



DANE COUNTY
DEPARTMENT OF PUBLIC WORKS ENGINEERING
1919 ALLIANT ENERGY CENTER WAY
MADISON, WISCONSIN 53713

Request For Qualifications
Project No. 325037
MASTER PLAN & AIRPORT LAYOUT PLAN (ALP) UPDATE

Project Release Date: December 4, 2025

Deadline for Questions: December 22, 2025

Response Deadline: January 16, 2026, 2:00 pm

Responses must be submitted electronically through:

<https://procurement.opengov.com/portal/countyofdane>

Dane County Department of Public Works Engineering
Request For Qualifications No. 325037
Master Plan & Airport Layout Plan (ALP) Update

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1. Introduction

1.1. Summary

In accordance with FAA Advisory Circular 150/5100-14E and Dane County policies and procedures, Dane County is seeking Statement of Qualifications (SOQ) from qualified firms to provide services for the Master Plan & Airport Layout Plan (ALP) Update, located at the Dane County Regional Airport (MSN). The request for professional airport planning services include airport planning, forecasting, environmental evaluation, facility needs assessment, development alternatives analysis, and preparation of updated ALP documents. and will be performed under a negotiated professional services agreement.

Interested firms should have demonstrated experience in airport planning, ALP development, stakeholder coordination, and FAA-funded planning projects. An airport tour is scheduled for Friday, December 12, 2025 at 9:00 am at 4000 International Lane, Madison, WI, meeting in the Skuldt Conference Room (between Doors 1 and 2) and all questions must be submitted by Monday, December 22, 2025 at 4:00 pm. Proposals are due by Friday, January 16, 2026 at 2:00 pm.

1.2. Background

Dane County Regional Airport (MSN) is initiating a full update of its Airport Master Plan. The current Master Plan was last completed in 1993, and while the ALP was updated in 2018 to reflect airfield geometry changes, a comprehensive planning effort is now needed to address evolving operational needs and future development.

The updated Master Plan and ALP will:

1. Accurately document existing conditions,
2. Forecast future aviation demand and facility needs,
3. Identify development alternatives, and
4. Incorporate robust stakeholder engagement.

The planning process will be conducted in coordination with the Wisconsin Bureau of Aeronautics (BOA) and the Federal Aviation Administration (FAA), and will include multiple review stages by MSN, BOA, and FAA representatives.

1.3. Contact Information

Ryan Falch

Director of Planning and Development

Email: falch.ryan@msnairport.com

Phone: [\(608\) 279-0449](tel:(608)279-0449)

Department:

Public Works Engineering

1.4. Timeline

The Project specific and estimated dates and times of events are below. Some of the events have specific completion dates. In the event that the Department of Administration- Public Works Engineering Division finds it necessary to change any of the specific dates and times in the calendar of events, it will do so by issuing an



addendum to this RFQ. There may or may not be a formal notification issued for changes in the estimated dates and times.

Project Release Date	December 4, 2025
Airport Tour (Non-Mandatory)	December 12, 2025, 9:00am 4000 International Lane, Madison, WI
Question Submission Deadline	December 22, 2025, 4:00pm
Question Response Deadline	January 5, 2026, 4:00pm
Reponse Submission Deadline	January 16, 2026, 2:00pm
Interviews, if necessary	February 5, 2026 Dane County Regional Airport - 4000 International Lane, Madison, WI 53704
Interviews, if necessary	February 6, 2026 Dane County Regional Airport - 4000 International Lane, Madison, WI 53704
Notification of Intent to Award	February 6, 2026
Agreement Start Date (estimated)	August 1, 2026



2. RFQ Instructions

All questions and inquiries concerning this Request for Qualifications (RFQ) must be submitted via the County's [eProcurement Portal](#) before 4:00 pm on Monday, December 22, 2025.

Respondents are expected to raise any questions, exceptions, or additions they have concerning the RFQ document at this point in the RFQ process. If a respondent discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFQ, the respondent should immediately notify the contact person of such error and request modification or clarification of the RFQ document.

Respondents are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFQ is authorized to provide any information or respond to any question or inquiry concerning this RFQ.

For the purposes of this solicitation, the terms "Request for Proposal (RFP)" and "Request for Qualifications (RFQ)" are used interchangeably. Similarly, "Consultant", "Proposer", "Vendor", and "Firm" are considered synonymous and may be used interchangeably throughout this solicitation.

2.1. [General Solicitation Process](#)

Obtain RFQ documents from the procurement.opengov.com/portal/countyofdane web site. Soliciting company is responsible to check back regularly for Addenda.

Interested Firms are required to register at the County's [eProcurement Portal](#) to submit a Statement of Qualifications (SOQ). Registration is free.

- Register by clicking "Sign Up" at <https://procurement.opengov.com/login>.
- Create a username, password, and activate an account.
- Select project categories that your company would like to receive future solicitation notifications for.
 - Note: For projects similar to this Solicitation, a project category of 91200 [for public works projects] is assigned to it.
- Locate the solicitation by searching for the RFQ Project Number, Organization, or Proposal Title.
- Subscribe for "New Project Updates" to receive notifications about the solicitation.

Message procurementsupport@opengov.com with any questions regarding account set up.

If you need any additional information or have questions about this Request for Qualifications, please call Ryan Falch, Director of Planning and Development at (608) 279-0449 or send an email to falch.ryan@msnairport.com.

Dane County is an Equal Opportunity Employer.

2.2. [Qualifications Submission](#)

Interested firms are required to follow the steps outlined below to submit an SOQ:

- Click on "Draft Response" to submit an SOQ.
- Upload all required documents and answer all questions in Section "[Firm Questionnaire & Uploads](#)":
 - Complete the Contact Information Questionnaire
 - Complete the Addenda Questionnaire



- Complete the Question and Answer (Q&A) Questionnaire
- Complete the Fair Labor Practices Questionnaire
- Complete the Federal Provisions Questionnaire
- Complete the Disadvantaged Business Enterprise (DBE) Questionnaire
- Submit the SOQ Response Document(s) as outlined below with understanding Section “[RFQ Evaluation Criteria](#)”:
 - Documents must include all relevant and pertinent information
 - Documents must be saved in .pdf format
 - The file name should include the RFQ #, Name of company submitting the Proposal
 - *Example: "RFQ #325037_[Vendor Name]".*
- Upload SOQ in the following format:
 - Cover Page: Include the project title, firm name, mailing address, primary contact name, phone number, email address, and the date. The cover page must be signed by an authorized representative of the firm.
 - Executive Summary: Provide a brief summary highlighting the firm’s qualifications, relevant experience, and key reasons for interest in the project.
 - Table of Contents: Include an identification of material by Section and Page Number.
 - Description of Organization Experience: Describe the firm’s background and relevant experience, particularly in comprehensive airport planning. Include a list of comparable projects completed within the past five (5) years. For each project, provide:
 1. A brief description of the scope and services provided
 2. The firm’s specific role and responsibilities
 3. Client name and contact information for reference
 - Description of Project Team/Resumes: Identify the proposed project team, including any subconsultants. Provide:
 1. An organizational chart showing team structure and roles
 2. A one-page résumé for each key team member
 3. A matrix or narrative identifying which firm or individual will be responsible for each major scope item
 4. A statement of availability and current workload capacity for the next 18 months
 - Project Approach: Demonstrate your understanding of the project by outlining your proposed approach. Include:



1. A description of anticipated challenges and strategies to address them
 2. A summary of the methodology and steps your team will use to complete the work (include any innovative practices or tools)
- Schedule: Provide a high-level bar chart schedule showing the sequence, duration, and interrelationship of major tasks. Include:
 1. Key milestones and deliverables
 2. A statement confirming your ability to meet the proposed schedule
 - Upload any Supplemental Material (without exceeding page limit)
 - Complete the Designation of Confidential and Proprietary Information Questionnaire
 - Complete the Firms Limitations Questionnaire
- Confirm your SOQ is complete, complete Signature Affidavit, and select "Submit SOQ"

Each SOQ must be limited to 60 single-sided pages (or 30 double-sided pages), inclusive of all required content and optional materials.

SOQ's must be submitted electronically via the County's [eProcurement Portal](#) before 2:00 pm on Friday, January 16, 2026. Late, faxed, mailed, hand-delivered, or incomplete submissions will be rejected unless otherwise specified. Dane County is not liable for any costs incurred by respondents in replying to this RFQ.

Dane County is also requesting that firms submit up to six (6) hard-copies of their SOQ to the address below, but submission through County's [eProcurement Portal](#) will be the official response to the solicitation. Hard-copies shall be delivered to the address below, with the firm's name and the following:

MSN Airport Planning Services SOQ - 2026 Master Plan & ALP Update

Ryan Falch, PE

4000 International Lane, Madison, WI 53704

Director of Planning and Development

Falch.Ryan@msnairport.com

2.3. [Disadvantaged Business Enterprise \(DBE\) Program](#)

As of the date of this RFQ, the current federal DBE program has been suspended by the U.S. Department of Transportation pursuant to interim final rule (2025-19460 (90 FR 47969)). Following reestablishment of the federal DBE program requirement, Dane County will issue further DBE program requirements pursuant to the rule as required for contracts related to this solicitation.

Given the broad range of professional disciplines required for this project, firms are encouraged to include additional subconsultants, including DBEs, as needed—subject to approval by airport management. It is the policy of Dane County to ensure that DBEs have the maximum opportunity to participate in contracts funded in whole or in part with federal funds. All firms must take necessary and reasonable steps, in accordance with 49 CFR Part 23, to ensure that DBEs can compete for and perform work without discrimination based on race, color, national origin, disability, or gender.



2.4. Evaluation

Dane County reserves the right to accept or reject any SOQ submitted. The evaluation will be based solely on qualifications. Do not include any cost information. Any SOQ submitted with cost information will be rejected.

Dane County selection panel will review submitted SOQ and score each SOQ against the evaluation criteria for the first phase of the selection process. Firms will be ranked according to how well they meet the evaluation criteria. The selection panel will consist of up to five (5) members and up to three (3) non-scoring advisors, all of whom possess technical expertise and familiarity with the project scope.

Dane County will then select up to three (3) firms and schedule to appear before an interview panel for the second phase of the selection process. Those appearing for an interview must be prepared to discuss their approach for a high-level planning exercise tailored to MSN. The detailed instructions and exercise will be shared with the firms after the evaluation of the written RFQs. The interviews will be required to be in-person at MSN.

2.5. Award

Dane County reserves the right to negotiate an Agreement after selecting the most qualified firm. Selection is only based on the SOQ submitted and subsequent interviews.

If negotiations with the top-ranked firm are unsuccessful, Dane County reserves the right to initiate negotiations with the next highest-ranked firm.

2.6. Contracting

A sample Professional Services Agreement- Standard Terms & Conditions will be shared at a later date by Addendum.

Firms must thoroughly review and clearly state any limitations or detail any conditions Firm may have and include as part of the RFQ Submission.



3. Contract Term

The contract will be effective on the execution date indicated on the Professional Services Agreement. The contract will end at Project completion.



4. Scope of Services

The following definitions and links are used throughout the RFQ:

- **County:** Dane County
- **County Agency:** Department/Division utilizing the service or product.
- **Dane County Purchasing website:** <https://www.danepurchasing.com/>
- **Proposer/Vendor/Firm/Contractor:** a company submitting a Statement of Qualifications in response to this RFQ.

4.1. General Overview

1. The CONSULTANT shall provide professional airport planning services for the following phase:
 1. Master Plan and Airport Layout Plan (ALP) Update
2. Upon selection of the most qualified firm, a detailed scope of services and list of deliverables will be finalized during contract negotiations.
3. An assigned COUNTY Project Manager will be the CONSULTANT's contact in securing COUNTY direction and for arranging the necessary meetings with COUNTY or other County Departments and obtaining the approvals required by COUNTY.
4. The term "written" or "in writing" may be either electronic or hard copy documentation, unless otherwise stated or directed by COUNTY.
5. This project is anticipated to be funded through the FAA's Airport Improvement Program (AIP). As such, all work must comply with applicable FAA Advisory Circulars (ACs), as well as relevant federal, state, and local regulations. These include, but are not limited to:
 1. AC 150/5070-6 (Airport Master Plans)
 2. AC 150/5300-13 (Airport Design)
 3. AC 150/5300-16 (Aeronautical Surveys)
 4. AC 150/5300-17 (Remote Sensing Technologies in Airport Surveys)
 5. AC 150/5300-18 (GIS Standards for Airports)
6. All tasks must conform to the most current versions of these publications at the time of project scoping. COUNTY intends to submit a grant application to the FAA and/or BOA to support this effort. Please note that project elements, timelines, and funding are subject to change based on external factors
7. Document Review and Submittals must be in PDF file format (.pdf) using Adobe Acrobat 2020, Bluebeam Revu 21, or previous compatible version. It is recommended to minimize the pdf file size by converting files from AutoCAD or other programs rather than scanning.

Microsoft Word files (.doc) should be generated in Word 2016 or previous compatible version
Microsoft Excel files (.xls) should be generated in Excel 2016 or previous compatible version



Drawing files (.dwg) should be generated in AutoCAD 2019 or previous compatible version, and must include x-refs or base plan sheets, the Plot Style Table (ctb file) used to print drawings, and any external data from non-AutoCAD programs (e.g., Excel or Word)

Documents must be delivered to Dane County electronically via email or SharePoint, and unless noted otherwise.

4.2. Master Plan and Airport Layout Plan (ALP) Update

The selected firm will be expected to provide services typically associated with a comprehensive airport master planning process, as outlined in FAA AC 150/5070-6.

The scope of work will include, but is not limited to:

1. Inventory and Data Collection
 - Conditions Assessment
 - Airport Geographic Information Systems (AGIS) Survey
2. Aviation Activity Forecasts
 - General Aviation
 - Air Carrier
 - Cargo
 - Military
3. Environmental Considerations
 - NEPA Screening / Evaluation based on Short/Medium-Term projects
 - Archeological, Historical, and Hazardous materials assessments (airport-owned buildings)
 - PFAS management plan
 - Wetland delineations
 - Section 106 assessments (redevelopment zones)
4. Facility Requirements
 - West Ramp Planning
 1. Expansion Planning
 2. Congestion Analysis
 3. Gate marking evaluation
 - East and South Ramp Capacity Analysis and Planning
 - Terminal Area Planning and Studies (Short/Medium/Long-Term)
 - Terminal Expansion
 - Terminal Modernization



- Flight Inspection Services (FIS) Commercial / General Aviation
- Checkpoint Study – Phase 2 (Refer to next section)
- Exit Lane Technology Implementation
- In-line baggage system
- Auto-vehicle Circulation to / from Terminal Area
- Landside Parking Facilities
 - Parking demand forecasting (Refer to next section)
- Landside Traffic and Safety Analysis
 - International Lane (including curbside safety improvements)
 - International Lane / Darwin Road intersection
- Resiliency Management Plan
- Storm water Master Plan and Drainage Study
- Fuel Farm Evaluation and Capacity Planning
- Advanced Air Mobility (AAM)
- Height Limitation Zoning Ordinance
- 5. Alternatives Development and Analysis
 - Aeronautical Property Development / Redevelopment Planning (Short/Medium/Long-Term)
 - Non-Aeronautical Property Development / Redevelopment Planning (Short/Medium/Long-Term)
 - Including creation of development “information” packets
- 6. Facilities Implementation Plan
 - Capital Improvement Plan (CIP)
 - Integration of amended Noise Compatibility Plan (Refer to next section)
 - Financial Feasibility
- 7. Airport Layout Plan Update (SOP 2.0 Standards)
 - Exhibit A Update (SOP 3.0 Standards)
 - Airport property boundaries
 - Ground leases
 - Boundary survey
- 8. Public Involvement Program



- Community Outreach / Stakeholder Engagement and Coordination
 - Wisconsin Air/Army National Guard, Airline partners (Delta, United, Breeze, American, Frontier, Sun Country)
 - Tenants (e.g., Wisconsin Aviation, General and Corporate Aviation)
 - Local agencies (e.g., Chamber, Destination Marketing, City of Madison, Dane County)
 - State and Federal agencies (e.g., FAA, WisDOT / WisDNR)
 - Public (e.g., Community, Local Businesses)

4.3. Existing Data and Studies

It is the responsibility of the CONSULTANT to provide COUNTY with a data request, prior to starting Work. COUNTY will provide all available reports, record documents, etc. to selected CONSULTANT firm. Drawings and specifications will be in as-built condition. The following data will be made available:

1. Amended Part 150 Noise Compatibility Study / Plan (To be approved in 2026)
2. Checkpoint Study - Phase 1
3. Airport Parking Demand Study (Completed in 2025)
4. Environmental Impact Study (EIS) (Completed by Department of Defense)
5. PFAS Mitigation Study (Darwin Road Site – To be completed in 2026)



5. RFQ Evaluation Criteria

RFQ & Cost Proposal Response

- Proposers shall upload and submit their proposal response document(s) in PDF format to [Proposer Questionnaire & Uploads](#).
- The Proposer's RFQ Response shall be organized to comply with the question/category numbers and names as shown below.
- Review Section 2.3- Proposal Submission Requirements in the RFQ [Instructions](#) for additional clarification and document formatting.

Evaluation Criteria

- Each section references the Point Value assigned to it for evaluation purposes.

5.1. [Phase 1 - SOQ](#)

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Capability and Relevant Experience Demonstrated ability to perform all aspects of the Project, including recent experience with airport planning projects of similar scope and complexity.	0-5 Points	15 (15% of Total)
2.	Project Understanding and Approach Depth of understanding of the Project requirements, anticipated challenges, and MSN's priorities and concerns.	0-5 Points	15 (15% of Total)
3.	Key Personnel Qualifications Qualifications, experience, and availability of key personnel; professional integrity and competence; familiarity with FAA regulations, policies, and procedures.	0-5 Points	20 (20% of Total)
4.	Teaming Partners Qualifications Experience and qualifications of proposed subconsultants who will be regularly engaged on the Project.	0-5 Points	10 (10% of Total)
5.	Past Performance and Schedule Quality of previously completed projects and demonstrated ability to meet schedules and deadlines.	0-5 Points	15 (15% of Total)
6.	Interest Level of interest in the Project and familiarity with the airport and surrounding region; proximity of project team to MSN.	0-5 Points	10 (10% of Total)



7.	Community Engagement and Stakeholder Outreach Experience in public engagement, stakeholder coordination, and community outreach, including work with civic groups, local governments, agencies, media, and the public.	0-5 Points	15 <i>(15% of Total)</i>
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5.2. Phase 2 - Interviews

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Supplemental Information (Written) Ability to convey the Firm's understanding of the exercise, demonstrate relevant experience, and present a thoughtful, feasible approach to the problem.	0-5 Points	50 <i>(50% of Total)</i>
2.	Presentation and Interview (Verbal) Ability to effectively communicate the Firm's approach, provide a detailed explanation of a high-level planning exercise, and respond comprehensively and thoughtfully to questions from the evaluation panel.	0-5 Points	50 <i>(50% of Total)</i>



6. Firm Questionnaire & Uploads

6.1. Contact Information

6.1.1. *Name & Title of the person submitting the response**

*Response required

6.1.2. *Telephone Number of the person submitting the response**

*Response required

6.1.3. *Email Address of the person submitting the response**

*Response required

6.2. Addenda

6.2.1. *I have reviewed the Request for Qualifications (RFQ) and all document attachments as they pertain to this Project.**

☐ Please confirm

*Response required

6.2.2. *I understand that if any addendum is issued I will have to acknowledge the posted addendum.**

☐ Please confirm

*Response required

6.2.3. *If an addendum is posted after I have submitted my SOQ response and the resulting addendum requires action to be taken, I understand that:**

1. I will have to withdraw my SOQ response.
2. I will have to acknowledge the posted addendum.
3. I will have to take action in responding to the changes.
4. I will then have to resubmit my SOQ response.

Further instructions on addendum(a) postings can be found [here](#).

☐ Please confirm

*Response required

6.3. Question and Answer (Q&A)

6.3.1. *Firm confirms review and acknowledgment of all Questions and Answers issued.**

☐ Please confirm

*Response required

6.4. Firm's Fair Labor Practices Certification

6.4.1. *Fair Labor Practice Certification **

Has your company been found by the National Labor Relations Board ("NLRB") or the Wisconsin Employment Relations Commission ("WERC") to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed?



If **yes**, a copy of any relevant information regarding such violation is required to be uploaded with your bid submission as part of Supplemental Material.

Additional information about the NLRB and WERC can be found using the following links:

www.nlr.gov and <http://werc.wi.gov>.

☐ No, our company has NOT been found by the NLRB or the WERC to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.

☐ Yes, our company HAS been found by the NLRB or the WERC to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.

*Response required

6.5. Federal Provisions

6.5.1. *Firm acknowledges all provisions contained within Attachment A - FAA Required Provisions - AIP Solicitations Professional Services?**

☐ Yes

☐ No

*Response required

6.5.2. *Certification of Offeror/Bidder Regarding Tax Delinquency and Felony Convictions**

The firm must complete the following two certification statements. The firm must indicate its current status as it relates to tax delinquency and felony conviction by selecting yes or no. The firm agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

The firm represents that it **is not** a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

☐ Yes

☐ No

*Response required

When equals "No"

6.5.3. *If no, document upload required.**

If a firm responds no, the firm is ineligible to receive an award unless the Sponsor has received notification from the agency suspension and debarment official (SDO) that the SDO has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The firm therefore must provide information to the owner about its tax liability or conviction to the County, who will then notify the FAA Airports District Office, which will then notify the agency's SDO to facilitate completion of the required considerations before award decisions are made.

*Response required

6.5.4. *Certification of Offeror/Bidder Regarding Tax Delinquency and Felony Convictions (continued)**

The firm represents that it **is not** a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

☐ Yes

☐ No



***Response required**

When equals "No"

6.5.5. *If no, document upload required.**

If a firm responds no, the firm is ineligible to receive an award unless the Sponsor has received notification from the agency suspension and debarment official (SDO) that the SDO has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The firm therefore must provide information to the owner about its tax liability or conviction to the County, who will then notify the FAA Airports District Office, which will then notify the agency's SDO to facilitate completion of the required considerations before award decisions are made.

***Response required**

6.6. Disadvantaged Business Enterprise (DBE) Provisions

6.6.1. *Firm acknowledges DBE requirements pertaining to this Project?**

☐ Yes

☐ No

***Response required**

6.7. RFQ Response

6.7.1. *RFQ Response - Document Upload**

Upload your Statement of Qualifications (SOQ).

Please DO NOT include Cost information.

***Response required**

6.7.2. *RFQ Response - Supplemental Document Upload*

Upload any additional or required information documents that supplements this solicitation.

Please DO NOT include Cost information. Do not exceed page limit amount.

6.8. Designation of Confidential/Proprietary Information

6.8.1. *Designation of Confidential and Proprietary Information**

Please specify what information you wish to designate as confidential and proprietary. Please identify specific sections, pages, topics, and/or documents. If nothing will be designated as confidential or proprietary, type "NONE" below.

NOTE: Pricing sections cannot be designated as confidential and proprietary.

***Response required**

6.9. Firm's Limitations

6.9.1. *Respondent's Limitations**

State clearly any limitations you wish to include and detail any conditions that you may have with the Professional Services Agreement- Standard Terms & Conditions. If there are no limitations, type "NONE" below.

***Response required**

6.10. SIGNATURE AFFIDAVIT

6.10.1. *SOQ Response Signature Affidavit**



This is an electronic signature form via DocuSign that is required to be signed upon finalizing submission of SOQ.

NOTE: For detailed instructions on how to complete the forms via DocuSign, please access the help articles below:

- [How to Complete DocuSign Forms](#)
- [How to Download, Complete and Upload without DocuSign](#)

[Click here to go to the form](#)

*Response required