



## **REQUEST FOR QUALIFICATIONS**

**RFQ # 354-UT25-24**

**Project Title: On-Call Soil & Material Testing Services**

**Issue Date: November 8th, 2024**

**Due Date: December 12th at 4:30 pm ET**

**Issuing Department: Utilities**

**Direct all inquiries concerning this RFQ to:**

Crystal Penton, P.E.

Project Manager

Email: [crystal.penton@carync.gov](mailto:crystal.penton@carync.gov)

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# 1 INTRODUCTION

## 1.1 Purpose

The Town of Cary is seeking one or more qualified firm(s) with which to contract for the following services:

Professional engineering services, including, but not limited to, soil and material testing services. Services may include testing and inspection services within the proposed project limits of various construction projects in the planning, design, preconstruction, or construction phase.

Services will be provided through an On-Call Master Agreement with task orders utilized for individual project needs. The Agreement shall have an initial term of three (3) years, at the end of which, Cary will have the option, at its sole discretion, to renew the Agreement on the same terms and conditions for up to a total of two (2) additional one-year terms.

A detailed scope of services is provided in Section 4 of this solicitation. Information related to this solicitation, including any addenda, will be posted to the North Carolina electronic Vendor Portal (eVP) at <https://evp.nc.gov/solicitations/>.

## 1.2 Background

The professional engineering services will be on an on-call and as-needed basis. Anticipated projects designated as suitable for this on-call services contract will have an anticipated engineering cost of up to \$300,000. Task orders will be executed for projects with a not to exceed basis of payment. Task orders will be funded through existing Town projects.

The Town has no obligation to provide selected consultant(s) with any work hereunder and does not guarantee the issuance of any minimum number of Task Orders under this the awarded Master Agreement. Selected Consultants that do not meet the Town's performance expectations, routinely decline opportunities to participate in projects offered through the On-Call program, or lose significant internal expertise submitted with their original RFQ response may not be provided the opportunity to work under future task orders.

## 1.3 RFQ Timeline

Provided below is a list of the anticipated schedule of events related to this solicitation. The Town of Cary reserves the right to modify and/or adjust this schedule to meet the needs of the project. All times shown are Eastern Time (ET):

RFQ Process	Date and time
RFQ Advertisement Date	November 8, 2024
Deadline for written questions	November 27, 2024
Town Response to Questions (anticipated)	December 6th, 2024
<b>Submittal Due Date and Time</b>	<b>December 12th, 2024, 4:30 PM</b>

#### 1.4 **Questions**

Requests for clarification and questions to this RFQ must be received by the Town not later than the date shown above in Section 1.3, entitled “RFQ Timeline”, for the submittal of written inquires. The Town will not entertain any further questions after the due date. All questions related to this solicitation must be submitted in writing (via email) to the following individual:

Contact Name	Email Address
Crystal Penton, PE	crystal.penton@carync.gov

Indicate “**RFQ #354-UT25-24– Questions**” in the subject of the email. Questions submitted via telephone will not be answered.

The Town shall issue addenda reflecting questions and answers to this RFQ, if any, which shall be posted to the [NC eVP website](#). No information, instruction or advice provided orally or informally by any Town personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Respondents shall be entitled to rely *only* on written material contained in an Addendum to this RFQ.

**It is important that all Respondents submitting to this RFQ periodically check the NC eVP website for any Addenda. It is the Respondent’s responsibility to ensure that all addenda have been reviewed and, if required, signed and returned.**

#### 1.5 **Submittal Requirements and Contact Information**

Electronic responses ONLY will be accepted through the NC eVP website. Interested parties must be logged in to submit proposals electronically. Registration information is available at [NC Electronic Vendor Portal \(eVP\)](#). Proposals must be clearly marked with name of the submitting company, the RFQ number and RFQ title (**Company Name 354-UT25-24 On-Call Soils & Materials Testing Services**).

Proposers must submit one (1) electronic version, submitted as a viewable and printable Adobe Portable Document File (PDF), on or before the submittal due date and time provided in Section 1.3. Submissions that do not comply with the stated submission method will be deemed non-responsive.

Cary reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest. Any requirements in the RFQ that cannot be met must be indicated in the proposal. Proposers must respond to the entire Request for Qualifications (RFQ). An incomplete proposal may be eliminated from consideration at the discretion of Cary.

It is the responsibility of the Firm to ensure that their response arrives at the designated location specified in this Section by the due date and time specified in Section 1.3 RFQ Timeline.

#### 1.6 **Rights to Submitted Material**

All proposals and supporting materials, as well as correspondence relating to this RFQ, shall become the property of the Town. The content of all submittals will be held confidential until the selection of the firm is made. Proposals will be reviewed by the

Evaluation Team, as well as other Town staff and members of the general public who submit public record requests. Any proprietary data must be clearly marked. In submitting a Proposal, each Prospective Proposer agrees that the Town may reveal any trade secret materials contained in such response to all Town staff and Town officials involved in the selection process and to any outside consultant or other third party who serves on the Evaluation Team or who is hired by the Town to assist in the selection process. Proposals marked entirely as “confidential”, “proprietary”, or “trade secret” will be considered non-responsive and will be removed from the evaluation process.

### **1.7 Communications**

All communications of any nature regarding this RFQ with any Town staff, elected Town officials, evaluation committee members are strictly forbidden from the time the solicitation is publicly posted until award. Questions must be submitted in writing to the individual designated in Section 1.5 prior to the deadline provided in Section 1.3.

Violation of this provision may result in the Firm’s proposal being removed from consideration.

### **1.8 Lobbying**

By responding to this solicitation, the Firm certifies that it has not and will not pay any person or firm to influence or attempt to influence an officer or employee of the Town or the State of North Carolina, or any elected official in connection with obtaining a contract as a result of this RFQ.

### **1.9 Gifts and Favors**

Contractor shall become aware of and comply with laws related to gifts and favors, conflicts of interest and the like, including N.C.G.S. §14-234, N.C.G.S. §133-1, and N.C.G.S. §133-32

### **1.10 Proposer Expenses**

The Town of Cary will not be responsible for any expenses incurred by any Firm in the development of a response to this Request for Qualifications or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Town of Cary and/or its representatives. Further, the Town of Cary shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Firm even if the awarding authority for each entity has formally accepted a recommendation.

### **1.11 Proposer Acceptance**

Submission of any proposal indicates a Proposer’s acceptance of the conditions contained in this RFQ. The Town of Cary has the sole discretion and reserves the right to cancel this RFQ, and to reject any and all proposals, to waive any and all informalities and/or irregularities, if it is deemed to be in the Town’s best interests to do so. The Town of Cary reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Firms if it is deemed in the Town of Cary’s best interest. Moreover, the Town of Cary reserves the right to make no selection if proposals are deemed not in the best interest of the Town of Cary.

## 2 QUALIFICATIONS PACKAGE

Responses must follow the format outlined below. The Town may reject as non-responsive at its sole discretion any submittal that does not provide complete and/or adequate responses or departs in any substantial way from the required format. Total proposal length shall be limited to twenty-five (25) total .pdf pages. The forms in the appendix do not count toward the page limit.

### 2.1 **Request for Qualifications Required Document Format**

Responses should be divided using tabs to separate each section, listed sequentially as follows:

#### **Section 1: Cover Letter**

Provide an introduction letter summarizing the unique qualifications of your Firm to meet the needs of this project. This letter should be presented on the Firm's official letterhead and signed by an authorized representative who has the authority to enter into a contract with the Town on behalf of the Firm. Include the name, title, address, telephone and email address of the individual who serves as the point of contact for this solicitation.

#### **Section 2: Corporate Background and Experience**

Include background information on the Firm and provide detailed information regarding the Firm's experience with similar projects. Provide a list of all similar contracts performed in the past five (5) years, accompanied by at least five (5) references, including contact persons, firm, telephone number and email address.

Include the total amount invoiced for each listed project, the length of the project, and list of personnel involved in the project who are also proposed for the subject project named in this solicitation. Failure to provide a list of all similar contracts in the specified period may result in the rejection of the Firm's proposal. The evaluation team reserves the right to contact any or all listed references, and to contact other public entities regarding past performance on similar projects.

#### **Section 3: Project Understanding, Approach and Schedule**

Provide a comprehensive narrative, outline, and/or graph demonstrating the Firm's understanding and approach to accomplishing the tasks outlined in the Scope of Work section of this RFQ. A description of each task and deliverable and the schedule for accomplishing each shall be included.

#### **Section 4: Team Firm, Experience and Certifications/Qualifications**

This section must include the proposed staffing, deployment and firm of personnel to be assigned to this project. The Proposer shall provide information as to the qualifications and experience of all managerial, professional, and field staff to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. A project-specific firm chart which clearly illustrates the roles, responsibilities, and the reporting relationships of each team member should be included.

## **2.2 Hourly Rates**

This solicitation is being issued in accordance with NCGS 143-64.31, otherwise known as the Mini-Brooks Act, and therefore price cannot and will not be a determining factor in the selection of the successful contractor. One copy of the hourly rates for all proposed project personnel should be uploaded as a separate file using the same naming format described in Section 1.6 (**Company Name RFQ 354-UT25-24 Hourly Rates**).

## **2.3 Qualifications Package Documents**

This RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference.

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### **3 PROPOSAL EVALUATION**

#### **3.1 Evaluation Criteria**

This is not a bid. There will not be a public opening. Proposals will be evaluated based solely on the following criteria:

- Corporate Background and Experience
- Project Understanding, Approach and Schedule
- Team Experience and Certifications/Qualifications

#### **3.2 Final Selection**

Proposals will be reviewed after opening and will be ranked in order of choice, at which point contract negotiations will begin with the most qualified firm. If negotiations are unsuccessful, the Town will then pursue negotiations with the next most qualified firm.

The Town shall not be bound or in any way obligated until both parties have executed a contract. The Town also reserves the right to delay the award of a contract or to not award a contract.

The general conditions and specifications of the RFQ, including the Contractor's fee proposal, and/or written correspondence applicable to the RFQ, may become part of the contract documents. Failure of the awarded Contractor to perform as represented may result in contract cancellation.

#### **3.3 Notice to Proposers**

It shall be the Proposer's responsibility to read the Instructions, all relevant exhibits and attachments, and any other components made a part of this RFQ, and to comply with all requirements and specifications provided herein. Proposers are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFQ.

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## 4 SCOPE OF SERVICES

Awarded Contractor shall provide services, all as set forth in this RFQ and more particularly described in this Section 4.

The specific Scope of Services are described in this section. The selected Professional(s) shall confirm their ability to provide all the following scope of services as part of their Proposal.

### **Soils and Foundations:**

- Perform testing of foundation excavations to verify design bearing pressure.
- Perform density testing on-site to verify necessary compaction has been obtained for fill material, subgrade, and pipe crossings in accordance with AASHTO T99 and Town of Cary Standards and Specifications.
- Provide proof-rolling observations for excavated areas of construction as needed after sub-grade elevation has been attained. Identify area of unsuitable soils, recommend remediation, and establish/verify limits and depths where unsuitable soils have been removed. Verify that all unsuitable soils have been removed and replacement material has been properly installed and compacted. Prepare memos identifying quantity of undercut excavation measured at each location.
- Perform soil boring for soil type identification and rock.
- Identify ground water presence and correction action recommendations if necessary.
- Attend weekly and/or monthly coordination meetings as needed as the project progresses.
- Other related geotechnical and construction testing services as may arise during construction.

### **Concrete and Masonry:**

- Provide concrete and grout material sampling and testing (slump, air content, temperature tests, compression tests, etc.) to ensure compliance of materials and placement methods with contract documents.

### **Asphalt:**

- Collect core samples of asphalt to ensure compliance with required thickness and density stated in the contract documents.
- Perform Quality Assurance testing of Superpave and Non-Superpave Asphalts
- Perform nuclear and non-nuclear density testing on asphalt pavements as directed using NCDOT Pavement Density Quality Management System (QMS) testing procedures.

### **Planning and Design Services:**

- Perform existing pavement and subgrade evaluations and recommend pavement repair/replacement designs to include (but not limited to) traditional reconstruction or Full Depth Reclamation (FDR).

### **Special Inspections:**

- Water Tank Observation – Perform visual inspection of exterior and visible interior wet portions of the tank for coating, sanitary, and visible operational concerns. Prepare a report summarizing visual observations, including photos and recommendations for future work.
- Water Tank Washout and Disinfection:
  - Perform general observation of the tank construction and coating system.
  - Measure coating dry film thickness in accordance with Society for Protective Coatings, “Measurement of Dry Film Thickness” (SSPC-PA 2).
  - Measure coating adhesion by “Tape Test” in accordance with ASTM Standard (D 3359).
  - Test exterior and interior coating system for lead.
  - Document visible metal loss
  - Pressure wash accessible interior surfaces to remove sediments from the tank.
  - Following tank clean out, interior surfaces will be disinfected per AWWA Chlorination Method 2.
  - Prepare a report summarizing visual observations, including photos and recommendations for future work
- Building and Fire Special Inspections – Provide in accordance with ASTM E329 and North Carolina State Building Code, Chapter 17.

### **General Requirements and Deliverables:**

- Provide all necessary equipment and support personnel, including surveying capability, to secure the data in the prescribed format appropriate to the associated quality level.
- Professional shall provide all traffic control and maintenance required to perform the work. Traffic control and maintenance shall be performed in accordance with Federal Highway Administration’s Manual of Uniform Traffic Control Devices (MUTCD), the North Carolina supplement thereto as prepared by the North Carolina Department of Transportation (NCDOT), and the requirements of the jurisdiction having authority. Professional shall notify the Town of Cary Traffic Management Center and Public Works Department in advance of lane closures.
- Professional shall obtain all necessary permits from the NCDOT and/or local jurisdictions prior to commencing work within the public rights-of-way. Copies of such permits shall be provided to the Town of Cary. Any permit fees shall be a reimbursable cost included in the Professional’s invoice to the Town.
- For any work required on private property, Professional shall obtain written permission from the property owner for the Professional and the Town of Cary to enter the premises.
- All work shall be performed in accordance with appropriate and applicable standards.
- All technical memoranda, reports, and certifications shall be submitted in electronic form to the Town in read-only MS-Windows compatible format (including both .pdf and HTML formats).
- Work to be performed will be authorized by task orders issued by the Town of Cary specific to the applicable project, and shall be invoiced accordingly, such that it

can be tied to a specific Town of Cary project. The contract will not guarantee the amount of work, if any, available under the contract.

- The Town of Cary requires that all work conducted for and on behalf of its residents be performed in a courteous and professional manner and that the rights and needs of the residents be recognized at all times. Adherence to this philosophy may be a factor in determining the quantity of work to be performed by the Professional.

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## 5 EXECUTION OF PROPOSAL

By submitting this proposal, the potential contractor certifies the following:

- This proposal is signed by an authorized representative of the Firm.
- The potential contractor has read and understands the conditions set forth in this RFQ to include any addenda and all attached exhibits and agrees to them with no exceptions.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# APPENDIX I

## References

Offeror **must** supply at least (5) five Governmental Agency or Private Company references for which soil and material testing services have been performed during the past (5) five years. Offerors are cautioned to provide accurate reference information. References will be checked during evaluation period.

**OFFEROR:**

\_\_\_\_\_

**CITY, STATE, ZIP:**

\_\_\_\_\_

**Reference #1**

**Agency or Firm Name:** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ **Fax Number:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Reference #2**

**Agency or Firm Name:** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ **Fax Number:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Reference #3**

**Agency or Firm Name:** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ **Fax Number:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Reference #4**

**Agency or Firm Name:** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ **Fax Number:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Reference #5**

**Agency or Firm Name:** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ **Fax Number:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

## APPENDIX II

### Hourly Rate Schedule

Awarded Contractor shall perform the services to be performed as set forth in this RFQ and more particularly described in Section 4 utilizing the following hourly rate schedule below.

Description	Rate
<b>Engineering/Professional Services</b>	
Principal Engineer	/hour
Senior Engineer	/hour
Staff Engineer/Professional Engineer	/hour
Field Engineer	/hour
Senior Geotechnical Engineer	/hour
Geotechnical Staff Engineer	/hour
Geotechnical Field Engineer	/hour
Senior Project Manager	/hour
Project Manager	/hour
Senior Inspector	/hour
Inspector	/hour
Steel Inspector	/hour
Senior Engineering Technician	/hour
QMS Certified Technician	/hour
Engineering Technician	/hour
Engineering Aide/Drafter	/hour
Administrative/Clerical/Secretarial	/hour
Nuclear Moisture Density Gauge	/day
Mileage	/mile
<b>Laboratory Services</b>	
<b>Soil Testing</b>	
Moisture Content Determination (ASTM D2216)	each
Specific Gravity of Soils (ASTM D854)	each
Soils Classification for Engineering Purposes - USCS (ASTM D2487)	each
Soils Visual Description and Identification (ASTM D2488)	each
Wash #200 Sieve Analysis (ASTM D1140)	each
Particle Size Analysis – Wash #200 Sieve (ASTM D6913)	each
Particle Size Analysis – Coarse Aggregate	each
Particle Size Analysis with Hydrometer Analysis (ASTM D7928)	each
Atterberg Limits Test (ASTM D4318)	each
Moisture Density Relationship of Soils	
Standard Proctor (ASTM D698)	each

Modified Proctor (ASTM D1557)	each
Aggregate Base Course Stone Proctor (AASHTO T-180)	each
Moisture Content of Soil and Rock (ASTM D4643)	each
Moisture-Density (Unit Weight) Relations of Soil-Cement Mixtures (ASTM D558)	each
Soil Cement Compression Test – Cylinder (ASTM D1633)	each
California Bearing Ration (ASTM D1883)	each
In Place Density Testing	
Per Nuclear Method (ASTM D6938)	each
Per Sand Cone Method (ASTM D1556)	each
Per Drive-Cylinder Method (ASTM D2937)	each
Per Dynamic Cone Penetration (ASTM STP399)	each
Refraction Microtremor (ReMi) Testing	each
Seismic Refraction Testing (ASTM D5777)	each
<b>Concrete Testing</b>	
Compression Test – Cylinder (ASTM C39)	each
Compressive Strength – Cube (ASTM C109)	each
Compressive Strength – Grout Prism (ASTM C1019)	each
Compressive Strength – Core Specimen (ASTM C42)	each
Compressive Strength – Flexural Beam, Modulus of Rupture (ASTM C78)	each
Compressive Strength – Blocks (ASTM C140)	each
Windsor Probe Testing (In-place test) (ASTM C803)	each
<b>Asphalt Testing</b>	
Asphalt Core Specific Gravity (ASTM D2726)	each
Asphalt Extraction Gradation (ASTM D2172)	each
Dynamic Cone Penetration in Pavement (ASTM D6951)	each
<b>Drilling and Subsurface Investigation</b>	
Mobilization and Transportation of Drill Rig and Crew	each
Drill Rig and Crew – Hourly and/or Daily Rate	/hour
Mileage (Drill Rig)	/mile
Diamond Bit Core Usage	each
Soil Test Borings, with SPT at 5-foot intervals (ASTM D1586), per foot	
Soil Test Boring (N<50)	/foot
Soil Test Boring (N>50)	/foot
Auger Borings, with sampling, per foot (ASTM D1452)	/foot
Auger Borings, with no sampling, per foot	/foot
Difficult/Additional Move Time (hours)	/hour
Boxing/Bagging of Samples	each
Undisturbed Samples	
Standard Shelby Tube (3”), per tube	/tube
Piston Shelby Tube (3”), per tube	/tube
Rock Coring	
Installation of Casing, per foot	/foot

Reaming of Casing, per foot	/foot
Rock Coring	/foot
Boxing of Core Samples	/core
Obtaining Water, per hour	/hour
Unconfined Compressive Strength, per core	/core
Indirect Tensile Strength, per core	/core
Cerchar Abrasivity Index, per core	/core
Thin Section Petrographic Analysis, per core	/core
Additional Split Spoon Samples	each
PVC Piezometer	/foot
Shelby Tube Sampling (Thin-walled)	each
Dilatometer Testing (ASTM D6635)	each
Pressuremeter Testing (ASTM D4719)	each
Traffic Control	/hour
Surveying – Hourly and/or Daily Rate	/hour
Bore Hole Patching – Concrete/Asphalt	each
Bore Hole Abandonment	each
<b>Planning and Design Services</b>	
Existing Pavement and Subgrade Evaluation – Hourly and/or Daily Rate	/hour
Pavement Design Recommendation Report	/hour
Full Depth Reclamation (FDR) Design/Specification Development	/hour
<b>Special Inspections</b>	
Water Tank Observation	each
Water Tank Washout and Disinfection	each
Piles, Piers and Special Foundations – Hourly and/or Daily Rate	/hour
Retaining Walls (exceeding 5 feet) – Hourly and/or Daily Rate	/hour
Smoke Control and Exhaust Systems - Hourly and/or Daily Rate	/hour
Sprayed Fire Resistance Materials	
Test Thickness and Density of Sprayed Fire-Resistive Material Applied to Structural Members (ASTM E605)	each
Test for Cohesion/Adhesion Bond Strength of Sprayed Fire Resistive Materials Applied to Structural Members (ASTM E736)	each
Mastic and Intumescent Fire-Resistant Coatings - Hourly and/or Daily Rate	/hour
Exterior Insulation and Finish Systems - Hourly and/or Daily Rate	/hour
Seismic Force Resistant Systems - Hourly and/or Daily Rate	/hour
Water Resistive Barrier Coatings - Hourly and/or Daily Rate	/hour

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signed by: \_\_\_\_\_

Title of Signer: \_\_\_\_\_