



Request for Proposals

PROJECT 23T06

Electric Vehicle Community Charging Hubs for Multi-Unit Dwellings in the Baltimore Region

ISSUE DATE

November 6, 2023

DUE DATE

December 11, 2023 (2:00 PM)

Submit Qualifications (by email only) to:

Anna Marshall: amarshall@baltometro.org

Contact for More Information: Anna Marshall

E-mail: amarshall@baltometro.org

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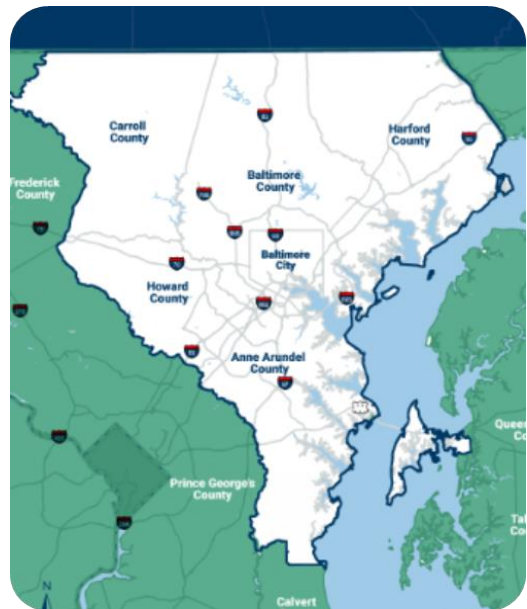
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Introduction

The Baltimore Metropolitan Council (BMC) is a nonprofit organization committed to identifying regional interests and developing collaborative strategies through plans and programs, which will improve the quality of life and economic vitality throughout the region. BMC's Board of Directors includes the Mayor of Baltimore City, Executives of Anne Arundel, Baltimore, Harford and Howard counties, a Carroll County Commissioner, a Queen Anne's County Commissioner, a Delegate and Senator from the State of Maryland, and a gubernatorial appointee.

The Baltimore Regional Transportation Board (BRTB) is the federally designated Metropolitan Planning Organization (MPO) for the Baltimore region. Approximately 2.8 million residents live in the Baltimore region, the 20th most populated Metropolitan Statistical Area in the United States, according to the U.S. Census Bureau. The Baltimore region includes the jurisdictions of Anne Arundel County, Baltimore City, Baltimore County, Carroll County, Harford County, Howard County, and Queen Anne's County. The BRTB members consist of designated representatives from Baltimore City, Anne Arundel County, Baltimore County, Carroll County, Harford County, Howard County, Queen Anne's County, the City of Annapolis, plus the Maryland Department of Transportation, the Maryland Department of the Environment, the Maryland Department of Planning, the MDOT Maryland Transit Administration, and the Regional Transportation Agency of Central Maryland. BMC staff provide technical support to the BRTB, including transportation forecasting and analysis, economic and demographic research, computer mapping applications, air and water quality programs, multimodal planning, cooperative purchasing, project management, workforce development, and housing and rideshare coordination.



Purpose

BMC seeks proposals from qualified respondents with experience and knowledge about Electric Vehicle (EV) charging infrastructure installation and operation at the local level. The purpose is to provide adequate EV charging opportunities for residents in high density residential areas in the Baltimore region.

Electric Vehicle ownership is on the rise. In many cases, people who purchase an EV must install charging equipment in their private garages or driveways. Many people live in housing without a private driveway or garage which provides a barrier to EV ownership. The consultant should provide guidance to jurisdictions to best serve their constituents who live in these types of housing. BMC will be the project manager and coordinate contact between the Consultant and the local jurisdictions. The Consultant should be prepared to meet with members from the jurisdictions to provide guidance and best practices for community hub charging, or other recommended options. Participation in the meetings will include representatives from each local jurisdiction and BMC staff. BMC will work with the selected Consultant team to finalize details of meetings, including members, meeting dates, and specific activities.

This project was identified in the Baltimore Regional Transportation Board's Fiscal Year 2023 Unified Planning Work Program (UPWP) with a maximum Consultant budget of \$100,000.

Background

The transportation sector is the largest source of greenhouse gas (GHG) emissions in Maryland. Most of these emissions come from light-duty passenger cars and trucks. As outlined in the Climate Solutions Now Act of 2022, Maryland has a goal of reducing GHG emissions by 60% from 2006 levels by the year 2031, and a goal to attain net-zero GHG

emissions by 2045. Widespread adoption of electric vehicles (EV) is integral to attaining these goals. The Infrastructure Investment and Jobs Act (IIJA) was enacted on November 15, 2021 and authorized the National Electric Vehicle Infrastructure (NEVI) Formula Program. This program provides dedicated funding to states to deploy EV charging infrastructure equivalent to 500,000 EV chargers nationwide. Maryland submitted its NEVI Plan to the Joint Office of Energy and Transportation on July 15, 2022 and received approval by the Joint Office on September 14, 2022. Public EV charging stations are being installed across the Baltimore region along designated Alternative Fuel Corridors, which is part of the National Highway System. However, more light duty EV charging stations will be needed locally to meet anticipated growth in EV purchases and to encourage EV adoption.

Additionally, the Advanced Clean Cars II (ACC II) was adopted by Maryland on September 18, 2023, which requires car manufacturers to sell 100% new electric vehicles by model year 2035. ACC II increases the standards for gasoline cars and heavy duty trucks to continue to reduce emissions.

As more Marylanders become electric vehicle owners in the near future, they will need affordable, convenient and safe places to park their cars to charge them. Many Marylanders do not have access to a private garage where they can install their own EV chargers, but almost 80% of EVs today are charged overnight in private garages, according to the US Department of Energy.

In 2023, a new bill was passed in Maryland, HB 830/SB 477 “Residential Construction or Significant Renovation” to establish or alter requirements related to the installation of EV charging equipment during new construction or significant renovation of certain housing units or multifamily residential buildings.

Given this information, the proposer should be able to address how the existing housing stock in the Baltimore region, without driveways or private garages, will have access to charge their Electric Vehicles efficiently and safely.

Scope of Work

Outlined below is a preliminary scope of work, including a list of tasks and deliverables that are envisioned for this project. The Consultant is encouraged to suggest modifications to these tasks that would facilitate a successful work program and stay within the project budget of \$100,000.

The methodology to accomplish each task will be agreed upon prior to initiating the work. A prime Consultant may assemble a team of sub-consultants who can conduct these services in accordance with the Scope of Work. The prime Consultant shall be required to organize, manage and direct the work of the sub-consultants.

The proposed Scope of Work shall include sufficient detail to determine how each task shall be accomplished; it shall include, but not be limited to, descriptions of the anticipated deliverables and a project timeline in Gantt chart format. It will describe how the Consultant proposes to complete the project, including the allocation of resources to accomplish each task. The Scope of Work must be sufficiently detailed for BMC to determine the effectiveness of the proposal and should explain how this work can be performed in a cost-efficient and timely manner.

Task 1: Project Initiation and Project Management

This task will be managed by BMC staff and will include a decision-making Steering Committee consisting of, but not limited to, key stakeholders from local and state agencies. The Consultant shall coordinate with the BMC project manager to schedule and facilitate a project kickoff meeting to launch a work program for the project and clarify roles, project schedule, and scope.

The emphasis of this meeting will be on the Consultant's planned management, administrative and technical approach. The kickoff meeting will provide the Consultant with a forum to introduce the Consultant project management and proposed project team members and solicit input from BMC and other key stakeholders on the individual elements of the project approach. The Consultant shall present their project approach regarding scope and schedule and propose a detailed flow of data and analysis between BMC staff and the Consultant.

The Consultant shall communicate progress of the work regularly with the BMC Project Manager, through short bi-monthly virtual meetings; coordinate reviews of deliverables with the project Steering Committee; and present updates to the Steering Committee at key milestones.

Invoices should be prepared and submitted to the BMC Project Manager at the conclusion of each task or subtask identified in the project schedule.

The Consultant shall prepare for three (3) Steering Committee meetings. The first meeting will be to answer questions and feedback from the members about EV charging difficulties or needs in their jurisdictions. The second meeting will be about deciding on 4 focus areas to discuss in further detail about EV Charging. See Task 3 for more detail. The third and final Steering Committee meeting will be to discuss findings and recommendations.

All deliverables will be delivered electronically in an easy to navigate and commonly used format.

Deliverables:

- Finalized work plan including project schedule
- Facilitation of kickoff meeting
- Bi-monthly virtual meetings with BMC Project Manager and Consultant Project Manager (and key team members as needed)
- Preparation and documentation of three (3) Steering Committee meetings
- Submittal of monthly or task-based invoices

Task 2: Review of Suitable Charging Locations

This task involves background research and reviewing/suggesting locations that may be suitable for Electric Vehicle Charging Hubs in each jurisdiction. BMC will produce maps that reflect areas with zoning that supports high density residential units. The Consultant should review these maps to become familiar with those locations and help to identify suitable locations for community charging hubs. Any recommendations that the consultant has to assist local jurisdictions further is welcome.

Deliverables:

- Review BMC's mapping of the existing high density residential zones for suitable locations for community charging hubs

- Recommendations for community charging hub locations with examples from other regions
- Discussion of options to assist EV owners to get to and from charging hubs

Task 3: Focus Area Meetings

As envisioned, this project will include 4 focus area discussions, including interested participants from the seven jurisdictions. The consultant should provide recommendations about who should be included from the private or public sectors for these meetings. This task will focus on support for these meetings. After the second steering committee meeting, the consultant should select four specific focus areas about EV charging infrastructure implementation to discuss further. Topics could include types of community hubs, utility partners, funding timeline, and standardization and maintenance. This should be refined/modified by the Consultant based on industry knowledge.

For the Focus Area meetings, the Consultant shall prepare presentations, meeting materials and summary notes.

All meeting materials shall be submitted to the BMC Project Manager at least four working days prior to the meeting date in order to provide sufficient time for feedback. It is anticipated that each jurisdiction will have the opportunity to ask questions and work with the Consultant to aid in the EV charging infrastructure implementation process.

Deliverables:

- Four (4) Focus Area meetings including presentation materials
- Documentation of meetings, including meeting summary notes
- Summaries should identify outcomes and recommendations

Task 4: Develop EV Infrastructure Technical Memo and EV Charging Implementation Standard

This task involves developing one (1) concise technical memo with information from the focus area meetings to make EV charging infrastructure installation successful. Best practice related to step by step implementation and operation and maintenance

standards should be developed to install and operate electric vehicle charging infrastructure in areas of high density housing. This should include information about EV charging standardization as set by 23 CFR 680, including but not limited to pricing standards, time limits, station accessibility, and coordination with utility companies. The Consultant should address factors to consider including electric utility providers, maintenance of EV chargers, accessibility and safety, and signage.

Deliverables:

- One (1) Technical Memo outlining the recommendations from the four (4) Focus Area meetings from task 3
- Step by step implementation, operation and maintenance standards for community hub chargers

Task 5: Finalize Memo and Implementation Standard

This task involves finalizing the technical memo and guidelines to be used by staff of local planning departments. The final deliverables will be used by staff to aid in the deployment of EV charging infrastructure for the targeted housing type. The Consultant should provide recommendations for making the public aware of the new charging stations. The Consultant will present their findings to the BRTB Technical Committee.

Deliverables:

- Final Technical Memo about focus area meetings
- Final implementation, operation and maintenance standard document
- Presentation to BRTB Technical Committee (may be virtual)

Proposal Content and Requirements

The proposal shall consist of two separate parts: (1) a Technical Proposal; and (2) a Cost Proposal. Each offeror shall submit by electronic mail a digital copy of their technical proposal and cost proposal saved in separate electronic files. Proposals shall meet, at a minimum, the following requirements.

Technical Proposal

The Technical Qualifications shall contain the following:

- *Cover Letter* – signed by an executive with authority to commit the offeror and stating the period for which the proposal is valid. (1 page maximum)
- *Work Program* – Offerors shall provide a discussion of each task to be undertaken, how the task will be performed and the task products to be provided. An overall schedule of work should be developed. Offerors may include but are not limited to the identified project tasks. Offerors are encouraged to suggest modifications that would facilitate a successful work program. The work program shall be limited to 15 pages in length, single spaced. The cover page and table of contents will not be counted toward the page limit.
- *Experience and Qualification* – The offeror shall list their qualifications with regard to the selection criteria identified in this RFP. The summary should contain: (a) information on projects of similar nature that offeror has completed, including brief descriptions, dates, and names of contact persons and links to relevant work if possible, and (b) resumes of proposed project manager and up to three key project team members. (10 pages maximum)
- *Project Management* – Designation of a project manager and the responsibilities of the manager and key personnel. Provide a summary of qualifications of the project manager and key staff for each firm. Note that the resulting contract will require commitment of the specified personnel. (5 pages maximum)

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- *DBE Participation* – The program for assuring the maximum opportunity for participation by Disadvantaged Business Enterprises (DBEs) in accord with BMC's goals shall be presented. See the section of MANDATORY STATEMENTS for statement of DBE participation goals.
- *Other Information* – Any other material that the offeror wishes to provide. Please limit to relevant information. (5 pages maximum)

The body/narrative of all documents will be formatted to a 12-point font size. Headers and cover pages may utilize larger font sizes. Cover or divider pages without content will not be counted toward the page limits. Digital signatures are acceptable for all documents.

Cost Proposal

The Cost Proposal shall be composed of two parts: (1) Project Budget and (2) Affidavits and Certifications.

- *Project Budget* – Proposers shall provide a price quote as a fixed price in United States dollars. The price quote shall include the number of labor hours and cost by staff member and total hours and cost estimated for each task. Direct costs shall be itemized by category (e.g., travel, per diem, printing and reproduction, /etc.) for the entire project. The contract type is anticipated as fixed price with partial payments paid based on task completion.
- *Affidavits and Certifications* – An original signed copy of the Proposal Affidavit attached at the end of this RFP shall be included in the Cost Proposal.

BMC reserves the right to reject proposals that do not meet the Technical and Cost Proposal requirements.

Submission Of Proposals

All offerors shall submit by email two (2) separate digital electronic files – one (1) for each of the Technical and Cost Proposals to: amarshall@baltometro.org.

The proposal must be received by BMC no later than 2:00 PM Eastern Standard Time on December 11, 2023. Proposals arriving after the deadline will not be accepted. Note that BMC's email will accept files up to 25MB. If your proposal documents exceed 25MB, please upload the documents to a file sharing service and email the link to the files.

Please direct any questions to Anna Marshall at amarshall@baltometro.org no later than November 22, 2023. All questions will be collected and answers will be posted to BMC's website by November 28, 2023.

BMC will not pay for the development and submission of proposals in response to this RFP. BMC reserves the right to reject any proposals without cost or detriment to BMC.

The offeror shall not make changes in the specifics put forth in a proposal, including staff participation, without the prior written consent of BMC.

The BMC Staff member listed above shall be the sole point of contact for any offeror during the procurement process.

BMC reserves the right to waive minor irregularities, to negotiate in any manner necessary to best serve the public interest, and to make a whole award, multiple awards, a partial award, or no award. BMC reserves the right to cancel this RFP, in whole or in part, any time before the closing date.

Tentative Schedule

RFP Issued	November 6, 2023
Proposal Questions Due	November 22, 2023
Answers to Questions Posted	November 28, 2023
Proposals Due	Monday, December 11, 2023, 2:00 p.m.
Consultant Selection	January 2024
Start of Work	February 2024
Completion of Work	December 31, 2024

Consultant Selection Criteria

All proposals will be evaluated on the basis of technical merit (including areas required within the Technical proposal such as work program, team and personal experience, project management, adherence to RFP and DBE integration) and proposed cost. This is not a low-bid procurement. The FY 2023 UPWP budgeted \$100,000 for the Consultant part of this task but proposals will be considered outside of this range if the proposed work program will provide a greatly superior product. BMC staff and/or appropriate project partners will conduct the evaluation of proposals. Technical merit includes work program and approach, as well as staff experience and qualifications. Teaming is permissible but the offeror will be with a single prime contractor.

BMC reserves the right to negotiate with one or more offerors selected on the basis of the initial technical merit and proposed cost. Offerors may be asked to make personal appearances to provide additional information on proposals.

“Sample” Form Contract

BMC’s form contract is available on BMC’s website and is incorporated into this solicitation.

https://baltometro.org/sites/default/files/bmc_documents/RFP/sample-rfp-contract_fy2022.pdf

By the act of submitting a proposal, the offeror expressly acknowledges that he/she/it accepts the terms and conditions as stated in the form contract unless exceptions are submitted in writing with the proposal. BMC reserves the right to amend the terms of the form contract as it sees fit during contract negotiation.

The offeror’s acceptance of, or deviations from, the form contract terms and conditions are considered during the evaluation and subsequent award.

If the offeror submits an exception that alters BMC’s risk, liability, exposure in, or the intent of this procurement, BMC reserves the right in its sole and absolute discretion to deem the offeror non-responsive.

Confidentiality

Offerors must specifically identify any portions of their proposals deemed to contain confidential information, proprietary information or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not be conclusive, and offerors may be required to justify why such material should not, upon written request, be disclosed by BMC under the Public Information Act, State Government Article, Title 10, Sub-Title 6, of the Annotated Code of Maryland, as amended. BMC may disclose such information if required by law, court order or subpoena.

Maryland Registration / Qualification Requirements

BMC requires vendors to register or qualify to do business with Maryland Department of Assessments and Taxation (SDAT) in accordance with the Annotated Code of Maryland, Corporations and Associations Article: §2-102 Formation generally, §7-202 Registration to do interstate and foreign* business, and/or §7-203 Qualification to do intrastate business.

For information on registering or qualifying a corporation, LLC, LLP or LP, call SDAT at 410-767-1340. Sole Proprietors and General Partnerships should call 410-767-4991 or you may download the SDAT forms at

<http://www.dat.state.md.us/Pages/sdatforms.aspx>

The successful offeror may be required to submit a Good Standing Certificate (also known as "Certificate of Status") issued by SDAT within 10 days of being notified of potential award.

(*Note: "a corporation, association, or joint-stock company organized under the laws of the United States, another state of the United States, a territory, possession, or district of the United States, or a foreign country," Md. Code Ann., Corporations & Associations, §1-101.)

Mandatory Statements

Public Information Act Notice

Offerors should give specific attention to the identification of those portions of their proposals they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed.

Disadvantaged Business Enterprise Notice

Disadvantaged business enterprises (DBEs) are encouraged to respond to this solicitation. It is the intent of BMC that certified minority business enterprises and sub-contractors be given the opportunity to submit proposals to this RFP and will not be subject to discrimination on the basis of race, color, sex, or national origin in consideration for an award.

All selected contractors will be required to abide by the DBE Program of the Baltimore Regional Transportation Board (BRTB). The DBE Program may be found on BMC's website.

Disadvantaged Business Enterprise Subcontract Participation Goal

The Baltimore Metropolitan Council hereby notifies all offerors that in regard to any contracts entered into pursuant to this advertisement, MBEs and WBEs will be afforded full opportunity to submit expressions of interest in response to this notice and will not be subject to discrimination on the basis of race, color, sex or national origin, in consideration for an award.

It is the goal of BMC that certified businesses participate in all competitively bid federal-aid contracts. A DBE subcontract participation goal of **26.2 percent** of the total contract amount has been established for this procurement. Prime contractors holding a DBE certification will be awarded full (100 percent) credit for the DBE goal. Offerors must



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make a good faith effort to meet this goal in order to receive appropriate consideration. The offeror can demonstrate that it has made a good faith effort by meeting the goal or by documenting good faith efforts to do so in its proposal. Determination of good faith efforts will be made at the discretion of appropriate BMC staff. All offers submitted in response to this RFP must include a statement specifying the Maryland Department of Transportation (MDOT) has certified the DBE or DBEs utilized to meet this requirement. If the DBE has not been certified by MDOT but has been certified by other state transportation agencies receiving federal funding, the name of the agency should be included in the proposal. BMC reserves the option to accept this certification in lieu of MDOT certification.

Proposal Affidavit

A. (ANTI-BRIBERY AFFIRMATION). I HEREBY CERTIFY THAT

(1) I am the (title)_____ and the duly authorized representative of (offeror)_____ and that I possess the legal authority to make this Affidavit on behalf of myself and the offeror for which I am acting.

(2) Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, information, and belief, the above offeror, nor any of its officers, directors, or partners, nor any of its employees directly involved in obtaining contracts with the State or any county, bi-county, multicounty agency or subdivision of the State has been convicted of, or has pleaded nolo contendere to a charge of, or has during the course of an official investigation or other proceeding, admitted in writing or under oath acts or omissions committed after July 1, 1977, which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or federal government.

(3) State "none" or, as appropriate, list any conviction, plea or admission described in paragraph 2 above, with the date; court official, or administrative body; and the sentence or disposition, if any:_____.

(4) **I ACKNOWLEDGE THAT** this Affidavit is to be furnished to the Procurement Officer, and may be furnished to the Attorney General pursuant to Sections 16-201, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that if the representations set forth in this Affidavit are not true and correct, the Council may terminate any contract awarded and take any other appropriate action.

B. (NON-COLLUSION AFFIRMATION). I HEREBY FURTHER AFFIRM THAT neither I nor, to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent have:

(1) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;

(2) In any manner, directly, or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within bid or offer is submitted.

C. (PROCUREMENT AFFIRMATION). I HEREBY FURTHER AFFIRM THAT

(1) Neither the above business nor, to the best of my knowledge, information, and belief, any officer, controlling stockholders, partner, principal, or other person substantially involved in the contracting activities of the business has in the past five (5) years: (a) been convicted under state or federal statute of a criminal offense incident to obtaining or attempting to obtain or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property; (b) been found civilly liable under state or federal antitrust statutes for acts or omissions in connection with the submission of bids or proposals for a public or private contract; (c) been convicted of any violation of a state or federal antitrust statute; (d) been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organizations Act, 18 USC Section 1961 et seq.; or (e) the Mail Fraud Act, 18 USC Section 1341 et seq., for acts arising out of the submissions that would constitute grounds for conviction or liability under any statute described above. Also, the undersigned offeror was not founded or established or is not operated in a manner designed to evade the application or defeat the purpose of the Debarment Regulations, COMAR 21.08; is not currently suspended or debarred pursuant to COMAR 21.08 or by the action of any other public entity; and is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business.

(2) (a) If the affirmation described in subsection (1) cannot be given and debarment proceedings have not been instituted against the business pursuant to COMAR 21.08, indicate the reasons why the affirmation cannot be given, including any conviction or admission described in subsection (1), above, with the date, court and sentence or disposition, if any; the name(s) of the person(s) involved, and their current positions and responsibilities with the business; the activity specified in COMAR 21.08 in which each person was involved; and the details of the person's participation in the activity, including the name(s) of an entity involved and the person's positions and responsibilities with the entity. (Attach additional sheets as necessary.)

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(b) If the affirmation described in subsection (1) cannot be given, and debarment proceedings have been instituted against the business pursuant to COMAR 21.08, indicate the status of such proceedings.

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland in respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above firm in respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

(Date)

(Affidavit)

