



Connecticut Port Authority

Request for Proposals

Engineering Services

RFP No. CPA0025-NLSP-SPP-ENG

Key Dates:

RFP Released:	Wednesday, March 5 th , 2025
Deadline for Questions:	Wednesday, March 19 th , 2025: 4:00 PM EDT
Responses to Questions:	Wednesday, March 26 th , 2025: 4:00 PM EDT
RFP Submission Deadline:	Friday, April 4 th , 2025: 4:00 PM EDT

I. INTRODUCTION

Created in 2014, Connecticut Port Authority (“Authority”) is a quasi-public agency of the State of Connecticut (“State”) whose primary responsibility is to market and coordinate the development of the State’s ports and maritime economy.

The Authority is specifically responsible for (i) coordinating port development, focusing on private and public investments; (ii) pursuing State and federal funds for dredging and other infrastructure improvements and maintain navigability of all ports and harbors; (iii) working with the Department of Economic and Community Development and State, local, and private entities to maximize the ports’ and harbors’ economic potential; (iv) supporting and enhancing the overall development of maritime commerce and industries; and (v) coordinating the State’s maritime policy and serve as the Governor’s principal maritime policy advisor.

The Authority is undertaking a project titled New London State Pier Shore Power Project (the “Project”) which consists of purchasing mobile shore power equipment, furnishing and installing supporting shore power infrastructure at the New London State Pier (the “NLSP”) as more particularly described herein (collectively, the “Work”). This will enable docked marine vessels to connect to the local electric grid to power onboard services instead of running their diesel engines.

This Build America, Buy America (BABA) compliant system will reduce diesel emissions by providing power to vessels at berth and decrease health risks and noise pollution for port workers and near-port communities in a non-attainment and disadvantaged area. The Project will further reduce the carbon footprint of port operations and actively and consistently engage stakeholders in the New London community to increase awareness, facilitate public education, and encourage communication on emission reduction initiatives.

II. SCOPE OF SERVICES

As part of the recently completed construction works at the NLSP, shore-to-ship power plug-in capabilities were provided at both berths (Northeast and East). The plug-in at the Northeast berth can support vessel hotel loads (lighting, climate control, ward rooms, kitchen) only, whereas the plug-ins at the East berth can support both hotel and vessel operations (excluding installation main crane) loadings. The Project includes furnishing and installing an additional power vault at the East Berth with a 6.6 kV shore power connecting system and procuring and installing a Mobile Cable Positioning Device (CPD) that can connect to the power vault, or to one of the two existing vaults, and supply cabling to the docked vessels. The additional power vault to be installed at the East Berth will allow the mobile unit to serve a wider variety of vessel types and sizes.

The Authority seeks proposals (“Proposals”) from engineering firms (“Proposer”) with demonstrable expertise in matters outlined in the Scope of Services of this RFP. The Authority is seeking the selected Proposer to provide engineering services based on the following details covering project background and scopes of Work.

This Project is intended to supplement the in-place electrical infrastructure with the following two additional items for the East Berth:

- A second (northern) plug-in point at the installation berth that can support both hotel and vessel operational loadings.
- A mobile power unit that connects the installed shoreside electrical infrastructure to the shipboard systems.

In order to support this Project, the Authority is seeking to procure engineering services that shall support the following three distinct areas of Work:

1. **Equipment Specification** – Proposer to specify the equipment calling out long-lead items required, including, but not limited to, BABA compliance and other requirements set forth in the Agreement.
2. **Engineering & Design**– Proposer to provide the electrical, civil and structural engineering design, including, but not limited to, construction cost estimates and other tasks stated in the Agreement.
3. **Installation & Support** – Proposer to oversee the installation of the Work at the Project site pursuant to and in accordance with the Agreement and according to the engineering design.

With reference to above, the required engineering services to be quoted shall be in strict accordance with the below Scope Descriptions:

- A. **Project Familiarization** – Proposer to ensure full understanding of the technical details of the port and installations based on access to the as-built documentation package for the NLSP.
- B. **Equipment Specification** – Proposer to specify and identify all relevant and long-lead equipment requirements specification for the necessary manufacturing procurement process by the Authority.
- C. **Engineering & Design** – Proposer to provide the electrical, civil and structural engineering design to facilitate the installation and constructability of the specified equipment including submittals for 30%, 60%, 100% design as well as IFC purposes – and to provide construction cost estimates at 30%, 100%, and Final design stages.
- D. **Installation Supervision** – Proposer to oversee the installation of the Work in the field and ensure that it is installed according to the delivered engineered design.
- E. **Ad-hoc Support** – Proposer to submit applicable cost structure for resources and hourly rates covering ad-hoc support needs over and above the specific pre-defined project work scopes.

Proposer shall submit detailed description of Engineering Services to be furnished, lump sum Cost, and schedule for each of the above Scope Descriptions A through D, inclusive. Proposer shall submit lump sum Cost only for above Scope Description E. Proposer also shall submit a fee schedule, providing hourly rates for individuals to be assigned to the Project by job title and level of experience.

The Authority as a pass-through entity as defined by 2 CFR 200.74 intends to enter into a subaward agreement with Orsted Wind Power Environmental LLC (“Orsted”) as a subrecipient as defined by 2 CFR 200.92 for Orsted to contribute to the goals and objectives of the Project. It is anticipated that pursuant to that subaward agreement that Orsted shall (i) support the Authority regarding procurement of the Engineering Services under this RFP, including, but not limited to, technical scope of work development and Proposer selection, and, (ii) serve as the Authority’s designated representative regarding Engineering Services by providing coordination and oversight of the selected Proposer, including, but not limited to, above Scope Descriptions B through E, inclusive.

III. CONTRACT TERMS

The Authority intends to enter into an agreement with a Proposer for the completion of the services as described in this Request for Proposals (RFP). The form of the agreement shall be the Professional Services Agreement attached hereto as **Exhibit A** (the "Agreement") to this RFP (incorporated into and made part of this RFP); provided however, that the Agreement term shall not exceed thirty (30) months, unless otherwise agreed to by the Authority and selected Proposer in writing, and; provided, further, the selected Proposer shall comply with the terms and provisions of that certain EPA Grant Agreement dated December 18, 2024, and, to the extent applicable, the Best Practices Guide for Procuring Services, Supplies, and Equipment under EPA Assistance Agreements (Issue Date: November 22, 2022), all as set forth in Article XI of the Agreement attached thereto and incorporated into and made part of the Agreement..

IV. CONTRACTOR QUALIFICATIONS

The Proposer should have knowledge working with governmental agencies or entities with a preference for Proposers with experience or significant knowledge of shore-to-ship power (or other reasonably comparable experience).

V. PROPOSAL CONTENT

Proposals should be clear and thorough, but concise, and include any information and materials requested in this RFP. Proposals must, at a minimum, include the following information in the order in which it is requested in this section:

A. Proposer Profile

1. The Proposal must contain the official name, address and phone number of the Proposer, the principal contact person for the Proposal, and the name and signature of the person (or persons) authorized to execute contracts.
2. Proposer will provide a general overview of itself, including history, office locations, and total number of professional and support staff.
3. Overall capabilities, qualifications, academic training and degrees and areas of expertise of each of the principals, partners and associates of the Proposer who may work on Authority business, including the length of employment and area of specialization.
4. Describe any material assignments or relationships (including employment relationships) that the Proposer or any employee has with any entity, state or local government, or other person or entity that may constitute or create the appearance of a conflict of interest. Discuss any measures Proposer has taken or would take to resolve any possible conflicts of interest.
5. Soundness of legal standing with regard to other projects: (i.e. record of complying with contracts (including number and nature of contract breaches, defaults and terminations, compliance with performance guarantees, and imposition of liquidated damages or fines);
6. Similar Engagements with Other Quasi-Public Agencies: List the most significant engagements performed in the last five years that are similar to the engagement described in this RFP.

B. Service Proposal

1. Describe the Proposer's understanding of the Authority's desired services and experiences with respect to the services outlined in the Scope of Services.
2. Proposers should describe any specific experience working with governmental/quasi-public agencies, or other similar entities, with particular emphasis on the staff proposed to be assigned the Authority.
3. Provide a detailed description of Proposer's approach to performing the services, including Proposer's approach to ensuring services are managed properly and delivered in a high-quality manner.

C. Fee Proposal

Compensation: The total amount of compensation for services reflecting the fee structure proposed for this scope sealed in a separate envelope (or, if submitting electronically, as a separate file attachment). A detailed breakdown of person-hours by task as well as associated billing rates shall also be included.

D. Declarations and Required Forms

1. Identify any circumstance involving the Proposer that could materially affect the viability of its Proposal, its ability to perform the services, its operations, or its financial stability, or that could harm or subject the Authority to public scrutiny if the Authority contracts with the Proposer.
2. Complete and submit the following forms:
 - **OPM Form 1 – Campaign Contribution Certification**, available at: <https://portal.ct.gov/-/media/OPM/Fin-General/OPM-Form1-CampaignContributionCertification-8-18-Final.pdf>
 - **Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations** available at: <https://seec.ct.gov/Portal/data/forms/ContrForms/SEECStateContractorNotice.pdf>
 - **Agency Vendor Form (SP-26NB) and W-9 Form**, available at: https://portal.ct.gov/-/media/doag/marketing_files/vendorprofileformsp26nbpdf.pdf
 - **CHRO Employment Information Form**, available at: <https://portal.ct.gov/-/media/chro/cc-documents/notificationtobidderspdf.pdf>
 - The appropriate **Nondiscrimination Certification** from those available at: <https://portal.ct.gov/OPM/Fin-PSA/Forms/Nondiscrimination-Certification>
 - **Notice Concerning Contract Compliance Responsibilities** <https://portal.ct.gov/-/media/chro/cc-documents/ccpage3pdf.pdf>
 - **Iran Certification**
[Exhibit B attached hereto to this RFP \(incorporated into and made part of this RFP\)](#)
 - **Debarment or Suspension Certification**
[Exhibit C attached hereto to this RFP \(incorporated into and made part of this RFP\)](#)
 - **Anti-Lobbying Certification**
[Exhibit D attached hereto to this RFP \(incorporated into and made part of this RFP\)](#)

VI. RFP PROCEDURES

A. Inquiries

Official Authority Contact: The Authority's contact person for the purpose of this RFP is:

Jill Dowling-Moreno
Office Manager
Connecticut Port Authority
455 Boston Post Road, Suite 204
Old Saybrook, CT 06475
860-577-5174
info@ctportauthority.com

Any and all communications or contacts with the Authority regarding this RFP must be limited to and directed in writing to the Official Authority Contact via email. Any violation of this requirement by Proposers or their representatives will result in disqualification.

Inquiry Procedures: All questions regarding this RFP and submission requirements must be directed by e-mail to the Official Authority Contact by 4:00 PM (EDT) on Wednesday, March 19th, 2025. Proposers are required to limit their contact regarding this RFP to the person named herein. Please include this reference in the Subject line of the email "RFP No. CPA0025-NLSP-SPP-ENG-Questions".

Written responses to all questions received will be posted to the Authority website www.ctportauthority.com by 4:00 PM (EDT) on Wednesday, March 26th, 2025.

B. Submission of Proposals

Proposers shall submit one (1) original hard copy and (1) electronic copy of their Proposal by 4:00 PM (EDT) on [Friday, April 4th, 2025]. The Proposal must be clearly labeled as the "Original" and must contain the original signature forms and other original documents. Late submissions or Proposals transmitted by facsimile will not be accepted.

The hard copy of the original Proposal shall be addressed to:

Jill Dowling-Moreno
Office Manager
Connecticut Port Authority
455 Boston Post Road, Suite 204
Old Saybrook, CT 06475

The electronic copy of the Proposal shall be submitted to:

Jill Dowling-Moreno
Office Manager
Connecticut Port Authority
info@ctportauthority.com

Please include this reference in the Subject line of the email "RFP No. CPA0025-NLSP-SPP-ENG-Proposal".

Packaging and Labeling Requirements: All Proposals must be submitted in sealed envelopes or packages. All Proposals must be addressed to Jill Dowling-Moreno, Connecticut Port Authority, 455

Boston Post Road, Suite 204, Old Saybrook, CT 06475. The full name and address of the Proposer must appear in the upper left-hand corner of the envelope or package.

The following material is required for a Proposer to be considered:

1. A Title Page that must show the request for Proposal's subject; the Proposer's name; the name, address, and telephone number of a contact person; and the date of the Proposal.
2. Table of Contents
3. A signed Letter of Transmittal briefly stating the Proposer's understanding of the scope of Work to be done, the commitment to perform the Work within the Agreement term, a statement why the Proposer believes itself to be best qualified to perform the engagement and a statement that the Proposal is a firm and irrevocable offer for the period covered.
4. Service Proposal
5. Fee Proposal
The Authority will not, under any circumstances, be responsible for any expenses incurred in preparing and submitting the Proposal.
6. Declarations and Required Forms

Minimum Submission Requirements: At a minimum, Proposals must: (1) be submitted before the deadline; (2) satisfy the packaging and labeling requirements; (3) follow the required format; (4) be complete; (5) include all required forms; and (6) be signed by an authorized person.

Scope and Price Negotiable with Selected Proposer: The Authority shall negotiate the final scope and cost of this Work with the selected Proposer.

Revisions to the RFP: Only written modifications to this RFP issued in the form of one or more addenda will be considered to be alterations to this RFP. Oral comments are not binding. An Addendum may be issued by Authority for any revisions, modifications, clarifications or alterations to this RFP. Any such Addendums shall be posted to the Authority's website. It is the responsibility of potential Proposers to keep track of postings on the Authority's website regarding this solicitation.

Errors: If any Proposer discovers an error after submitting its Proposal, but prior to the Proposals Due date, the Proposer may request that the Proposal be withdrawn. This request must be submitted in writing to the Authority and signed by an authorized representative of the Proposer. If the request is approved, the Proposer may submit a revised Proposal as long as it is received prior to the Proposals Due date.

Technicalities: The Authority may waive any technicalities or non-material deficiencies in a Proposal and seek clarification from any or all Proposers for the purpose of clarifying any terms contained within the Proposals.

VII. SELECTION COMMITTEE

A Selection Committee will evaluate qualified Proposals submitted in response to this RFP and recommend finalists for consideration. The Selection Committee shall evaluate all Proposals that meet the Minimum Submission Requirements. Proposals not meeting the minimum submission requirements will not be reviewed. As part of its selection process, the Selection Committee, at its sole discretion, will invite one or more Proposers to make oral presentations.

VIII. TIMELINE

The following timeline, up to and including the deadline for submitting Proposals, shall be changed only by written amendment to this RFP.

- | | |
|---|------------------------|
| • Wednesday, March 5 th , 2025 | RFP Released |
| • 4:00 PM EDT, Wednesday, March 19 th , 2025 | Deadline for Questions |
| • 4:00 PM EDT, Wednesday, March 26 th , 2025 | Responses to Questions |
| • 4:00 PM EDT, Friday, April 4 th , 2025 | Proposals Due |

The RFP will remain open for at least thirty (30) days after it is released.

IX. EVALUATION CRITERIA

Proposals will not be opened publicly. Proposers will be evaluated on the basis of their written responses to this RFP, additional written information requested by the Authority and interviews, if any. All Proposals will be evaluated using the following criteria:

1. Cost (25%)
The cost of performing the proposed scope of Work (Fee Proposal). All things being equal, the cost will be the determining factor in the selection.
2. Proposer Qualifications (20%)
Technical expertise, quantitative skill and experience of the Proposer and the staff responsible for this Work. Quality and capacity of the Proposer's systems, technology infrastructure and equipment to be used in the delivery of services. A comprehensive description of the Proposer's history inclusive of past and current contracts, list of clients, and experience within the industry.
3. Schedule (20%)
The ability to achieve completion of the specified scope in a timely and cost-efficient manner.
4. Experience-Offshore Wind (15%)
Knowledge and experience gained from working in Offshore wind projects. A list of projects undertaken within this field should be included.
5. Experience -Shore Power project management (10%)
Practical experience gained from the planning, managing and executing of projects related to the installation of shore power to vessels whilst they are docked.
6. Equal Employment Opportunity (5%)
Equal employment opportunity record as evidenced by the composition of Proposer personnel and the Proposer's affirmative action and equal employment opportunity policies and practices.
7. Quality of Proposal (5%)
Overall quality of the written Proposal, and oral presentation, if any.

Proposals submitted in response to this RFP will be evaluated based on the quality and the reasonableness of the responses for each item above. Amongst substantially equally qualified Proposers, rates and efficiency will be heavily weighted in making a selection.

Proposers must provide copies of the following required licenses, certifications and/or registrations for the proposed lead personnel for the Project that evidence that they are in good standing: State of Connecticut Professional Engineer.

X. SUBCONTRACTING OR ASSIGNMENT

In the event a Proposal proposes to subcontract some or all of the Work to be performed described in this RFP, it shall state so in its Proposal and attached for approval a list of said subcontractors and an itemization of the services to be furnished by them. Nothing contained in this RFP or the Agreement shall be construed as creating any contractual relationship between any subcontractor and the Authority. The Agreement may not be subcontracted or assigned by the selected Proposer, in whole or in part, to any subcontractor or other entity without the prior written consent of the Authority. Such consent, if granted, shall not relieve the selected Proposer of its responsibilities under the Agreement, except as otherwise expressly provided therein. The selected Proposer agrees and warrants that it will incorporate all of the terms and conditions of the Agreement, including, but not limited to, all of its exhibits and addenda, in its subcontract agreements, if any, and that any subcontractor will be subject to the same terms and conditions as the selected Proposer and that it will be bound to the selected Proposer in the same way and manner that the selected Proposer is bound to the Authority. The selected Proposer shall be fully and solely responsible for the performance of and payments to any subcontractors.

XI. CONDITIONS

Any Proposer must be willing to, and affirmatively certify to, adhere to the following conditions in its Proposal:

1. **Acceptances or Rejection by the Authority:** The Authority, in its sole and absolute discretion, reserves the following rights (without limitation of waiver):
 - a. To reject any or all Proposals.
 - b. To conduct investigations or request further information relating to the qualifications of any or all the Proposers.
 - c. To supplement, amend or cancel this RFP without notice or substitution of another such request at any time.
2. **Ownership of Proposals:** All materials submitted in connection with any Proposal are considered public information with the exception of information properly excluded pursuant to Conn. General Statutes §1-210(b) and applicable law. Following the execution of one or more contracts in connection with this RFP, Proposals will be available for review upon request. All Proposals in response to this RFP will be the sole property of each of the State and the Authority and subject to the provisions of Connecticut's Freedom of Information Act, CGS §1-200 et seq.
3. **Ownership of Subsequent Products:** Any product, whether acceptable or unacceptable, developed under the Agreement, or any other contract awarded as a result of that Agreement or this RFP will be the sole property of each of the State and the Authority unless stated otherwise in the Agreement or other contract and subject to the provisions of Connecticut's Freedom of Information Act, CGS §1-200 et seq.
4. **Stability of Proposed Prices:** Any price offerings must be valid for a period of 180 days from the due date of the Proposals.
5. **Oral Agreements:** No contract, unless it shall be in writing, executed by an authorized representative of the Authority following the obtaining of all necessary approvals and in accordance with all applicable law, shall be binding on the Authority. No oral agreement or arrangement made with the Authority or any Authority member shall be binding on the Authority.
6. **Rejection for Default or Misrepresentation:** The Authority reserves the right to reject any Proposal if any Proposer or any proposed subcontractor was or is in breach of any contract entered into with the State or the Authority, or for any misrepresentation made to the State or the Authority.
7. **State's Clerical Errors in Awards:** The Authority reserves the right to correct inaccurate awards resulting from its clerical errors.
8. **Presentation of Supporting Evidence:** Any Proposer, if requested, must be prepared to present evidence of experience, ability, service capacity, and financial standing.

9. **Changes to Proposal:** Except as otherwise permitted by the Authority, no additions or changes to a Proposal will be allowed after submittal to the Authority under the terms of this RFP.
10. **Collusion:** By responding, the Proposer implicitly states that its Proposal is not made in connection with any other Proposer submitting a separate Proposal to this RFP, and is in all respects fair and without collusion or fraud. It is further implied that the Proposer did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no member of the Authority participated directly or indirectly in the Proposer's Proposal preparation.
11. **EEO-4 Form:** The Proposal shall include a copy of the company's latest EEO-4 report as well as a copy the Proposer's equal employment policy statement.
12. **Debarment or Suspension:** Pursuant to 2 CFR Parts 180 and 1532, the Proposer shall execute and deliver a sworn statement, in the form attached hereto as **Exhibit C**, that the Proposer has not been debarred or suspended or otherwise excluded from or ineligible for participation in any Federal assistance program and that it is not listed on the government-wide exclusions in the System for Award Management (SAM) list of parties excluded from federal procurement or non-procurement programs.
13. **Anti-Lobbying:** Pursuant to 40 CFR Part 34 and 31 U.S.C. 1352, the Proposer shall execute and deliver a sworn statement, in the form attached hereto as **Exhibit D**, that the Proposer will not use any funds under the Agreement to pay any person or organization for influencing an officer or employee of any agency, a member, officer or employee of Congress in connection with the EPA Grant Agreement.

XII. NOTIFICATION OF AWARD

The Authority shall issue a Notice of Award to the selected Proposer, if any. The Notice may contain certain contingency requirements that must be satisfied within a designated period of time. Failure to comply with all provisions of the Notice of Award will disqualify that selected Proposer and the Authority, in its sole and absolute discretion, may issue a new Notice of Award to another Proposer.

EXHIBIT A
Form of Professional Services Agreement

(See Attached)

Exhibit B

IRAN CERTIFICATION

INSTRUCTIONS:

Sign and date the form, under oath, in the presence of a Commissioner of the Superior Court or Notary Public. Submit the completed form to the awarding State agency at the time of submission of your bid or Proposal (if no bid or Proposal— submit this completed form with the earliest submittal of any document to the state or quasi-public agency prior to the execution of the contract), and if there is a change in the information contained in the most recently filed certification, such person shall submit an updated certification either (i) not later than thirty (30) days after the effective date of such change or (ii) upon the submittal of any new bid or Proposal for a contract, whichever is earlier.

Check One:

- Initial Certification

- Updated Certification because of change of information contained in the most recently filed certification

IRAN CERTIFICATION:

I certify that the entity has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date. The entity makes a good faith effort to determine whether it has made such an investment described above, and if the entity makes such good faith effort it shall not be subject to the penalties of false statement pursuant to section 4-252a of the Connecticut General Statutes. A “good faith effort” for purposes of this certification includes a determination that the entity is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the State of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in this certification shall be construed to impair the ability of the Authority to pursue a breach of contract action for any violation.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Entity Name

Printed Name of Authorized Official

Signature of Authorized Official

Subscribed and acknowledged before me this ____ day of _____, 20____.

Commissioner of the Superior Court (or Notary Public)

_____ My Commission Expires

Exhibit C

DEBARMENT OR SUSPENSION CERTIFICATION

INSTRUCTIONS:

Sign and date the form, under oath, in the presence of a Commissioner of the Superior Court or Notary Public. Submit the completed form to the awarding State agency at the time of submission of your bid or Proposal (if no bid or Proposal— submit this completed form with the earliest submittal of any document to the state or quasi-public agency prior to the execution of the contract), and if there is a change in the information contained in the most recently filed certification, such person shall submit an updated certification either (i) not later than thirty (30) days after the effective date of such change or (ii) upon the submittal of any new bid or Proposal for a contract, whichever is earlier.

Check One:

- Initial Certification

- Updated Certification because of change of information contained in the most recently filed certification

DEBARMENT OR SUSPENSION CERTIFICATION:

I certify that the entity, pursuant to 2 CFR Parts 180 and 1532, has not been debarred or suspended or otherwise excluded from or ineligible for participation in any Federal assistance program and that it is not listed on the government-wide exclusions in the SAM list of parties excluded from federal procurement or non-procurement programs. Nothing in this certification shall be construed to impair the ability of the Authority to pursue a breach of contract action for any violation.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Entity Name

Printed Name of Authorized Official

Signature of Authorized Official

Subscribed and acknowledged before me this ____ day of _____, 20____.

Commissioner of the Superior Court (or Notary Public)

_____ My Commission Expires

Exhibit D

ANTI-LOBBYING CERTIFICATION

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization: _____

Street address: _____

City, State, Zip: _____

CERTIFIED BY: (type or print)

TITLE:

(signature)

(date)

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

1. Type of Federal Action: a. contract _____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application _____ b. initial award c. post-award	3. Report Type: a. initial filing _____ b. material change For material change only: Year _____ quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: _____ Prime _____ Subawardee _____ Tier _____, if Known: Congressional District, if known:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503