



# **Request for Qualifications: Pre-Qualification of General Contractors**

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## **New Yuba City Courthouse**

**Superior Court of California**

**County of Sutter**

The Administrative Office of the Courts, Judicial Branch Capital Program Office seeks to prequalify General Contractors seeking to bid on a new courthouse for the Superior Court of California, County of Sutter.



**ADMINISTRATIVE OFFICE  
OF THE COURTS**

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JUDICIAL AND COURT OPERATIONS  
SERVICES DIVISION

JUDICIAL BRANCH CAPITAL PROGRAM OFFICE



**Judicial Council of California**  
ADMINISTRATIVE OFFICE OF THE COURTS

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REQUEST FOR QUALIFICATIONS

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**Pre-Qualification of General Contractors**

Date  
March 29, 2013

To  
General Construction Firms

From  
Administrative Office of the Courts,  
Office of Court Construction and Management

Send Prequalification submittals To:  
Judicial Council of California  
Administrative Office of the Courts  
Attn: Ms. Donna Ignacio  
2860 Gateway Oaks Drive, Suite 400  
Sacramento, CA 95833(*indicate RFQ  
number and project name on lower left  
corner of envelopes*)

Project Title  
Pre-Qualification of General Contractors  
Yuba City Courthouse  
Solicitation Number: JBCP-2013-01-BR

Contact:  
[capitalprogramssolicitations@jud.ca.gov](mailto:capitalprogramssolicitations@jud.ca.gov)

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**Schedule of Events**

No.	Events	Dates (Calif. Time)
1	<b>Mandatory</b> Pre-Prequalification Submittal Conference 2860 Gateway Oaks Drive, Suite 400 Sacramento, CA 95833	<b>2:00 P.M., Tuesday April 9, 2013</b>
2	Deadline for submission of Proposer's Requests for Clarifications re: the RFQ and non-binding email of Intent to Respond.	5:00 P.M., Friday April 12, 2013
3	Clarifications, Modifications and/or Answers to Questions posted on the "courts" website: <a href="http://www.courts.ca.gov/home.htm">http://www.courts.ca.gov/home.htm</a> .	Tuesday, April 16, 2013
4	<b>Pre-Qualification submittal Due Date and Time</b>	<b>2:00 P.M., Monday April 22, 2013</b>
5	Pre-qualification Interview Date	May 6-May 8, 2013
5	Posting of Pre-qualified Proposers on "courts" website (estimated).	Monday, May 13, 2013
6	Intent to Issue for Bids (estimated)	Tuesday, May 14, 2013
7	Intent to Open Bids (estimated)	Thursday, June 27, 2013
7	Intent to Issue Notice to Proceed (estimated)	Thursday, August 8, 2013

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### Attachments:

- A Application for Pre-Qualification of General Contractors
- B Building Information
- C Form of Submission for Questions
- D Payee Data Record
- E OCIP Insurance Manual
- F OCIP Safety Manual
- G General Conditions of the Contract for Construction, Document 00700

## **1.0 Introduction**

This Request for Qualifications (RFQ) is the means for prospective general contractors to submit their qualifications to the AOC for the services described in this document. The RFQ and all associated documents and addenda are available in electronic form at <http://www.courts.ca.gov/home.htm>.

The Judicial Council of California, chaired by the Chief Justice of California, is the primary policy making body of the California judicial system. The Administrative Office of the Courts (AOC) is the staff agency of the Judicial Council. The Judicial Branch Capital Program Office is the division of the AOC responsible for the planning, design, construction, real estate and asset management of facilities for the Superior and Appellate Courts of California.

## **2.0 Purpose of this RFQ**

The AOC seeks to prequalify a pool of qualified general contractors from which to solicit bids for the construction of the New Yuba City Courthouse. Firms selected for prequalification will be given the opportunity to submit bids for the construction of the Project as described in article 3. Subject to the conditions prescribed by the AOC and provided herein, the AOC is hereby soliciting qualifications for furnishing general contracting services for the Project. Selection will be made on the basis of qualifications. The AOC intends to prequalify a group of general contractors in a timely manner, and solicit construction bids from them shortly thereafter.

In responding to this RFQ, all Proposers are required to adhere to all of AOC requirements provided herein. All Proposers must hold a valid type B general contractor license from the State of California.

## **3.0 Project Description**

The new Courthouse for the Superior Court of California, Sutter County will be situated in Yuba City. The courthouse is sited on approximately 4.1 acres and is located at the South East corner of Civic

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Center Blvd. and Veterans Memorial Circle. The site is situated in a municipal center including Yuba City Hall to the north, Sutter County Jail to the south and Sutter County Public Health to the east.

This facility will consist of six multi-use courtrooms, along with support spaces, and totals approximately 73,326 square feet. Space for a seventh court-set is left unfinished. The courthouse will be three stories in height and a basement in-custody secured holding area. The structure is a steel moment frame system on spread footings, complying with the 'progressive collapse' design guidelines.

Exterior finishes include thin set porcelain tile, cement plaster, glazed windows and glazed aluminum curtain wall. The exterior focal point of the New Yuba City Courthouse is its North West Courtyard and three-story entry and the open stair that connects the public activities on the first floor with the courtrooms and waiting areas on the second floor. The third floor is accessed by either elevator or stairwell.

The main entry, staff entry, public counters, court clerks, family court services, administrative services and jury assembly areas are located on the first floor. Security screening occurs within the main entry. The six courtrooms (including support spaces such as witness rooms, in-custody holding spaces, jury deliberation rooms), and Judges' chambers are located on the second and third floors. Associated with the courtrooms are in-Custody holding spaces that will house defendants for court appearances. There is a secure defendant transfer area and a secure elevator adjacent to each courtroom. The secure elevators connect to the secure basement holding area.

Complete electrical, mechanical, plumbing, AV, access control, CCTV and security systems shall be installed. Some systems, such as the IT infrastructure (telephone/data) and network systems may be installed by another contractor. AOC will generally be responsible for furniture fixtures and equipment (FFE) but will require contractor to coordinate power and data service that serves the FFE. Some of the FFE such as modular furniture will be delivered during the construction duration for contractor to install power and data cabling. Contractor will need to coordinate with Yuba City and other utilities to provide services to the project. The project is designed to achieve LEED Certified. ,

It is the intention of the AOC to begin construction in summer 2013, and continue for 20 months. The main telecommunication distribution rooms will need to be operational prior to construction completion to allow network system and building equipment start up and testing.

The AOC may enlist the services of a Construction Manager to assist during the construction of the Courthouse in schedule evaluation, document management, issue tracking, meeting facilitation, and other tasks.

The AOC's Estimate of the Value of Construction of this Project is approximately \$43,000,000.

Plans, sections and elevations can be found in Attachment B, Building Information.

The project will be insured under the terms and conditions of an Owner Controlled Insurance Program (OCIP) the summary of which is included in Attachment E, OCIP Insurance Manual.

#### **4.0 Responding to this Request for Qualifications**

The AOC has developed the Schedule of Events (see page 2) with dates showing the key events in this solicitation process. The RFQ and schedule are subject to change, and the AOC does not send notifications of changes to this RFQ or the schedule to prospective Proposers and is not responsible for failure of any Proposer to receive notification of any change in a timely manner. Proposers are advised

to visit the AOC website (<http://www.courts.ca.gov/home.htm>) frequently to check for changes and updates to the RFQ, including the Schedule. Prospective Proposers must take the following actions according to the specified timelines in order to participate in this process.

4.1 Optional: Submit Questions Prior to the Mandatory Pre-Prequalification Submittal Conference:

If your organization wishes to submit questions that will be answered at the Pre-Prequalification Submittal Conference, please submit your written questions via email as described below and use Attachment C, Form of Submission for Questions. Pay particular attention to correct identification and citation of areas of the RFQ about which you raise questions. Questions at this stage should address the particulars of the RFQ process and general questions about the overall nature of the Project. Proposers are requested to withhold highly specific questions regarding the Project until after the Pre-Prequalification Submittal Conference.

[Note: Your firm name may appear when the answers to the questions you have submitted are posted to the AOC website. Posting of answers to this initial set of questions to the AOC website will be made after the Pre-Prequalification Submittal Conference.]

All questions must be sent as attachments to an e-mail sent to the following e-mail address: "[capitalprogramssolicitations@jud.ca.gov](mailto:capitalprogramssolicitations@jud.ca.gov)" and must include the following in the e-mail subject line: "**GC Prequalification: RFQ Questions + (the name of your organization)**".

4.2 Mandatory Pre-Prequalification Submittal Conference:

Members of the AOC project team and design consultants will provide an overview of the Project at the Pre-Prequalification Submittal Conference. Questions about the RFQ process and the Project in general will be answered. Although questions will be responded to verbally, the official and binding response will be the written response posted to the AOC website.

4.3 Submit Requests for Clarifications:

Questions may be submitted to the AOC via e-mail using the electronic Form for Submission of Questions, which is provided as Attachment C to this RFQ, to [capitalprogramssolicitations@jud.ca.gov](mailto:capitalprogramssolicitations@jud.ca.gov) no later than the date identified on page 2 of this RFQ. Please indicate the RFQ number and title in the subject line. Contact with the AOC shall be made only through this email address; telephone calls will not be accepted.

4.4 Optional: Email Intent to Respond:

General contractors who intend to respond to this solicitation are requested to notify the AOC by sending an email to [capitalprogramssolicitations@jud.ca.gov](mailto:capitalprogramssolicitations@jud.ca.gov) with the RFQ number and name in the subject line. This is not mandatory but is strongly encouraged, to assist the AOC in managing the RFQ process. Please include the name, address, telephone, fax number, and e-mail address of the Contractor (firm) and contact person.

4.5 Preparing and Packaging Your Pre-qualification Submittal:

Prequalification Submittals should provide straightforward, concise information that satisfies the requirements noted in this RFQ. Expensive binding, color displays, and the like are discouraged. Emphasis should be placed on brevity, conformity to the AOC's instructions, selection criteria of this RFQ, and completeness and clarity of content. Organizing prequalification submittals into the tab order suggested below will not only help each proposer

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achieve the proper emphasis, but will also facilitate review and evaluation. Attachments, except as noted, will not be accepted.

Each Proposer's Statement of Qualifications (SOQ) should clearly and accurately demonstrate specialized knowledge and experience required for consideration. In a sealed envelope (clearly marked "Prequalification submittal – (firm name). Project Name, RFQ Number"), submit the following:

- a) four (4) copies in paper form of the SOQ, which consists of a Cover Letter, completed Application For Pre-Qualification of General Contractors, and Project Approach;
- b) one (1) compact disk containing the complete SOQ and Payee Data Record form;
- c) one (1) original of the Payee Data Record form completed in the exact legal name of the Proposer's business signed by an authorized representative of the Proposer (Do not bind Payee Data Record form into the SOQ booklets).

Tab 1. Cover Letter

Provide a cover letter that references this RFQ and confirms that all elements of the RFQ have been read and understood and that the Proposer takes no exception to the materials provided including Attachment G – General Conditions of the Contract for Construction, Document 00700 (The AOC reserves the right to make administrative changes to the General Conditions). The cover letter shall be one page maximum and signed by an individual authorized to bind the Proposer contractually. Include in the letter:

- The exact legal name, address, telephone and fax numbers, and federal tax identification number of the organization proposing to do business with the AOC (or social security number if the organization is a sole proprietorship),
- The name, telephone, fax, address, and e-mail address of one business person who is the organization's designated representative,
- The name, telephone, fax, address, and e-mail address of the contracts management or legal person who will liaise with the AOC in contractual matters.

Tab 2. Application for Pre-Qualification of General Contractors:

Complete Application form in full, per specific instructions included therein.

Section 1: Part A – General Information  
Part B – Data Required  
Part C – Questions

Section 2: Parts I through VI. The prospective contractor shall describe its specific responses to the selection criteria, numbered and titled as listed in section. Responses should provide specific information regarding experience, expertise of the key personnel, description of continuous quality improvement process, and capacity to deliver high quality general contractor construction services for this project, and any other relevant selection criteria information not provided elsewhere in the application form.

Tab 3. Proposed Approach

Provide a Project Plan for performing the construction activities described in this RFQ. The Project Plan should deal directly with the issues identified by the AOC as critical to a successful outcome: the use of building information modeling for the coordination of major trades, completion of site grading and utilities, building construction and site weatherization work necessary to allow construction through the winter months. Prepare a conceptual construction schedule to show how this would be accomplished. The AOC is interested in getting contractor's opinion for the optimal duration of the project. Indicate your strategies for quality control, issue anticipation and resolution throughout the project through the use of building information modeling and other means, your methodology for coordination and issue tracking, as well as any other information you feel is pertinent. Include your approach to staffing the job, indicating your strategy for outreach to the local subcontracting and disabled veterans business enterprise (DVBE) community.

[Note: The AOC has contracted with the State Department of General Services, Office of Small Business and DVBE Services to assist each pre-qualified general contractor identify qualified local and DVBE certified subcontractors.]

This section shall be signed by an authorized representative of the prospective Proposer.

**5.0 Not used**

**6.0 Submitting Your Prequalification Submittal**

In order to be considered for award, the AOC requires that statements of qualifications shall be provided, in written form, not later than the time and date indicated in the Schedule of Events on page 2 of the most current version of this RFQ, to the following address:

**Judicial Council of California  
Administrative Office of the Courts  
Attn: Ms. Donna Ignacio,  
2860 Gateway Oaks Drive, Suite 400  
Sacramento, CA 95833**

Prequalification Submittals are not to be submitted as e-mails. Prequalification Submittals may be sent by United States Postal Service certified mail, or overnight delivery carrier, or may be delivered in person. The Proposer assumes all risk of loss regarding any delivery method it chooses to use, and the AOC shall not be held responsible for any failure of any delivery service/method. The Proposer is solely responsible for ensuring delivery no later than the date and time specified. The AOC will return unopened, any Prequalification Submittal received after the time specified in the most current RFQ Schedule.

**7.0 Selection Process**

7.1 Prequalification Submittal Evaluation Process

An evaluation team will evaluate the Prequalification Submittal to determine its responsiveness to the AOC's expressed needs, and score them as described below.

7.1.1 Prequalification Submittal Evaluation Process:

The Prequalification Submittals received will be analyzed and scored by members of an evaluation team. Each member of the evaluation team will assign a point score according to the following grading schedule. Points assigned by the individual team members will then be averaged to determine a Total Quality Points score for each Proposer.

Quality Points	Criteria	100 points possible
40	<p><b><u>Demonstrated Experience of the Firm:</u></b>            Demonstrated Experience of the firm in relation to the work to be performed, including demonstrated ability to meet project budgets and schedules, demonstrated effectiveness of the quality assurance program and procedures being utilized by the firm, demonstrated ability to effectively utilize building information modeling strategies, and the nature and quality of recently completed work. Finally the proposer shall demonstrate that it has the financial capacity, good safety record and program, appropriate license and a good claims record as evidenced from Part II &amp; III of Attachment A.</p>	
25	<p><b><u>Demonstrated Experience and Training of Project Personnel:</u></b>            Demonstrated experience and training of the principals and key personnel to be assigned to the Project; continuity of firm’s proposed staff.</p>	
35	<p><b><u>Project Plan:</u></b>            The proposed Project Plan shall demonstrate the Proposer’s approach to this Project indicating a clear understanding of the purpose, service, scope, and objectives of this solicitation. Attention should be given to the use of Building Information Modeling (BIM) for trade coordination, issue anticipation and resolution. (30 points)</p> <p>Include approach to staffing the job, and strategy for sub-contracting, the Proposer’s approach to reaching out to the local subcontractor and vendor community. This approach should clearly identify the Proposer’s plan to encourage participation by local and disabled veterans business enterprise (DVBE) subcontractors and vendors. (5 points)</p>	

7.1.2 Prequalified Contractors Eligible to Bid the Project

The Total Quality Points scores will be used to create a list of firms to be interviewed. Proposers not on the list will not be eligible for further consideration for this Project. The interviews will be evaluated on the same criteria as the proposals. After interviews are conducted, each interview panel member will review his/her own points previously assigned to each Proposer on the list and make adjustments if necessary. The final



scores will then be calculated to establish a short list of General Contractors eligible to bid on the project.

## **8.0 Disabled Veteran Participation Goals**

The AOC requires contract participation goals of a minimum of three percent (3%) for disabled veteran business enterprises (DVBEs). The AOC will require the selected firm to demonstrate DVBE compliance. Each Proposer will include a completed DVBE Participation Form when submitting their bid for the Project.

[Note: The AOC has contracted with the State Department of General Services, Office of Small Business and DVBE Services, to assist each pre-qualified general contractor identify qualified local and DVBE certified subcontractors.]

Information about DVBE resources can be found on the Executive Branch's internal website at <http://www.dgs.ca.gov/default.htm> or by calling the Office of Small Business and DVBE Certification at 916-375-4940.

## **9.0 Administrative Rules Governing this RFQ Process**

### **A. General**

1. This solicitation (the "RFQ") (including, without limitation, any modification made thereto in the course of the solicitation), the evaluation of materials to be submitted in response to this solicitation (the "SOQ(s)"), the award of any contract, and any issues to be raised with regards to this solicitation or to these Administrative Rules Governing Requests for SOQs themselves (the "Administrative Rules") shall be governed by these Administrative Rules. By the act of submission of an SOQ, prospective general contractors agree to be bound by these Administrative Rules. If a prospective general contractor has objections to the Administrative Rules, they must be dealt with in accordance with the provisions of Section B.
2. In addition to explaining the Administrative Office of the Courts' (AOC's) requirements and needs for goods and/or services, the RFQ includes instructions which prescribe the format, content, and the date and time due of SOQs that are being solicited. Prospective general contractors must adhere to all instructions provided in the RFQ when submitting SOQs.

### **B. Errors in the RFQ or Administrative Rules**

1. If a prospective general contractor who desires to submit an SOQ discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFQ; is of the opinion that the structure of the RFQ does not provide a correct or optimal methodology for the solicitation of the goods and/or services sought; believes that one or more of the RFQ's requirements is onerous or unfair; believes that the RFQ unnecessarily precludes less costly or alternative solutions; or has objections to these Administrative Rules, the prospective contractor must, at least 2 full AOC business days before the due date of the SOQs, provide the AOC with written notice of the same. The written notice shall be accompanied by a written explanation of why the prospective general contractor is of the opinion that the RFQ or the Administrative Rules should be changed, as well as a written

description of the modification sought. Said written notice must be in the form of an e-mail submitted to the e-mail address established for the submission of questions in the RFQ. Failure to provide the AOC with such written notice as specified above on or before the time specified above forfeits the prospective general contractor's right to raise such issues later in the solicitation process.

2. Without disclosing the source of the request, the AOC will evaluate the request and will, prior to the date established for submission of the SOQs, at its sole discretion determine if it chooses to modify the RFQ. Any modification is made it will be published by the AOC to the AOC's website advertising the solicitation.
3. If a prospective general contractor submitting a SOQ knows of (or if it can be reasonably demonstrated should have known of) an error in the RFQ but fails to notify the AOC of the error as prescribed above, the prospective general contractor is submitting an SOQ at its own risk, and, if awarded the work, shall not be entitled to additional compensation or time for performance by reason of such error later identified, or by reason of its later correction by the AOC.

**C. Questions and Disclosure**

1. Prospective general contractors are entitled to ask questions about the RFQ and the nature of the goods and/or services being solicited in accordance with the procedure for the submission of such questions specified in the RFQ. Except as otherwise specified below, the AOC's responses to questions submitted shall be published to the public website for the procurement.
2. Records created as part of the proposal and selection process are generally subject to California Rules of Court, Rule 10.500 and may be available to the public absent an exemption. If a firm's SOQ or proposal contains material noted or marked as confidential and/or proprietary that, in the AOC's sole opinion, meets the disclosure exemption requirements of Rule 10.500, then that information will not be disclosed pursuant to a request for public documents. If the AOC does not consider such material to be exempt from disclosure under Rule 10.500, the material will be made available to the public, regardless of the notation or markings. If a firm is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of Rule 10.500, then it should not include such information in its SOQ and proposal. A firm that indiscriminately identifies all or most of its SOQ or proposal as exempt from disclosure without justification may be deemed non-responsive.

**D. Addenda**

1. In response to questions raised, or at its sole discretion, the AOC may modify the RFQ website posting or any of any document(s) provided therein at any time prior to the date and time fixed for submission of SOQs. Such modification shall be made via a posting of such change(s) to the AOC's website.

**E. Withdrawal and Resubmission of SOQs**

1. A prospective general contractor may withdraw its SOQ, but only in its entirety, at any time prior to the deadline for submitting SOQs by notifying the AOC in writing of its withdrawal. Any such notice of withdrawal must bear the signature of an individual and

assert that that individual has the requisite authority from their organization to make such a withdrawal. Withdrawals must be made in writing, and must be submitted as a PDF document by e-mail to the e-mail address established for the submission of questions in the RFQ document.

2. A prospective general contractor who has withdrawn an SOQ may thereafter submit a new SOQ, provided that it is received at the AOC no later than the SOQ due date and time specified in the RFQ.
3. Withdrawals made in any other manner, regardless of whether oral or written, will not be considered, and, if received, will not be accepted as valid.
4. SOQs cannot be withdrawn after the SOQ due date and time specified in the RFQ.

**F. Evaluation Process**

1. In accordance with the provisions of the RFQ, an evaluation will be made of all SOQs rightfully received, to determine if they are complete with regard to the materials required for submission by the RFQ and to determine if they otherwise comply with the requirements established in the RFQ.
2. If an SOQ submitted is incomplete with regards to the materials required for submission or fails to meet any other material requirement of the RFQ, the SOQ will be rejected. A requirement will be judged to be material to the extent that it is not responsive to or is not in substantial accord with requirements of the RFQ. Material deviations cannot be waived.
3. The AOC, at its sole discretion shall have the right to waive immaterial deviations of SOQs with regards to the materials submitted as well as other immaterial deviations from the requirements of the RFQ.
4. The AOC's waiver of an immaterial deviation for one prospective general contractor shall in no way act to excuse that prospective general contractor from material compliance with any other RFQ requirement. The AOC's waiver of an immaterial deviation for one prospective general contractor shall in no way act to excuse other prospective general contractor(s) from material compliance with that same requirement.
5. SOQs that make false or misleading statements or contain false or misleading information may be rejected, if, in the AOC's sole opinion, the AOC concludes that said statements and/or information were intended to mislead the AOC.
6. During the evaluation of the SOQ's, the AOC has the right to require a prospective general contractor's representatives to answer questions with regard to the SOQ submitted. Failure of a prospective general contractor to demonstrate that the claims made in its SOQ are in fact true may be sufficient cause for deeming a SOQ to be materially in non-compliance with the requirements of the RFQ.
7. The AOC will chose to schedule oral interviews with some or all of the firms submitting SOQs. The AOC will notify the Proposers that have been scheduled for oral interviews and the time and place of the interviews.
8. After oral interviews are conducted, each interview panel member will review his/her own points previously assigned to each Proposer on the list and make adjustments if

necessary. The final scores will then be calculated to establish a short list of General Contractors eligible to bid on the project.

**G. SOQs: Rejection, Negotiation, Selection Rights**

1. In accordance with the provisions of the RFQ, the AOC may reject any or all SOQs.
2. The AOC reserves the right to negotiate the content of the SOQ proposed with individual prospective general contractors if it is deemed in the AOC's best interest.
3. The AOC reserves the right to make no selection if SOQs are deemed to be outside the fiscal constraints of, or against the best interest of, the State of California.

**H. Suitability of SOQ submittal**

1. The AOC reserves the right to determine the suitability of Prequalification Submittals on the basis of a Prequalification Submittal's meeting administrative requirements, technical requirements, and its assessment of the demonstrated experience of the firm, the demonstrated experience and training of project personnel, and the project plan.

**I. Decision**

1. Questions regarding the AOC's prequalification of general contractors on the basis of Prequalification Submittals, submitted in response to this solicitation document or on any related matter, should be addressed to the individual listed in the Submitting Your Prequalification Submittal section of this RFQ, who will forward the matter to the appropriate AOC contracting officer.

**End of RFQ Form**