

PDF

PUBLIC BIDDING COMMISSION OF CHICAGO (PBC)  
PROFESSIONAL CONSULTANT  
CHANGE IN SCOPE OF SERVICE  
AMENDMENT NO. 1

Project Name: Police District Station 7 Date: May 8, 2007 (Board Approval)

Project Location: 1400 W. 63<sup>rd</sup> Street

Project Number: \_\_\_\_\_

Owner Agency: City of Chicago Police Department

Agreement PS Number: PS1028-\_\_\_\_\_

(not required – required for user-directed changes)

Owner Agency Signature, Title & Date

Project Services: Owner's Representative (OR)

Authorized Commission Representative:  
Ray Giderof

This change, when signed by the Consultant, approved by the Board, and duly executed by the PBC, constitutes Amendment No. 1 to the Agreement referenced above. All other terms and conditions remain unchanged.

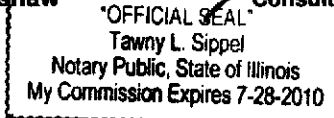
Consultant Name: Bradshaw Construction & Management, Inc.

Phone Number: (708) 283-2200

Contact Name: John Bradshaw

*John Bradshaw* (5-10-07)  
Consultant Signature, Title & Date

County of Will



Subscribed and sworn to before me

State of IL (Seal of Notary)

this 10<sup>th</sup> day of MAY, 2007

Notary Public *Tawny Sippel*

My commission expires 7-28-2010

**CHANGE IN SCOPE OF SERVICE:**

There OR will secure and oversee the Commissioning Services, and Material Testing & Inspection Services for the duration of the project.

**COMPENSATION**

The Consultant's compensation is increased by:

Commissioning Services – Lump Sum \$99,931.00

Material Testing & Inspection Services – Lump Sum \$87,214.00

Budget Code:

**TOTAL: \$187,145.00**

- 1. The circumstances necessitating this change were not reasonably foreseeable when the Agreement was signed, or
- 2. The change is germane to the original Agreement as signed, or
- 3. The change is in the best interest of the PBC and authorized by laws.

**APPROVAL**

*[Signature]*  
Authorized Commission Representative

*[Signature]* 5/17/07  
Date Managing Architect

*[Signature]* 5/17/07  
Date

*[Signature]*  
Director of Construction

*[Signature]* 5/17/07  
Date Director of Procurement

*[Signature]* 5/17/07  
Date

*[Signature]*  
Executive Director

*[Signature]* 5/17/07  
Date Secretary of the PBC (If Required)

*[Signature]* 5/18/07  
Date

*[Signature]*  
Chairman of the PBC (If Required) Date



**AMENDMENT SUBMITTAL FORM**

<b>DATE SUBMITTED:</b>	<b>April 20, 2007</b>
<b>TO:</b>	<b>M. Witry, L. Suera, and C. Seay</b>
<b>FROM:</b>	<b>R. Giderof</b>
<b>AMENDMENT FOR BOARD MEETING DATE:</b>	<b>May 8, 2007</b>

<b>PROJECT</b>	<b>CONSULTANT (Indicate AOR, OR, etc.)</b>	<b>PS NO.</b>	<b>REASON FOR PROPOSED AMENDMENT</b>	<b>AMOUNT OF THIS AMENDMENT</b>	<b>TERM EXTENSION (If Required)</b>
PD #7	Bradshaw	PS #1028	1. Add Commissioning Services.	1. \$99,931.00	1. None
			2. Add Material Testing and Inspection Services.	2. \$87,214.00	2. None

**Please be sure to provide Mary Pat Witry and Cedric Seay with a copy of the Amendment Proposal.**

**NOTE:**

These services were not included in Bradshaw's original scope of work. The Not-To-Exceed Budget Amounts for the above services are within the overall established Project Budget. Attached is a copy of the Project Budget, for reference.

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*For Administrative Use*

- |                                      |                       |                    |            |
|--------------------------------------|-----------------------|--------------------|------------|
| 1. Original Proposal(s) Attached:    | _____ No              | _____ <b>X</b> Yes | _____ Date |
| 2. Date Received (Commissioning):    | <u>April 20, 2007</u> |                    |            |
| 3. Date Received (Material Testing): | <u>April 20, 2007</u> |                    |            |
| 4. Original Consultant's Fee         | <u>\$539,623.00</u>   |                    |            |
| 5. Previously Approved Amendments    | <u>None</u>           |                    |            |

**From:** Ray Giderof  
**To:** Seay, Cedric  
**Date:** 4/20/2007 12:00 PM  
**Subject:** PD #7 - Amendment #1 for Bradshaw (PS #1028)  
**Attachments:** 04.20.07.PD.7.Bradshaw.Amendment.1.pdf; 04.20.07.PD.7.Bradshaw.Commissioning.Recommendation.pdf; Commissioning.Proposal.pdf; 04.20.07.PD.7.Bradshaw.Material.Testing.Inspection.Recommendation.pdf; Material.Testing.Inspection.Proposal.pdf; 03.29.07.PD.7.FINAL.Project.Budget.pdf

**CC:** BELINDA LATHAM; Mary Pat Witry; Suera, Lisa  
Cedric:

Attached is the back-up documentation for Amendment #1 for Bradshaw, for your use.

Thanks, Ray

# BRADSHAW

Construction & Management, Inc.

April 20, 2007

Ramon Giderof  
Portfolio Manager  
Public Building Commission of Chicago  
Richard J. Daley Center, Room #200  
50 West Washington Street  
Chicago, IL 60602

Re: 7<sup>th</sup> District Police Station - Material Testing Proposal from ECS Illinois LLC

Dear Mr. Giderof:

Bradshaw Construction & Management Inc. requests the PBC's approval to employ the consultant firm ECS Illinois LLC, to provide Material Observation and Testing Services during construction of the 7<sup>th</sup> District Police Station. The total Not-To-Exceed budget for this scope of work is \$87,214.00. Attached is a copy of ECS' proposal dated March 14, 2007. Additionally, Bradshaw recommends that a separate contingency amount of \$25,000 be established for any additionally services that may be required.

Listed below is a summary of costs:

Material Observation and Testing	\$53,994.00
Curtain Wall System Testing	\$ 7,000.00
Bradshaw's 2% Mark Up	<u>\$ 1,220.00</u>
<b>Subtotal:</b>	<b>\$62,214.00</b>
Contingency Amount	\$ 25,000.00
<b>Total Not-to-Exceed Budget:</b>	<b>\$ 87,214.00</b>

Bradshaw Construction & Management Inc. recommends the PBC's approval of ECS Illinois LLC based on Project Scope of Services for this project. ECS Illinois LLC has worked on different PBC projects.

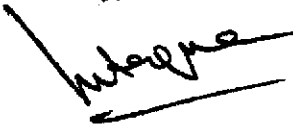
ECS Illinois LLC has the available resources and knowledge to perform the work required by the project specification.

**BRADSHAW**

Construction & Management Inc.

Should you have any questions, or need further information, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Khan", is written over a horizontal line. A second horizontal line is drawn below the signature.

**Mike Khan**  
Project Manager/PBCC Owner's Rep.  
Bradshaw Construction & Management Inc.

CC: (1) VOA & Associates, (2) R.M.Chin & Associates Inc.

# BRADSHAW

Construction & Management, Inc.

April 20, 2007

Ramon Giderof  
Portfolio Manager  
Public Building Commission of Chicago  
Richard J. Daley Center, Room #200  
50 West Washington Street  
Chicago, IL 60602

**Re: 7<sup>th</sup> District Police Station – Commissioning Services Proposal from E-Cube, Inc.**

Dear Mr. Giderof:

Bradshaw Construction & Management Inc. (Bradshaw) requests the PBC's approval to employ the consultant firm E-Cube, Inc. (E-Cube) to provide Commissioning Services for the new 7<sup>th</sup> District Police Station. The total Not-To-Exceed budget for this scope is \$99,931.00. Attached is a copy of E-Cube's proposal dated February 2, 2007. Additionally, Bradshaw recommends that a separate contingency amount of \$9,500 be established for any additional services that may be required.

Listed below is a summary of costs:

Commissioning Design & Construction	\$88,658.00
Bradshaw's Mark Up @2%	<u>\$ 1,773.00</u>
<b>Subtotal:</b>	<b>\$90,431.00</b>
 Contingency Amount	 <u>\$ 9,500.00</u>
<b>Total Not to Exceed Budget:</b>	<b>\$99,931.00</b>

Bradshaw Construction & Management Inc. recommends the PBC's approval of E Cube, Inc. based on the Owner's desire to obtain LEED Certification for this project and the related commissioning requirement. E-Cube Inc. has worked on Kennedy King College, District 9 Police Station & Chicago Public Schools.

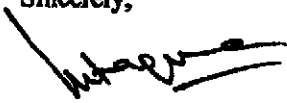
# BRADSHAW

Construction & Management, Inc.

E-Cube Inc. has the available resources and knowledge to perform the work required by the project commissioning RFP.

Should you have any questions, or need further information, please feel free to contact me.

Sincerely,



Mike Khan  
Project Manager/PBCC Owner's Rep.  
Bradshaw Construction & Management Inc.

CC: (1) VOA & Associates, (2) R.M.Chin & Associates Inc.

A3.

Amendment	Project	Consultant	Reason for the Proposed Amendment	Amount of the Proposed Amendment	Consultant's Fee Including the Proposed Amendment Fee	Current Cost of Construction (including approved change orders)	Consultant's Fee including the Proposed Amendment Fee as a % of the Current Cost of Construction
1	7th District Police Station	VOA Architects (PS 623 - A5) AOR	<p>This amendment represents PBC-requested additional services in the amount of \$125,160.00 for the Architect of Record to provide the following design services:</p> <ol style="list-style-type: none"> <li>1. As a result of the prototype design review in August 2008, the AOR will provide design and engineering services related to program revisions, preparations of Furniture, Fixtures, and Equipment specifications and standards and telecommunications tower study - \$50,000.00;</li> <li>2. Additional design and engineering services related to Telecom Program Changes - \$39,220.00;</li> <li>3. Extension of construction phase services as a result of the substantial completion date for the project being revised from August 5, 2008 to September 8, 2008 - \$35,940.00.</li> </ol> <p>In addition, the original AOR agreement included \$25,000.00 for Reimbursable Expenses. The total original Reimbursable Expenses has been used and this amendment will increase the Reimbursable Expenses by any additional \$25,000.00 to cover any Reimbursables through the completion of the project.</p> <p>The services represented in this amendment were not included in the original scope of the Professional Services Agreement.</p>	\$125,160.00	\$978,172.50	\$21,078,961.88	4.6%
2	7th District Police Station	Bradshaw Construction & Management (PS 1028 -A2) OR	<p>This amendment represents PBC-requested additional services in the amount of \$137,228.00 for the Owner's Representative to provide the following:</p> <ol style="list-style-type: none"> <li>1. Extend full-time field services throughout the duration of Construction as a result of the substantial completion date for the project being revised from August 5, 2008 to September 8, 2008 - \$68,221.00;</li> <li>2. Provide additional Construction Management, Supervision Services, Quality Assurance Oversight, and Scheduling Analysis Services - \$71,008.00</li> </ol> <p>The services represented in this amendment were not included in the original scope of the Professional Services Agreement.</p>	\$137,228.00	\$828,997.00	\$21,078,961.88	3.9%
3	9th District Police Station	Wight & Company (PS 854 - A3) AOR	<p>This amendment represents PBC-requested additional services in the amount of \$178,600.00 for the Architect of Record to provide the following:</p> <ol style="list-style-type: none"> <li>1. Additional Construction Administration services not part of the existing contract - \$178,000.00;</li> <li>2. A consultant to perform soil evaluation of existing soil conditions and suitability of use - \$600.00.</li> </ol> <p>The services represented in this amendment were not included in the original scope of the Professional Services Agreement.</p>	\$178,600.00	\$1,001,940.00	\$28,977,000.00	3.5%



Proposed Amendment Report to the ~~Xxxxxxxxxxxxx~~  
June 5, 2008

Amendment	Project	Consultant	Reason for the Proposed Amendment	Amount of the Proposed Amendment	Consultant's Fee including the Proposed Amendment Fee	Current Cost of Construction (including approved change orders)	Consultant's Fee including the Proposed Amendment Fee as a % of the Current Cost of Construction
4	Engine Company 121	DLR Group (PS 585 - A5) AOR	<p>This amendment represents PBC-requested additional services in the amount of \$2,837.50 for the Architect of Record to provide the following design services:</p> <ol style="list-style-type: none"> <li>1. Reconfiguration of the west median near the Metra train tracks to meet CDOT requirements - \$1,042.50;</li> <li>2. Modify the alley design - \$1,795.00.</li> </ol> <p>In addition, the original AOR agreement included \$15,000.00 for Reimbursable Expenses. This amendment will increase the Reimbursable Expenses by an additional \$3,000.00 to cover any additional document reproduction, and distribution and additional project status meeting costs related to both increased time and scope of the project.</p> <p>The services represented in this amendment were not included in the original scope of the Professional Services Agreement.</p>	\$2,837.50	\$338,152.50	\$9,225,346.00	3.7%
5	Engine Company 70	Bauer Latoza Studios (PS 814 - A6) AOR	<p>This amendment will compensate the AOR for the following PBC-requested additional services in the lump sum amount of \$59,588.00 for numerous modifications, additions, and adjustments to the Prototype Engine Company design, including:</p> <ol style="list-style-type: none"> <li>1. Redesign of pavements in apparatus bay, training areas, and driveways.</li> <li>2. Addition of median restoration detail.</li> <li>3. Revision of sidewalk ramp design.</li> <li>4. Revision of details for catch basin.</li> <li>5. Revision and addition of details for alley reconstruction.</li> <li>6. Addition of details for street pavement restoration.</li> <li>7. Design details for 8' meter vault.</li> <li>8. Modifications of solar panel design.</li> <li>9. Addition of switch and signage for overhead doors.</li> <li>10. Relocation of gas meter.</li> <li>11. Addition of low mercury lighting.</li> <li>12. Deletion of movable partition.</li> <li>13. Revision of fence along training area.</li> <li>14. Additional survey coordination.</li> <li>15. Revision of doors at penthouse.</li> <li>16. Design of railing at overhead penthouse door.</li> <li>17. Modification of radio BDA.</li> </ol> <p>The services represented in the amendment were not included in the original scope of the Professional Services Agreement.</p>	\$59,588.00	\$331,121.00	\$9,408,258.19	3.5%

Amendment	Project	Consultant	Reason for the Proposed Amendment	Amount of the Proposed Amendment	Consultant's Fee including the Proposed Amendment Fee	Current Cost of Construction (including approved change orders)	Consultant's Fee including the Proposed Amendment Fee as a % of the Current Cost of Construction
6	Southwest Area Middle School	GREC Architects (PS 1105 - A2) AOR	<p>This amendment represents PBC-requested additional services in the amount of \$129,027.00 for the AOR to provide the following:</p> <ol style="list-style-type: none"> <li>1. Provide AOR observation during the construction phase of the project as follows: attend weekly progress meetings on-site, prepare field reports (1 per site visit), monitor progress and quality of construction completed, and verify the work is being performed in accordance with the Contract documents. Allocated time for this activity is an average of 12 hours per week and assumes a construction phase period of 61 calendar weeks - \$91,500.00;</li> <li>2. Provide additional AOR design services to widen the west private drive, revisions to the north and west private drive paving that will structurally accommodate CTA and CPS bus traffic and parking, revisions to the storm detention system to prevent ponding of water on the private drive areas, and revisions to the landscaping adding additional sidewalks at bus drop off areas - \$17,727.00;</li> <li>3. As requested by CPS, provide additional AOR design phase services to complete working drawings associated with changes to the kitchen equipment - \$19,800.00.</li> </ol> <p>The services represented in this amendment were not included in the original scope of the Professional Services Agreement.</p>	\$129,027.00	\$2,041,163.00	\$33,510,361.00	6.1%
7	New Westinghouse High School	DeStefano + Partners (PS 821-A4) AOR	<p>This amendment will compensate the AOR for the following PBC-requested additional services in the lump sum amount of \$37,880.00:</p> <ol style="list-style-type: none"> <li>1. Redesign storm water detention system in conformance with requirements of the City of Chicago Department of Water Management - \$9,900.00;</li> <li>2. Redesign Athletic fields, including: <ol style="list-style-type: none"> <li>a. Change natural grass to synthetic turf (including required changes to underground storm water drainage system);</li> <li>b. Design and develop specifications for a steel I-beam grandstand for 1,200 people; and</li> </ol> </li> <li>c. Design and develop specifications for an enclosed outdoor storage / athletic equipment storage building - \$27,980.00</li> </ol> <p>In addition, the original AOR agreement included a \$250,000.00 budget for Reimbursable Expenses (including reimbursement of PBC approved fees for Specialty Consultants). Approximately \$55,000.00 remains in that budget. That amount will not be sufficient and therefore, this amendment will increase the Reimbursable Expenses budget by \$50,000.00 to a total of \$300,000.00.</p> <p>The services represented in this amendment were not included in the original scope of the Professional Services Agreement.</p>	\$37,880.00	\$4,475,895.00	\$68,089,000.00	6.5%

**From:** Cedric Seay  
**To:** jhbbcm@aol.com  
**Date:** 5/8/2007 4:33 PM  
**Subject:** PS 1028 - Owner's Representative - PD-7 - Amendment #1  
**Attachments:** bradshaw PD 7 PS1028 A1 cvrltr.pdf; bradshaw OR PS1028 A1.pdf

**CC:** Giderof, Ray; Johnson, Edgrick; Latham, Belinda; Spieles, Paul  
Mr. Bradshaw,

Attached to this email are .pdf files of a cover letter and Amendment #1 to the Agreement referenced in the subject line above. Print 2 originals of the amendment, and return both copies of the signed and notarized amendment to my attention at your earliest convenience. Upon acceptance of the amendment by the PBC, a fully executed copy will be returned to you.

If you have any questions or require additional clarification, please feel free to contact me at (312) 744-9266. I will be out of the office from 5/9 - 5/11, and I return Monday 5/14.

cds

Cedric D. Seay, MPA  
Contract Administrator  
Public Building Commission of Chicago  
Richard J. Daley Center  
50 W. Washington, Room 200  
Chicago IL 60602  
Ph. 312.744.9266

**Subject:** PS 1028 - Owner's Representative - PD-7 - Amendment #1  
**Created By:** cedric.seay@cityofchicago.org  
**Scheduled Date:**  
**Creation Date:** 5/8/2007 4:33 PM  
**From:** Cedric Seay

Recipient	Action	Date & Time	Comment
CC: Belinda Latham (PB00057)	Delivered	5/8/2007 4:33 PM	
CC: Edrick Johnson (PB00103)	Delivered	5/8/2007 4:33 PM	
To: jhb bcm@aol.com (jhb bcm)	Transferred	5/8/2007 4:33 PM	
BC: Maggie Ramirez (PB00068)	Delivered	5/8/2007 4:33 PM	
CC: Paul Spieles (PB00146)	Delivered	5/8/2007 4:33 PM	
CC: Ray Giderof (PB00111)	Delivered	5/8/2007 4:33 PM	



**PUBLIC BUILDING COMMISSION**  
Richard J. Daley Center  
50 West Washington  
Room 200  
Chicago, Illinois 60602  
(312)744-3090  
Fax (312)744-8005  
www.pbochicago.com

**BOARD OF COMMISSIONERS**

Chairman  
RICHARD M. DALEY  
Mayor  
City of Chicago

Treasurer  
BISHOP ARTHUR BRAZIER  
Pastor  
Apostolic Church of God

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County

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of Cook County

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Chicago Board of Education

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JOHN E. WILSON  
John E. Wilson, Ltd.  
Certified Public Accountants

Secretary  
EDGRICK C. JOHNSON

Assistant Secretary  
JOSEPH HARMENING

May 8, 2007

John Bradshaw Sr.  
Bradshaw Construction & Management Inc.  
19950 Governors Highway, Suite 200  
Olympia Fields, Illinois 60461

**Re: Amendment No. One Made Part of PS 1028 - Owner's  
Representative services for Police District Station 7**

Dear Mr. Bradshaw:

Enclosed is Amendment One to the captioned Agreement. Please return both copies of the signed and notarized amendment to my attention at your earliest convenience. Upon acceptance of the amendment by the PBC, a fully executed copy will be returned to you.

If you have any questions or require additional clarification, please feel free to contact me at (312) 744-9266.

Sincerely,

Cedric D. Seay, MPA  
Contract Administrator

**PUBLIC BUILDING COMMISSION OF CHICAGO (PBC)  
PROFESSIONAL CONSULTANT  
CHANGE IN SCOPE OF SERVICE  
AMENDMENT NO. 1**

**Project Name:** Police District Station 7

**Date:** May 8, 2007 (Board Approval)

**Project Location:** 1400 W. 63<sup>rd</sup> Street

**Project Number:** \_\_\_\_\_

**Owner Agency:** City of Chicago Police Department

**Agreement PS Number:** PS1028-\_\_\_\_\_

(not required – required for user-directed changes)

**Owner Agency Signature, Title & Date**

**Project Services:** Owner's Representative (OR)

**Authorized Commission Representative:**  
Ray Giderof

**This change, when signed by the Consultant, approved by the Board, and duly executed by the PBC, constitutes Amendment No. 1 to the Agreement referenced above. All other terms and conditions remain unchanged.**

**Consultant Name:** Bradshaw Construction & Management, Inc.

**Phone Number:** (708) 283-2200

**Contact Name:** John Bradshaw

\_\_\_\_\_  
**Consultant Signature, Title & Date**

**County of** \_\_\_\_\_

**Subscribed and sworn to before me**

**State of** \_\_\_\_\_ (Seal of Notary)

this \_\_\_\_ day of \_\_\_\_\_, 200\_\_

**Notary Public** \_\_\_\_\_

**My commission expires** \_\_\_\_\_

**CHANGE IN SCOPE OF SERVICE:**

There OR will secure and oversee the Commissioning Services, and Material Testing & Inspection Services for the duration of the project.

**COMPENSATION**

The Consultant's compensation is increased by:

Commissioning Services – Lump Sum \$99,931.00

Material Testing & Inspection Services – Lump Sum \$87,214.00

**Budget Code:**

**TOTAL: \$187,145.00**

1. The circumstances necessitating this change were not reasonably foreseeable when the Agreement was signed, or
2. The change is germane to the original Agreement as signed, or
3. The change is in the best interest of the PBC and authorized by laws.

**APPROVAL**

<b>Authorized Commission Representative</b>	<b>Date</b>	<b>Managing Architect</b>	<b>Date</b>
---------------------------------------------	-------------	---------------------------	-------------

<b>Director of Construction</b>	<b>Date</b>	<b>Director of Procurement</b>	<b>Date</b>
---------------------------------	-------------	--------------------------------	-------------

<b>Executive Director</b>	<b>Date</b>	<b>Secretary of the PBC (If Required)</b>	<b>Date</b>
---------------------------	-------------	-------------------------------------------	-------------

<b>Chairman of the PBC (If Required)</b>	<b>Date</b>
------------------------------------------	-------------

DRAFT

PUBLIC BUILDING COMMISSION OF CHICAGO (PBC)  
PROFESSIONAL CONSULTANT  
CHANGE IN SCOPE OF SERVICE  
AMENDMENT NO. 1

DRAFT

Project Name: Police District Station 7

Date: May 8, 2007 (Board Approval)

Project Location: 1400 W. 63<sup>rd</sup> Street

Project Number: \_\_\_\_\_

Owner Agency: City of Chicago Police Department

Agreement PS Number: PS1028-\_\_\_\_\_

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(not required – required for user-directed changes)

Owner Agency Signature, Title & Date

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Authorized Commission Representative:  
Ray Giderof

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Consultant Name: Bradshaw Construction & Management, Inc.

Phone Number: (708) 283-2200

Contact Name: John Bradshaw

\_\_\_\_\_  
Consultant Signature, Title & Date

County of \_\_\_\_\_

Subscribed and sworn to before me

State of \_\_\_\_\_ (Seal of Notary)

this \_\_\_\_ day of \_\_\_\_\_, 200\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

**CHANGE IN SCOPE OF SERVICE:**

There OR will secure Commissioning Services, and Material Testing & Inspection Services. *FOR THE DURATION OF THE PROJECT.*  
*AND MANAGING THE OVER SEE THE*

**COMPENSATION**

The Consultant's compensation is increased by:

*Lump Sum*  
Commissioning Services – NTE \$99,931.00  
Material Testing & Inspection Services – NTE \$87,214.00

Budget Code:

*Lump Sum*

TOTAL: \$187,145.00

- 1. The circumstances necessitating this change were not reasonably foreseeable when the Agreement was signed, or
- 2. The change is germane to the original Agreement as signed, or
- 3. The change is in the best interest of the PBC and authorized by laws.

**APPROVAL**

**NONE**

Authorized Commission Representative	Date	Managing Architect	Date
--------------------------------------	------	--------------------	------

Director of Construction	Date	Director of Procurement	Date
--------------------------	------	-------------------------	------

Executive Director	Date	Secretary of the PBC (If Required)	Date
--------------------	------	------------------------------------	------

Chairman of the PBC (If Required)	Date
-----------------------------------	------