2) Rental Development
    - a) A preliminary operating pro forma of at least 20 years, including the assumptions underlying the income and expense projections, accounting for both market-rate and affordable units.
    - b) Detailed proformas in a format acceptable to the City will be required during the negotiation of a redevelopment agreement.
  - 3) Commercial Development
    - a) For any proposed commercial development, information should be included about the anticipated type of tenants expected.
  - 4) Timeline
    - a) A proposed timeline for the development, including identification of any conditions that must be met before it can become a reality.
    - b) The schedule should include the time needed to obtain financing, complete design and secure permits and approvals, prepare the site, start and complete construction, and start and complete lease-up and/or sellout.
  - 5) A market study or other information documenting the demand for the proposed land use(s) (commercial, housing, etc.).

#### *Public Benefits*

- 1) A description of the public benefits that will result, including but not limited to:
  - a) The number and types and affordability level of housing units.
  - b) The retention/creation of permanent jobs (including the estimated number, type and wage levels).
  - c) Construction jobs, including efforts to retain women and minority business enterprises in the development.
  - d) Sustainable building features.
  - e) Tax base enhancement.
  - f) The provision of retail goods and services.
  - g) Public realm improvements, etc.
  - h) Other benefits as a result of applying Minneapolis 2040 policies.

The deliverable for this component will be a final Schematic Design Plan that addresses, among other things, the elements listed above.

#### *Review of Final Design Plan*

The final Design Plan will be reviewed as follows:

- 1) By the City's Staff Review Team, which may ask the developer for additional information. The team will provide written comments on the Plan, and together with the developer's additional information, will be submitted to the Executive Review Team.
- 2) By the Downtown Minneapolis Neighborhood Association's (DMNA) Land Use Committee and other groups (see Section 2 and the project's website for further information).
- 3) By the City's Executive Review Team, which will be informed by the staff team's comments as well as those of DMNA and other groups. The executive team may:
  - a) Refer the final Plan to the City Council with a recommendation for approval.
  - b) Require the developer to make modifications to the final Plan which would be further reviewed by the team.

#### Term Sheet – 3 months

Once the City Council approves the final Design Plan, the developer and City staff will negotiate a term sheet, which specifies, among other things, what is to be developed, the conditions by which the City will close on the block, the timing for the development, etc. This 3-month period includes review and City Council approval of the term sheet and land sale. The land sale price will be based upon an appraisal, which will be undertaken by the City following approval of the final Design Plan. The term sheet will be incorporated into a redevelopment agreement.

#### Redevelopment Agreement – 3 months

Following approval of the term sheet, the developer will be required to enter into a redevelopment agreement with the City and comply with any applicable City requirements. These requirements vary depending upon the type of development and the source and amount of public investment, if any, and may include, without limitation, the payment of prevailing wages for construction, the preparation of affirmative action plans, competitive bidding, compliance with the Small and Underutilized Business Enterprise program or equivalent federal program, and Business Subsidy Act/Living Wage Policy and reporting requirements for those programs. Developers unfamiliar with these standard requirements are urged to seek further information.

The developer must make the required Good Faith Deposit (10% of the purchase price) at the time of execution of a redevelopment agreement, which will be held by the City until completion of the improvements. The redevelopment agreement will also provide that the City will not close on sale of the parcel/phase to the selected developer until the proposed development/phase is ready to proceed, as evidenced by the provision of evidence of financing, approval by the City of detailed Plans and other conditions precedent.

The redevelopment agreement is only subject to City Council approval if it deviates substantially from the approved term sheet.

## SECTION 4: RFQ SUBMISSION REQUIREMENTS; DEVELOPER SELECTION

The anticipated schedule for the RFQ process is as follows:

RFQ Issued	August 28, 2020
Informational meeting	September 11, 2020
Questions due	September 18, 2020
Answers to questions posted on web site	September 25, 2020
Submission deadline	October 16, 2020
Review/evaluation of submissions	November 13, 2020
City Council action to designate a developer	December 2020/January 2021

### Optional Pre-Submission Informational Meeting

An optional pre-submission informational meeting will be held via Microsoft Teams on September 11, 2020 at 9:00 a.m.

Attendance is not required. Please contact [Chuck Lutz](#), CPED Project Consultant, to confirm your attendance and to receive login instructions.

### Questions Regarding the RFQ

Questions regarding the RFQ should be directed via email to Chuck Lutz, CPED Project Consultant, no later than 4:00 p.m. on September 18, 2020.

Answers to all questions received will be posted on the website by September 25, 2020.

In addition, project staff may provide periodic updates and addenda, and this information also will be posted on the website. Developers are encouraged to periodically check the website for any new information and for answers to questions posed by other developers.

### Required Submission Information

The following information is necessary for the City to adequately evaluate all submissions. Failure to supply the information may result in rejection of the submission. The City is not responsible for the costs incurred by developers in connection with this RFQ including, but not limited to, costs associated with preparing a submission or associated with participating in any presentations or negotiations related to this RFQ.

Each submission must include the following in this precise order:

- 1) A cover page that includes the following information:
  - a) The developer's name and mailing address.
  - b) Name, title, phone number and e-mail address of the person who will serve as the principal contact person for the developer.
  - c) Any other key participants who will be involved in negotiating a term sheet and development agreement.
  - d) Signature of developer's authorized corporate officer.
- 2) An identification of the entities that will be involved, a description of the roles each will play (e.g., developer, building owner, tenant, professional consultant) and a summary of the developer's experience in working with other members of their team in professional capacities.
- 3) The developer's experience in working on similar developments, including location, type of development, role(s) of team members, total development costs of the development, funding sources, status of development and information about any continued financial or operating interest in each.
- 4) The developer's approach to undertake the following:
  - a) Scope of the work for each of the Design Plan's sections (see Section 3).
  - b) A description of the due diligence (e.g., market research, preliminary design and cost estimating) that will need to be completed by the developer during the Design Plan process.
  - c) Approach to working collaboratively with a City staff team in developing the preliminary and final Design Plans
- 5) A narrative outlining the developer's understanding of the economic, real estate market and other pertinent trends that will impact the development and will need to be considered during the Design Plan process.
- 6) Developers making a submission must include a \$10,000.00 earnest money deposit. This deposit will be refunded to all parties whose submissions are not selected. For the selected developer, this deposit will be applied as, in effect, an option fee to secure the developer's rights in the exclusive rights agreement. It may be credited against the purchase price of the block.
- 7) Information related to the developer's capacity to undertake a development of this magnitude:
  - a) List of all developments completed in the last five years (above and beyond those highlighted as comparable developments in the submission).
  - b) Whether the developer or any development-related entities created by it have been a party to any lawsuits and/or have gone bankrupt. If so, please describe the lawsuit or bankruptcy situation.
  - c) List of references and contact information for 2-3 recent lenders.
  - d) Two years of financial statements, which may be submitted as described in the "Data Practices" section below.

- 8) An executed Consent for Release of Response Data form (see Exhibit A). Submissions that do not include an executed Consent for Release of Response Data form shall be considered incomplete which will be grounds for rejection of the entire submission.

### Data Practices

If developers are being asked to provide otherwise private or nonpublic information as part of the RFQ submission, developers may submit such information confidentially under separate cover pursuant to the Minnesota Government Data Practices Act, including a legal opinion identifying a particular statutory basis, other than Minnesota Statutes, Section 13.591, subd. 3 for classification of the data as private or nonpublic data. The City shall independently evaluate and treat all data submitted under separate cover consistent with the Minnesota Government Data Practices Act.

### Submission Format

Developers must submit their submissions as follows: one electronic version in Microsoft compatible or PDF format. Submissions, including all supporting documentation, must be printable on standard 8 ½" by 11" paper. There is NO requirement to submit a paper copy of submissions.

### Submission Deadline

Submissions shall be e-mailed on or before October 16, 2020 at 4:00 PM, to Chuck Lutz, CPED Project Consultant, at [ctlutz4929@gmail.com](mailto:ctlutz4929@gmail.com). Please include the phrase "Request for Qualifications for Public Service Center Block" in subject line. Submissions received after the deadline will not be accepted. The City reserves the right to reject any or all submissions.

### Evaluation Criteria and Selection Process

Submissions will be evaluated by two City teams – a Staff Review Team and an Executive Review Team. Comments from the staff team will inform the executive team. The latter will recommend to the City Council a developer and an exclusive development rights period to develop the preliminary and final Design Plans. The final selection decision and award of exclusive development rights will be made by the City Council.

In reviewing submissions, the City teams will consider the following:

- 1) The developer's approach to preparation of the Design Plan.
- 2) The experience and the financial and organizational capacity of the developer in successfully planning and completing developments of similar type and scale, on time and within budget.
- 3) The developer's development track record with the City, including any history of meeting or not meeting its contractual commitments.
- 4) The degree to which the submission addresses the objectives and issues outlined herein.

- 5) The work previously completed by the developer demonstrates experience with development types that might be appropriate for the site.
- 6) The developer's demonstrated experience in working cooperatively with governmental and community partners to formulating and implementing redevelopment plans.
- 7) Overall quality of the submission.

The City may, in its sole discretion, expand or reduce the criteria upon which it bases its final decisions regarding selection of the developer.

## SECTION 5: RELATED DOCUMENTS

Links to the following documents are available below and on the RFQ website:

- [Minneapolis 2040 Design Plan](#)
- [Downtown Parking Overlay District](#)
- [DMNA Letter on Development Objectives/Related Issues](#)
- [Phase I Environmental Site Assessment](#)
- Historic evaluations of the [Public Service Center](#) and the [City of Lakes Building](#)
- [Unified Housing Policy](#)
- [Minnesota Unified Certification Program \(MNCUP\)](#)
- [Development Structure for Fire Station 1](#)
- [Floor plans for Public Service Center and City of Lakes Buildings](#)
- [Sustainability goals for development](#)

### Exhibit A

**City of Minneapolis  
Consent for Release of Response Data  
Public Service Center Block Request for Submissions**

Under the Minnesota Government Data Practices Act, Minnesota Statutes Ch. 13, public disclosure of RFQ response data prior to execution of an agreement is restricted. In order to meet the City's citizen participation goals, the City requires each developer to waive this restriction.



The undersigned hereby consents to the release of its development submission in response to the above referenced Request for Submissions and waives any claims it may have under Minnesota Statutes Section 13.08 against the City of Minneapolis for making such information public.

The foregoing consent and waiver does not extend to financial statements or other data submitted under separate confidential cover with a legal opinion identifying a particular statutory basis, other than Minnesota Statutes, Section 13.591, subd. 3 for classification of the data as private or nonpublic data. The City shall independently evaluate and treat all data submitted under separate cover consistent with the Minnesota Government Data Practices Act.

Date: \_\_\_\_\_, 2020

\_\_\_\_\_  
(print business name of proposer)

By: \_\_\_\_\_  
(sign name of authorized signatory)

\_\_\_\_\_  
(print name of authorized signatory)

Its: \_\_\_\_\_