

**CITY OF FAIRMONT
WEST VIRGINIA**



RFQ FY17-10

**REQUEST FOR QUALIFICATIONS FOR
COMPREHENSIVE ENGINEERING SERVICES FOR
WATER, SEWER AND STORMWATER UTILITY
PROJECTS**

**RESPONSES ARE DUE:
3:00 P.M.
THURSDAY, APRIL 13, 2017**

**Paula Friend, Purchasing Coordinator
City of Fairmont
City County Complex
200 Jackson Street – Third Floor
P.O. Box 1428
Fairmont, WV 26554**



CITY OF FAIRMONT, WEST VIRGINIA
REQUEST FOR QUALIFICATIONS FOR COMPREHENSIVE ENGINEERING SERVICES
FOR WATER, SEWER AND STORMWATER UTILITY PROJECTS
RFQ FY17-10

1. INTRODUCTION

The City of Fairmont, West Virginia is currently seeking qualifications for comprehensive engineering services to be provided to its water, sewer and storm water utilities. These services include, but are not limited to: a comprehensive review and evaluation of proposed project(s); development of recommendations; development and preparation of preliminary engineering reports, which must include a feasibility analysis and opinion of probable costs; development of biddable plans and specifications; and the preparation and submission of any applications, clarifications, correspondence, reports, drawings, calculations projections, presentations, etc., required for/by applicable regulatory agencies, lenders, or others having authority over the project(s). Other services may include but not be limited to: (1) preparation of bidding and contract documents; (2) participation in the evaluation of bids received; (3) project administration; (4) construction management services; and (5) resident engineering services, including monitoring and inspection of construction and work in progress to ensure compliance with plans and specifications and regulatory requirements.

The City of Fairmont operates a potable water, sanitary sewer and storm water utility in the corporate limits of the City of Fairmont and the surrounding environs in Marion County, West Virginia. The City of Fairmont provides approximately 13,600 direct customers and ten (10) resale customers with potable water, and 9400 direct customers and five (5) wholesale customers with sanitary sewer services. The territory served by the City's storm water utility encompasses the Greater Fairmont Watershed. In providing services, it is the City of Fairmont responsibility to protect the health and welfare of its customers

The City of Fairmont is an MS-4 community which operates its storm water under a general NPDES Permit issued by West Virginia Department of Environmental Protection, and other related applicable permits.

The City of Fairmont operates its sanitary sewer utility under an NPDES Permit issued by the West Virginia Department of Environmental Protection.

The City of Fairmont operates its water utility under a permit issued by the West Virginia Bureau of Public Health and other related applicable permits.

The City of Fairmont water utility operates and maintains 280 miles of potable water transmission and distribution lines and appliances including storage facilities, booster pump stations, and pressure reducing valves (PRVs).

The City of Fairmont sanitary sewer utility operates and maintains 200 miles of gravity collection system lines and appliances including lift stations, force mains, and combined sewer overflows (CSOs).

2. PROPOSED PROJECTS

The City of Fairmont has preliminarily identified certain water, sanitary sewer and storm water projects including, but not limited to the following and related matters:

Water

- a. Rt. 250 waterline replacement at the I-79 South entrance ramp 1,400 linear feet 12" C-900 1 road crossing.
- b. Rt. 250 waterline replacement at the mall 1,200 linear feet 12" C-900.
- c. Rayford Acres waterline replacement 3,300 lf 8" C-900, 2,200 lf 6" C-900
- d. Bellview Booster station evaluation and possible replacement
- e. Scatcher Run Booster station evaluation and possible replacement
- f. New Pressure Reducing Valve for Colfax to be supplied by the water transmission main on Pinch Gut Hollow Road.
- g. Sterling Tank rehab project to evaluate painting inside and outside of the tank and evaluate any structure repairs that may be needed while still serving the existing customers during the rehab project.
- h. Evaluate the distribution system storage volume.

Sanitary Sewer

- a. Peacock sanitary sewer line replacement 700 linear feet 8" SDR 35, 10 manholes, 4 sewer tie-ins and connect 5 homes.
- b. Proposal of a new building to be constructed adjacent to the wastewater treatment plant.

Stormwater

- a. Locust Avenue project Ridgely Avenue. Evaluate the removal and replacement of 600 linear feet of 5'x4' box culvert and study the watershed to help prevent flooding in the area adjacent to Locust Avenue.
- b. The above list of projects is not deemed exhaustive, and the City of Fairmont reserves the right to include other related projects and matters as the same may be identified.

3. SCOPE OF SERVICES

Indicative of the specific services to be required for each project(s) will include:

A. Design Services:

- Undertake a comprehensive review and evaluation of proposed project(s), including the development of recommendations and preparation of preliminary engineering report(s), which must include a feasibility analysis and opinion of probable costs/project budget.
 - Conduct site surveys and field investigations deemed necessary for the design of the project and identify and define rights-of way and or properties necessary to accommodate the proposed project. If required, negotiation and acquisition with property owners shall be completed by the City.
 - Conduct meeting(s) as needed with City staff in support of proposed design and provide for the incorporation of staff comments in the preliminary design(s). Submit proposed final draft designs to the City for agency review and conduct meeting to discuss agency comments for inclusion in final design.
 - Prepare and provide a sufficient number of copies of biddable plans and specifications and related documents for proposed projects(s), including any adjustment to opinion of probable cost/project budget base on final design
 - Identify all federal, state and local permits and approvals required for the proposed project.
 - Assist with the submission of any application necessary for regulatory or funding approval.
-

B. Bidding Services:

- Prepare all necessary bid documents.
- Prepare advertisement for bid and advertise for bid.
- Attend any necessary pre-bid conference(s) and prepare and disseminate written responses to questions of potential bidders
- Prepare and disseminate any necessary addenda to bid documents.
- Attend bid opening.
- Assist the City in evaluating bid.
- Prepare construction contract and other related documents such as notice of award, etc., required for award.

C. Construction Management Services:

- Review schedules, shop drawings, and schedules of values prepared by the contractor.
- Conduct and manage any pre-construction meetings and keep minutes of such meeting. Answer, in writing, all contractor's resulting questions.
- Consider and evaluate suggestions for modifications made by the contractor and prepare all change orders and accompanying backup material.
- Review payment requests and make recommendation to the City.
- Review/verify all certificates and operation and maintenance manuals as required.
- Prepare record drawings in electronic and hard copy form.
- Administer, review and approve/disapprove, in a timely manner, shop drawings, samples, and submittals as provided by the contractor.
- Provide timely responses to request for information and clarification to contractual requirements as asked by the contractor.
- Assist the contractor in understanding the contract documents and inspect for contractor's compliance with the contract documents.
- Conduct on site construction review and inspection of the work in progress to determine contractor's compliance with the contract documents.
- Record and report unsatisfactory work to the City and notify the contractor in writing of the defective work and provide necessary corrective action.
- Observe and record the results of testing of equipment and materials.
- Conduct and manage regular construction meetings in an effort to meet schedules, keep minutes of such meetings, and develop and communicate to contractor a list of items, if any, requiring action and develop a timeline for completion of such action noted at such meeting. Provide verification of completion.
- Perform all necessary inspections, prepare checklists, and determine and report milestones including substantial completion and final completion.

The successful firm shall be required to meet all applicable City of Fairmont's Insurance Requirements as described on the Insurance and Certificate of Insurance Requirements (Edition 4/16/2015).

The successful firm shall be required to meet the bonding requirements of West Virginia Code §38-2-39 for public projects, if applicable.

The successful firm shall be required to obtain and maintain any and all applicable licenses and permits required by the State of West Virginia, the City of Fairmont, and any other regulatory governmental agency. The successful firm will be expected to pay the City of Fairmont street maintenance charge, business and occupation taxes and any and all other applicable fees and taxes.

4. MANDATORY ATTACHMENTS

Attachment A - Firm's Information Form

Attachment B – Section 0120 Bid Proposal

Attachment C - Certification of Drug Free Work Place

Attachment D - Certification of Non-discrimination

Attachment E - Proof of Ability to Satisfaction of City of Fairmont Insurance Requirements & Example Accord Certificate

The items identified above are required to be included with any responsive submittal in addition to any other documents as requested within the RFQ documents. Failure to provide the mandatory attachments will cause the firm's submittal to be rejected. The forms of Attachments A-D must be used.

5. INSTRUCTIONS

5.1 Pre-response conference.

There is NO pre-response conference scheduled for this RFQ.

5.2. Examination of response.

The submission of a response shall be deemed a representation and certification by the responder that it:

- a. Has carefully read and fully understands the information that was provided by the City.
- b. Has the capability to successfully undertake and complete the responsibilities and obligations.
- c. Represents that the information contained in the response is true and correct.
- d. Did not, in any way, collude, conspire to agree, directly or indirectly, with any person, firm or corporation or other respondent in regard to any of the terms or conditions of its proposal.

- e. Acknowledges that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by the respondent, and respondent hereby grants the City permission to make these inquiries, and to provide all related documentation in a timely manner
- f. Acknowledges the rights of the City with regard to any response as set out in Paragraph 6 RIGHTS OF THE CITY FAIRMONT of this RFQ.
- g. Acknowledges that no request for modification of the response shall be considered after its submission on grounds that the respondent was not fully informed of any fact or condition.

5.3 Questions.

Any question or requests for instruction or interpretation relating to this RFQ must be submitted by a respondent in writing and received by the City no later than **3:00 PM (EST) on Monday, March 20, 2017.** All such questions shall be addressed to:

Paula Friend, Purchasing Coordinator
City of Fairmont
200 Jackson Street – Third Floor
P.O. Box 1428
Fairmont, WV 26554
304-366-6212 ext. 310
pfriend@fairmontwv.gov

The City shall not be bound to respond to any oral questions or requests. Questions or requests received after the date and time stated above will not be acknowledged, answered or responded to.

Responses from the City to questions or requests relating to this RFQ will be communicated in writing to all known recipients of this RFQ and will be posted as an addendum on the City of Fairmont's official website at fairmontwv.gov/bids.aspx. It is the responsibility of the respondent to check the City of Fairmont's official website for any updates before submitting a proposal. Failure of any respondent to receive any addenda or interpretation shall not relieve such respondent from any obligation under their proposal as submitted.

5.4 Addenda.

Any addenda issued by the City shall be in writing, shall become a part of the RFQ, and shall be acknowledged and responded to by the respondent. Failure to acknowledge any addendum issued may result in the rejection of the proposal.

5.5 Submission of Responses.

The respondent shall submit six (6) copies of its proposal in a sealed envelope, including one (1) unbound original, which shall be clearly marked "Original", addressed as noted above, bearing the respondent's name and address and clearly marked "RFQ FY17-10: Engineering Services". All responses shall be submitted to:

Paula Friend, Purchasing Coordinator
City of Fairmont
City County Complex
200 Jackson Street – Third Floor
P.O. Box 1428
Fairmont, WV 26554

Faxes, electronic submissions or any submissions by any other media other than hard paper copies will not be accepted. All submissions shall be on sheets of paper 8 ½ X 11 inches.

Responses must be delivered no later than **3:00 PM on Thursday, April 13, 2017.** All proposals received after that date and time will be returned to the Proposer unopened.

The City of Fairmont will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver the submissions to the City of Fairmont by the given deadline.

5.6 Withdrawal of Response

A Proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as stated above by delivering to the person identified in Paragraph 3.5 a written request for withdrawal signed by, or on behalf of, the proposer.

6. RIGHTS OF THE CITY OF FAIRMONT

This RFQ does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of responses or in anticipation of a contract. The City reserves the right to:

- Make the selection(s) based on its sole discretion;
- Reject any and all responses;
- Issue subsequent Requests for Qualifications;
- Postpone opening responses for its own convenience;
- Remedy errors in the Request for Qualification process;
- Negotiate with any, all or none of the respondents;
- Waive informalities and irregularities in the responses; and/or
- Enter into an agreement with another respondent in the event any selected respondent defaults or fails to execute an agreement.

No agreement shall be binding or valid until it is approved by the City or the appropriate Utility Board and fully executed and delivered by the duly authorized representative of the City and the selected respondent.

7. RFQ TIMELINE

	<u>Date and Time</u>
RFQ Issued:	March 3, 2017 at 9:00 a.m. (EST)
Deadline for question and clarification:	March 20, 2017 at 3:00 p.m. (EST)
Final addenda (if any) to be posted online	March 24, 2017 by 3:00 p.m. (EST)
Responses must be submitted by:	April 13, 2017 at 3:00 p.m. (EST)

8. INFORMATION TO BE SUBMITTED

These guidelines govern the format and content of the response, and the approach to be used in its development and presentation. The intent of the RFQ is to encourage responses that clearly communicate the respondent's understanding of the City's requirements and need for engineering services and the respondent's ability to successfully provide same.

All responses shall address the following items. The responses must address the items in the order listed below, and shall be numbered 1 through 5 in the response document. Please include a table of contents preceding the Chapters.

Chapter 1- Expression of Interest.

This Chapter shall be an expression of interest, and should in summary provide an overview of the firm's highlights, key features and distinguishing point. A separate sheet shall include a list of individuals and contacts for this response and how to communicate with them.

Chapter 2 – Profile on the Responding Firm.

This Chapter shall include description of the firm, the firm's organizational structure, financial structure, capacity, and resources. It must include documentation that the firm has an adequate cost accounting system in place to comply with federal requirements.

A statement that the firm has not been the subject of any claim, lawsuit or litigation in the preceding five years resulting from a public project must be included. If the firm cannot provide such a statement, an explanation regarding each claim, lawsuit or litigation should be provided together with dates of each and whether it is still pending or the final outcome of same.

Evidence or proof of licensure to practice engineering in the State of West Virginia and all applicable local licenses must be provided.

Chapter 3 - Qualifications of the Firm.

This Chapter shall include a description of the respondent's qualifications and previous experience supplying similar services. Please describe and demonstrate a familiarity working with municipal utilities operations. Also, include the following information

- a. Staff Levels;
- b. Staff Expertise and Experience;
- c. Identity of those persons having a 10% or more ownership in the firm, and the identify of key individuals, employees, and managers;
- d. Identify and describe the number, title and qualifications (or provide resumes) of staff who will be assigned for the performance of services;
- e. Identify and describe at least three (3) recent examples of similar work; and
- f. Names, addresses, and telephone numbers of at least four (4) references from two of the three projects identified.

9. PROCUREMENT, REVIEW AND SELECTION PROCESS

Procurement of services shall be in accordance with West Virginia Code 5G-1-1 and applicable state and federal rules and regulations. In addition, the City of Fairmont will evaluate the proposals provided in response to this RFQ based on but not limited to the following:

- a. Quality and completeness of response;
- b. Quality of work performance as determined by information provided relative to other projects;
- c. Respondent's professional qualifications and experience, including the experience of staff, and other projects of a similar nature completed by respondent.
- d. Respondent's financial stability and length of time in business;
- e. Respondent's record with other municipalities and governmental entities;
- f. Respondent's ability to comply with all applicable rules, regulations, and laws of the State of West Virginia, the City of Fairmont, and any other regulatory governmental agency;
- g. Quality of references.

Following an initial review, City staff will rank the proposals. Meetings and interviews with proposers may be a part of the review process. All procurement of services will be in accordance with West Virginia Code 5G-1-1.

Any proposed project may be undertaken through grants from Federal and State of West Virginia funding sources. Consequently, all work will be performed in accordance with the regulations issued by all applicable federal and state agencies.

The City of Fairmont will afford full opportunity to disadvantaged business enterprises to submit an expression of interest in response to this solicitation. The City will not discriminate against any interested firm or individual on the basis of race, creed, color, sex, sexual orientation, age, national origin, gender orientation, or handicap in the contract award.

10. PUBLIC NATURE OF RESPONSE MATERIAL

Responses to this RFQ will become the exclusive property of the City of Fairmont. All materials, unless defined and labeled by the respondent as “trade secrets” or “proprietary business information” may be subject to disclosure upon request under the West Virginia Freedom of Information Act found in West Virginia Code §29B-1-1 et seq. The City shall not be liable or responsive for the disclosure of any such information.

11. WAIVER OF IRREGULARITIES AND RIGHT TO REJECT RESPONSE

The City reserves the right to waive informalities and irregularities in any response. The City reserves the right to reject any and all responses.

12. ADVERTISEMENT

This Request for Qualifications will be advertised in the Times West Virginian as a Class II legal ad on Friday, March 3, 2017 and again on Monday, March 13, 2017.

City of Fairmont RFQ FY17-10: Engineering Services

ATTACHMENT A

PROPOSER'S INFORMATION FORM

COMPANY NAME: _____

Company Address: _____

Phone: _____

Fax: _____

Email Address: _____

Contact Person (print name): _____

Title: _____

Phone: _____

Email Address: _____

Proposer, if selected, intends to carry on the business as (check one):

- Individual
- Joint Venture
- Partnership
- Corporation
- Governmental Entity

Date of Incorporation: _____

In What State? _____

City of Fairmont RFQ FY17-10: Engineering Services

PROPOSER'S ACKNOWLEDGEMENT

No proposal shall be accepted which has not been signed in ink in the appropriate space below.

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

1. If Proposer is an INDIVIDUAL, sign here:

Date: _____

Proposer's Name (print)

Proposer's Signature

2. If Proposer is PARTNERSHIP or JOINT VENTURE, at least (2) Partners or each of the Joint Venturers shall sign here:

Date: _____

Member of Partnership or Joint Venture Signature

Date: _____

Member of Partnership or Joint Venture Signature

3. If Proposer is a CORPORATION, the duly authorized officer(s) shall sign as follows:

The undersigned certify that they are respectively: (Title) _____ and (Title) _____ of the CORPORATION named below; that they are designated to sign the Proposal Cost Form by resolution (attach a certified copy, with corporate seal, if applicable, notarized as to its authenticity or Secretary's certificate of authorization) for and on behalf of the below named CORPORATION, and that they are authorized to execute same for and on behalf of said CORPORATION.

Corporation Name (type or print): _____

By: _____

Title: _____

Dated: _____

By: _____

Title: _____

Dated: _____



Request For Qualifications
RFQ FY17-10

**COMPREHENSIVE ENGINEERING SERVICES FOR
WATER, SEWER AND STORMWATER UTILITY PROJECTS**

Proposals Due: Friday, November 18, 2016 at 2:00 p.m. (EST)

ATTACHMENT B

SECTION 0120 - BID PROPOSAL

Proposal of _____ (hereinafter called "BIDDER"),
organized and existing under the laws of the State of _____ doing
business as _____*, to the CITY OF FAIRMONT, WEST
VIRGINIA (hereinafter called "OWNER").

In compliance with the Advertisement for Bids, "BIDDER" hereby proposes to provide
the CITY OF FAIRMONT in strict accordance with the CONTRACT DOCUMENTS, at
the prices stated within the proposal.

By submission of this bid, each bidder certifies, and in the case of a joint bid each party
thereto certifies as to his own organization, that this bid has been arrived at
independently, without consultation, communication, or agreement as to any matter
relating to this bid with any other bidder or with any competitor.

BIDDER acknowledges receipt of the following **ADDENDUM** (if there is not an
addendum issued during the bid process, bidder will leave this section blank):

Addendum # _____	Dated _____	Bidder to initial _____
Addendum # _____	Dated _____	Bidder to initial _____
Addendum # _____	Dated _____	Bidder to initial _____
Addendum # _____	Dated _____	Bidder to initial _____

***NOTE: Insert "a corporation", "a partnership", or "an individual" as applicable.**

Respectfully submitted:

Signature Title

Address

Phone # Date

Attest _____

(Seal – if BID is by a corporation)

ATTACHMENT C

**DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
WEST VIRGINIA CODE §21-1D-5**

STATE OF WEST VIRGINIA
COUNTY OF _____, To Wit:

I, _____, after being duly sworn, depose and state as follows:

I am an employee, principal or duly authorized agent of _____;
Company Name

and, I do hereby attest that _____ maintains
Company Name
a valid written drug free workplace policy and that such policy is in compliance with the provisions of West Virginia Code §21-1D-5.

The above statements are sworn to under penalty of false swearing.

Company Name

By: _____

Name

Title: _____

Date: _____

Taken, subscribed and sworn to before me this _____ day of _____, 2016, by

_____, _____ of
Name Title

Company Name

Notary Public

My commission expires:

ATTACHMENT D

NON-DISCRIMINATION IN WORKPLACE CONFORMANCE AFFIDAVIT

STATE OF WEST VIRGINIA
COUNTY OF _____, To Wit:

I, _____, after being duly sworn, depose and state as follows:

I am an employee, principal or duly authorized agent of _____;
Company Name

and, I do hereby attest that _____ does not
Company Name
discriminate against any employee or applicant for employment because of race, color, creed, sex, or national origin, or any other form of discrimination in hiring, placement, upgrading, transfer or demotion, recruitment, advertising, or solicitation for employment, training, rates of pay or other forms of compensation, selection for apprenticeship layoff or termination.

The above statements are sworn to under penalty of false swearing.

Company Name

By: _____
Name

Title: _____

Date: _____

Taken, subscribed and sworn to before me this _____ day of _____, 2016, by

_____, _____ of
Name Title

Company Name

Notary Public

My commission expires:

ATTACHMENT E

CITY OF FAIRMONT INSURANCE AND CERTIFICATE OF INSURANCE REQUIREMENTS Edition 04/16/15

- Prior to the commencement, proof of coverage must be approved by the City of Fairmont via a certificate of insurance. The certificate shall be signed by the authorized representative of the insurance company and include the following conditions:
- The Certificate Holder, The City of Fairmont, PO Box 1428, Fairmont, WV 26554 shall be listed as additional insured to include the City's boards and commissions.
- Defense costs are outside of my policy limits of coverage. All stated limits shall be above any and all defense costs and expenses such as law costs, fees for lawyers and investigators, and expenses for litigation, settlement, adjustment and investigation of claims and suits.
- The certificate shall contain a provision that the policy shall not be cancelled or materially changed without 30 days prior written notice to the certificate holders.
- All liability coverage shall be primary and not contributory.
- The Workers' Compensation and Employers Liability policy will contain a waiver of subrogation by the Insured and insurance company against the certificate holders (to the extent permitted by applicable state law). Employers' liability must be "broad form" and include coverage to protect certificate holders for claims brought under Section 23-4-2 of the West Virginia code.
- Indicate that the Certificate Holders have been included as additional insureds under all policies.
- All liability policies must include a waiver on the part of the insurer, by subrogation or otherwise, of all rights against the certificate holders and additional insureds.
- The certificate must identify states where coverage applies.
- Contractor may need to, if the City of Fairmont request, provide All Risk Builders Risk/Installation Floater to include rigging and moving on a completed value basis to include material on site and in transit with limits equal to the total value of the contract, and include certificate holders as additional insured, when the materials purchased for the City of Fairmont are included in this contract.
- Maximum deductible \$5,000 on any insurance policy, deductible cost is to be borne by the contractor.
- Maximum self-insurance amount \$5,000 on any insurance policy, self-insurance amount to be borne by the contractor.
- The insurer or its agent, upon written request, will provide evidence of additional coverage as required by certificate holders.
- All companies must have a Financial Rating of "A" or better rating by A. M. Best & Company and be admitted carrier by State of West Virginia.
- All liability forms are to be occurrence basis, with Comprehensive General Liability or Commercial Liability to include Bodily Injury and Property Damage, including Contractors Liability, Completed Operations; Products Liability, Broad Form Property Damage, Explosion, Collapse, Underground Hazard, Personal Injury, Coverage for all losses, expenses and damages due to interruption of production, distribution and/or sale of potable water by the City of Fairmont including loss of use and any and all incidental and consequential losses, including financial losses and expenses, and Coverage for environmental impairment and pollution, including sudden and accidental pollution losses.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/23/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER INSURANCE AGENCY	CONTACT NAME:		
	PHONE (AC, No. Ext):	FAX (AC, No):	
E-MAIL ADDRESS:			
INSURED CONTRACTOR	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES **CERTIFICATE NUMBER: CL1541605115** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD/SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		for any owned auto If no owned auto then Hired/Non-owned			COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
<input checked="" type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A			Includes Broad Form <input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-FR E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER City of Fairmont PO Box 1428 Fairmont, WV 26555	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE