



Request for Qualifications #23-01
Architectural / Engineering Services for
the Panola County Courthouse Renovation Project

STATEMENT OF QUALIFICATIONS PRESENTED TO
PANOLA COUNTY

JUNE 20, 2023





1111 Hawn Avenue
Shreveport, LA 71107
318.221.7501

June 19, 2023

The Honorable Rodger McClane
Panola County Judge
110 S Sycamore Street, Room 216 A
Carthage, Texas 75633

Re: A/E Services for the Panola County Courthouse Renovation Project
RFQ #23-01

Dear Judge McClane:

The County requires a team that can strategically and aggressively lead project development for this project. To serve the County, KSA has formed a team with a record of solid architectural, engineering, and construction excellence. Team KSA is committed to meeting your project deadlines without delay. Our team combines architectural leaders with highly talented engineering subconsultants. We are committed to providing you with the resources, experience and expertise you require to accomplish the project on time and under budget. KSA has a 45-year design history, completing architecture and engineering projects at hundreds of municipalities across the country. All staff is committed to your project and our project team will help bring this project to reality.

We recognize the value of including companies on our team that not only have the necessary experience to perform the work, but have first hand knowledge of the building and the overall expectations of the project. KSA recently led and assembled the team that provided all information contained in the Existing Building Survey for the Panola County Courthouse. We understand the needs of this courthouse and are well equipped with the documents and first hand knowledge of what is required to extend the life of this facility. You are currently underway with a roof replacement that will protect the work that is required below the roof surface. We know how to address the documented issues and we are ready to move forward into design. We are committed to exceeding your expectations with our design services. Our RFQ response outlines our experience and qualifications as they relate to our team's ability to provide architectural and engineering services for the project.

Currently, we are not aware of any amendments or responses to the posted Request for Qualifications.

INFORMATION REGARDING KSA

The local Shreveport Office for KSA employs 12 people consisting of Engineers, Architects, CAD technicians, Project Assistants and Inspectors. The full KSA Company employs a total of 158 employees which includes 45 engineers, and 3 architects. The KSA Shreveport office has been doing business in Northwest Louisiana for over thirty (30) years.

The County's point of contact for this project will be John E. Selmer, AIA, NCARB, LEED AP BD+C, GGP, RRC, Architecture Team Leader, who can be reached by telephone at 318.221.7501 or by email at jselmer@ksaeng.com. Mr. Selmer will also be serving as the Project Manager.

It is estimated that one-hundred percent (100%) of the tasks undertaken by KSA will be accomplished by the workforce in our local Shreveport Office.

THE KSA TEAM

We have assembled a comprehensive team with general and specialized services and are confident this partnership will provide the project and Panola County with high-quality deliverables and an updated/renovated building that will serve the County well for years to come.

Our Team and their work assignments with estimated percentage of the workload are as follows:

1. KSA Engineers, Inc. – Prime, Project Management and Architecture (60%)
2. Estes, McClure, and Associates (EMA) – Mechanical, Electrical, and Plumbing Engineering (30%)
3. Raley and Associates, Inc. – Structural Engineering and Civil Engineering (10%)

Here is why KSA is the team of choice:

Understanding of the Work. Our mission is to provide quality architectural and engineering services to Panola County. We understand the needs of the existing Courthouse. Based on our extensive review of the building in its current condition, we identified the following as necessary to keep the Courthouse operation for many years to come: remove and replace existing window units, remove and replace exterior doors, furr East exterior interior wall on Ground Floor only, provide interior waterproofing at First Floor vault, TAS/Accessibility upgrades for all existing restroom facilities throughout the building, repair cosmetic cracking within existing walls, investigate corridor cracking on the First Floor, cleaning and repair of exterior stone and masonry, waterproofing and installation of new French Drain system on East/North Elevations, HVAC removal and replacement, electrical panel rework, remove and replace all existing lighting with high-efficiency LED light fixtures, installation of a new Building Energy Management System (EMCS), sanitary sewer repair, installation of new hot water system, and installation of new fire suppression system throughout the building. We know the required work because we have already investigated and have developed the needs of the design and required implementation to keep the courthouse operational for years to come.

Qualifications of the Firm. As prime consultant for this project, KSA features an experienced staff and a history of successful renovation projects at numerous towns, cities, counties and municipalities in the Southern Region of the country. In fact, KSA staff has worked on courthouse renovations, as well as, renovation type projects throughout East Texas. Our staff has historic knowledge of very similar project types and this sets us apart from all other firms. Our experienced staff excels at renovation work that leads to extending the serviceable life of current buildings. KSA is a licensed architecture and engineering firm in Texas and Louisiana with the experience needed to help complete the required tasks for this project.

Qualifications of Project Team. Team KSA combines our experience with the expertise of Estes, McClure, and Associates (EMA) a local Mechanical, Electrical, and Plumbing Engineering firms and Raley and Associates, a civil and structural engineering firm. We thoughtfully assembled this team specifically for the County based on experience and trust. They will provide a superior level of design and service. Our chosen Project Manager, John E. Selmer, AIA, NCARD, LEEP AP BD+C, GP, RRC, maintains excellent relationships with our client and excels at renovation projects. Team KSA has the historic knowledge of similar projects, specialized experience, and technical competence for the type of professional services required. Resumes of principal staff members are included in our RFQ response.

Strength and Clarify of Approach. A specific project approach was developed to address this project and is presented later in this submittal. We are confident in our methodology and the positive results it produces. We believe our past record of performance of similar projects for controlling costs, providing quality work, and managing schedules and deadlines sets our team apart from the rest. We look forward to the opportunity to deploy our proven methodology for this project.

Current Workload. KSA always has the client's best interest in mind first and foremost when considering new project workload. Our careful team and staff selection is thoroughly vetted so the required resources are available immediately to hit the ground running and meet your project deadlines. We have the capacity and capability to perform the work to achieve completion for this project.

SIMILAR PROJECTS

- Bossier Parish Courthouse Addition and Renovation, Bossier City, LA
- Existing Building Survey for Panola County Courthouse, Carthage, TX
- Renovations to Building 1451, Camp Beauregard, Pineville, LA
- Allen Building Renovations, Southern University-Shreveport, Shreveport, LA
- Webster Parish Library Renovations and Additions, Minden, LA
- Gold Hall Community Center Renovation, Harrison County, TX
- North Texas Community College, Mount Pleasant, TX
- Deep East Texas Council of Government (DETCOG), New Building, Lufkin, TX
- Harrison County Courthouse Exterior Improvements, Marshall, TX
- Malakoff Community Center Restroom Renovations, Malakoff, TX
- Facility Assessment and Planning Study for Marshall Civic Center, Marshall, TX

PROPOSAL'S PRINCIPAL STRENGTHS

The principal strengths of our proposal is our team approach with each member having experience on similar type projects, and our overall understanding of the expectations of Panola County. The KSA team brings a group of outstanding design professionals that will work directly with County staff and personnel to realize the built vision of this project.

We look forward to working with you on this exciting project.

Sincerely,

A handwritten signature in black ink, appearing to read "Mitchell L. Fortner", written over a horizontal line.

Mitchell L. Fortner, P.E.
President

APPROACH OVERVIEW

KSA and our teaming partners have extensive experience with municipal and city offices, as well as, county and parish government, both new construction and renovation, including phased construction. We have extensive knowledge of both the Life Safety family of codes, as well as, the International Building Code and NEC. The timely adoption of codes (or lack thereof) is something we are quite familiar with. We have experience with projects that initiated design during and after the adoption of a new version of the code (and other codes). In one instance a design was tabled and then when it was reactivated, the State of Texas adopted the 2015 IECC and this led to changes in the electrical design for the building. Knowing and designing to the current locally adopted codes is what we do. The building codes establish a minimum criteria and in fact we take the most conservative interpretation of the codes and we focus on providing the most efficient design for each specific project we design.

PROJECT LEVEL TASKS

MANAGEMENT PLAN

KSA will prepare a detailed Management Plan for the project, defining the roles of the various team members (Panola County, the Project Manager, the Architect/Engineers, and Consultants), outlining the sequence of design and construction.

In preparation of this Management Plan, we will evaluate the schedule and budget goals for the project, and consequently will develop various alternative approaches and make appropriate recommendations. Upon approval of the draft document, we will develop the final Management Plan, which will include a narrative of the project rationale, a Master Schedule for the project, and a breakdown of the Project Budget, becoming the “road map” for the execution, management, and tracking of the project.

PROJECT PROCEDURES AND REPORTS

KSA will examine the reporting system necessary for this project and, in conjunction with Panola County’s representatives, will determine the type of information necessary, the reporting format, the frequency of the various reports, and the distribution requirements. This will then be the basis of the Project Management Plan for the project.

PRE-DESIGN PHASE

Conversation

Every relationship, idea, and project starts with a conversation. The first step in the process development of architecture is for the project team to listen to the client. Design management will initiate from this first conversation and evolve. Once the conversation begins, it is vital to open all lines of communication. With open communication, we can translate the needs, objectives and ideas of Panola County into a tangible space that meets the needs of the administration who will utilize the facilities of Panola County on a daily basis. We are professional listeners and adept at assembling the initial programming study into preliminary concepts. This begins with a realistic look at the budget, priorities, and the project schedule.

Project Schedule

KSA will develop a Preliminary Design and Construction Schedule indicating the various design, bid, and construction phase activities critical to the success of the project. The schedule will indicate the dates for the task to be completed and will also indicate the entity responsible for accomplishing the task.

Project Budget

KSA will develop an Opinion of Probable Construction Cost (OPCC), which is a display of the budgeted breakdown of the various building components. The OPCC will be used by KSA as the basis of cost monitoring throughout the Design Phase of the project.

Project Launching

Prior to initiating the design process on the project, we will conduct a Pre-Design Project Analysis in conjunction with Panola County, the KSA Team, and other appropriate parties. This Pre-Design Project Analysis will provide the forum to further analyze the budget and schedule constraints. It serves to eliminate “blind alleys” and will, in general, serve to launch the Project Team in a unified and clear direction. At the conclusion of the Pre-Design Project Analysis, the Management Plan, including the Master Schedule and OPCC, will be reissued to reflect the adjustments generated in the Pre-Design Project Analysis. In no instance will the adjustments reflect an increased total budget or increased total project duration without the direct approval of Panola County.

DESIGN PHASE

After collaboration of the initial programming, ideas are developed into designs. During the concept design stage the project will come to light through the generation of building floors plans, elevation sketches, and perspective drawings. These drawings will represent the initial “ideas” of the project in graphic form. They will provide Panola County the opportunity to verify that the design team has correctly interpreted their needs and provided the requested functional relationships between the various activities in the buildings.

At the design development stage, the design of the project will be refined. Now the “idea” of the building starts to take off and numerous factors are studied and reviewed. The selections of materials to be used on the inside and outside of the buildings are investigated. The material choices reach a balance between sustainability, environmental impact, durability, aesthetic value and cost. At this point additional members of the design team come into play to assess their respective components of the building. The collaborative discussion is still ever present at this stage of the project. The design development drawings become the basis for the construction documents. Prior to moving into the next phase the design will be reviewed again to ensure that building design meets the needs and requests of Panola County. Along the design path, we will also conduct design progress meetings in conjunction with County staff, KSA, consultants and others. These meetings will serve as a forum for the exchange of information and resolution of design decisions, and will be a point where design progress is reviewed and noted. KSA will record, transcribe and distribute minutes of these meetings to all attendees and all other appropriate parties.

The construction documents phase is a synthesis of how the building will be constructed and includes construction details, final material selections, all building components, all necessary systems for building operations and all finishes. During the entire design, the KSA team will coordinate all of the design team’s activities and will provide leadership in the implementation of design phase procedures by all parties. We will transmit appropriate documents to the various approval agencies at the appropriate times and will expedite these agencies approvals to the extent possible.

Through the entire process, the on-going relationship between the KSA team and Panola County is a vital component in the evolution of the project. The KSA team prides ourselves in not only creating a quality project but also creating positive and long term working relationships. Upon completion of this new project for Panola County, the KSA team looks forward to sharing the highlights of a successful journey that is culminated with the County and public utilizing the fully renovated Panola County Courthouse for many years to come.

Document Review

On a continuing basis, KSA will review the developing documents and provide input to the County relative to project requirements, value, sequencing of construction, duration of construction of various building methods, and constructability throughout the design phase. We will also review adherence to Panola County standards, such as Specifications, Design Guidelines, etc. We will provide coordination between the KSA Team and Panola County in an effort to obtain the proper flow of information. KSA will coordinate the design reviews at the Schematic Design, Design Development, and 100% Construction Documents phases and will compile and expedite all review comments to all appropriate parties.

BID AND AWARD PHASE

KSA will expedite the Bid Phase Activities, including distribution of all bid documents and addenda to our electronic plan distribution website (www.civcastusa.com) for receipt of competitive bids. We will conduct a Pre-Bid Conference for the benefit of all bidders. These conferences will be a forum for Panola County and KSA to communicate all the project parameters to the bidders, including information concerning schedule requirements, time, cost and quality control requirements, access and staging requirements, and technical information of the project. Upon receiving all bids, KSA will review these bids and prepare a Bid Tabulation sheet and provide recommendation for acceptance of the apparent lowest, qualified bid.

CONSTRUCTION MANAGEMENT PHASE

Project Control

Immediately after the construction Notice to Proceed, KSA will conduct a Pre-Construction Conference for the benefit of the successful subcontractors and material suppliers, which will serve to orient them to the various procedures and site rules prior to the commencement of the actual construction.

KSA will establish the procedures for obtaining clarifications and other information from the County, submittal routing and approval, Change Order distribution and approval and Progress Payment Application distribution and approval. KSA will maintain logs, files, inspection reports (Construction Material Testing – CMT), field reports and other necessary documentation for the entire project and distribute as necessary. KSA will conduct regularly scheduled site review meetings with the general contractor working at the job site. We will also conduct monthly progress meetings with Panola County representatives, consultants and all other appropriate parties. We will record, transcribe and distribute the minutes to all attendees, County representatives, and all other appropriate parties.

Quality Assurance Program

KSA utilizes a quality assurance program that is based on the best practices as developed by AIA. Based on the project types and experience of KSA, we have specifically developed a Project Checklist aligned with each project deliverable phase (Program Completion, Schematic Design, Design Development, Construction Documents, Bidding Phase, and Construction Administration). Our Project Managers and Project Architects draw upon their years of experience and understanding of the design process to manage the project team to produce quality documents.

KSA's Peer Quality Review (PQR) Process - In support of our goal to produce outstanding construction documents, we have instituted a Peer Quality Review Program. This program takes the quality assurance program to an entirely different level because we bring in another appropriate discipline lead (usually a principal in the firm) to provide periodic reviews of the documents at assigned project delivery stages. This offers the unique perspective of another professional within KSA taking the time to ensure that we have completed our task of providing the best possible set of construction documents to our clients. The Peer Reviewer makes use of the Project Checklist and reviews the project before every major submittal for reasonableness, accuracy and overall adherence to the industry standard of practice. By implementing this program, KSA is investing in the betterment of our design process and ultimately providing better design quality our clients. This Peer Quality Review Program is a company-wide standard and is implemented for all projects for which KSA is selected.

Communications

KSA understands that County staff members are tasked with multiple assignments and need their consultants to communicate effectively and work efficiently. Our management approach uses a single point of contact for contract-related matters, with John Selmer (KSA Project Manager) serving that role. Depending on the preferences of the County Judge, communications with County staff related to technical design matters may either follow this model or a more open-communication process, with the County Project Manager and KSA's Project Manager copied on all correspondence. Early in the project, we will confirm the County Project Manager's preferred communication method and will implement the County's desired approach to project communications.

Understanding and meeting client requirements is the foundation for KSA's culture and philosophy. The primary goal of the project management components are to clearly define requirements and expectations in terms of deliverables, project schedule, and budget, and to manage the project to meet those requirements. Communication is key to this process and an important tool to facilitate this communication is the project work plan. The work plan establishes the road map for the project.

Scope Development

KSA believes it is beneficial to carefully think through the processes and activities anticipated for the project, in order to streamline the work. This is particularly true given the constraints inherent in planning projects which are highly structured with set goals for each individual task. KSA is committed to work with the County to develop a detailed scope of services that will allow the project to proceed as smoothly as possible. A detailed scope allows accurate scheduling of project activities and allocation of project resources to accomplish the County's goals efficiently. This provides a project-specific work plan to be followed by KSA and reviewed by the County to measure progress. In addition, we will work with County staff to conduct a needs assessment and to define the parameter and functional requirements of each task order.

Based upon the information provided in the RFQ, required services to be provided to Panola County include, but may not be limited to:

1. Conduct discussions with stakeholders and other decision-makers to set priorities, establish a budget, and develop a program for the project.

As noted in our response, one can see we have extensive experience offering this service. The programming stage of the project is the most important to set and identify the expected tasks and goals of the project.

2. Prepare conceptual designs, drawings, budget estimates, schedules, and proposed phasing plans.

Again, our response to this RFQ identifies our past experience with the successful completion of multiple projects providing these services. KSA utilizes REVIT for the production of our designs and this BIM type software is well suited for existing buildings to fully coordinate both existing and new elements within the existing envelope of the building.

3. Conduct presentations to project stakeholders, and if called upon, make presentations to the Panola County Commissioner's Court.

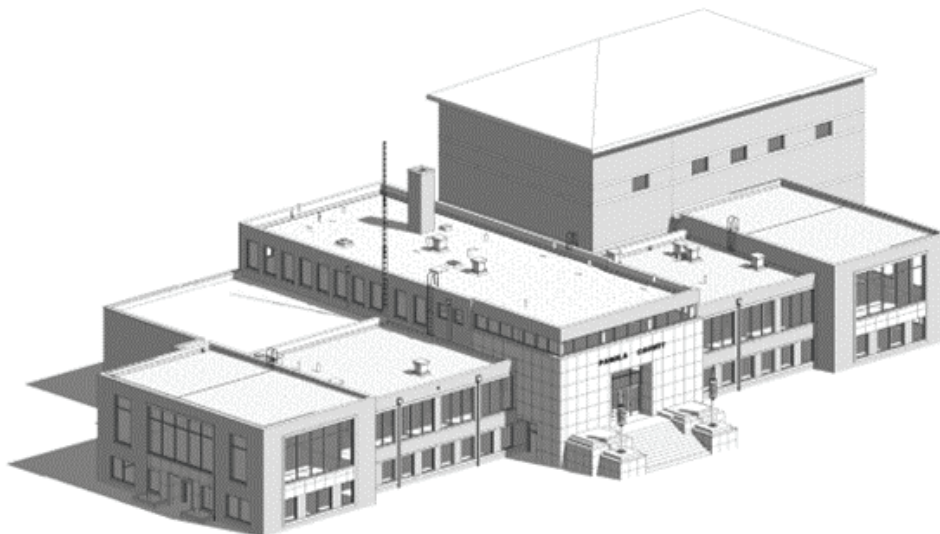
As planners, architects, and engineers we are familiar with community outreach and project reporting at the public level. We can and will update project stakeholders on the project development and provide clear and concise information as requested by the County Judge.

4. Complete construction documents for Competitive Sealed Proposals delivery method.

KSA is accustomed to the public bid process. Our documents are developed in coordination with the County to identify the specific front end documents that the County typically utilizes for bidding of capital projects. We will coordinate the front end with the remaining sections of the specifications to develop a fully complimentary set of documents that will be sufficiently clear to establish the intent of the architectural and engineering designs for the project.

5. Provide Construction Administration Services.

With our close proximity to the Courthouse, we are geographically located to access the site as needed to periodically observe the course of construction of the project. It is important that the entire design team make visits to the site to determine that the project is moving forward to meet the intent of the design documents. Our previously identified methodology established the protocols of our experience.



Project Meetings

KSA's Project Team will conduct a project kick-off workshop to understand the County's requirements. The County's management, engineering, operations and maintenance personnel know their facilities and understand the project goals better than anyone else. Gathering this knowledge and incorporating it into the basis of design will be key to a successful project.

KSA proposes to supplement predefined meetings as necessary with conference calls or virtual meetings via Teams. This will prevent surprises and speed up the decision-making process. Conference calls and meeting workshops will be used throughout the project as a tool for developing consensus and facilitating project decisions. Face-to-face discussions and virtual meetings will offer many opportunities for questions and answers, and a chance to establish a common language that will increase understanding and encourage involvement from all levels, both technical and non-technical. The questions and concerns addressed in workshops will allow discussions by all parties and on-the-spot resolution for many issues that might otherwise get lost in the many project activities.

Project Needs

Team KSA has already been involved with the initial stage of this project – information gathering. We have toured the building and we have obtained copies of the existing building drawings. We have utilized this information to generate an exterior model of the building, and this assisted with the development of the Existing Building Survey for the Panola County Courthouse submitted back in March 2023. With the development of this Survey, immediate needs have been established that are necessary to keep the building functioning as intended. The County has already moved forward with the requirement of a new roof. Renovation work always dictates the need to work top down on the envelope. With the roof work ongoing this will provide a watertight condition so that all future interior work can be protected from roof leaks above.

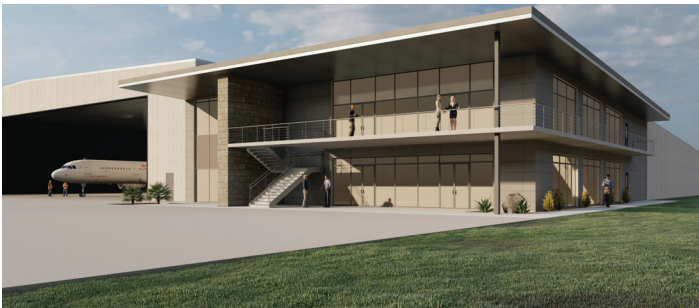
The Survey prepared by KSA became the seed for this project. However, as items and lists are presented to be considered for the full scope of the work of the renovation project, we need to verify expectations. We will need to sit down with key stakeholders and fully work hand in hand to develop the complete program for this project. Renovation projects are detailed oriented and close communication is required to ensure that all needs are incorporated into the scope and confirmed by all. In addition, we anticipate as the discussion begins new ideas might come into play. We are adept at listening and can guide the County through the process so that all voices are heard, and all needs are met.



Other Resources

KSA utilizes Revit as not only a 3D design tool, but a 3D design development tool as well. In using Revit as a 3D design development tool, we are able to accurately integrate civil, structural, mechanical, electrical, and plumbing disciplines. This greatly reduces potential conflicts in design development between disciplines. Revit provides the ability to produce accurate and efficient 3D renderings. This allows the client to fully understand the design intent and provides the opportunity for increased client interaction in the design process. KSA also utilizes Lumion in conjunction with Revit to produce high quality presentation renderings and animations.

With our adoption of REVIT for the development of our projects, we can gain a better understanding of the overall appearance and feel of the project at an earlier stage in the design process. In addition, with a modeled project acting as a three dimensional image, our clients have great insight into the actual size, feel, and appearance of the proposed structural. The development of the project model provides a clearer image for the entire project team to understand all facets of the design and building. Currently, for a project in design, we investigated specific LEED and sustainable requirements, and developed a short animation that reflects the effect of the sun angle throughout the year to provide specific information about the amount of daylight that will enter the building. From this we adjust the depth of roof overhangs, the type of glass, and sometimes introduce sun shading devices to minimize the exposure of windows to the direct heat gain of sunlight. These design advances improve the overall effectiveness of the building to become more energy efficient. Subtle design decisions during the early stages of design can have a lasting impression on the monthly operational costs of the building.





About KSA

KSA is an industry leader with a proven track record in the fields of civil engineering and architectural design. Founded in 1978, KSA provides a broad range of consulting, management, engineering, architecture, planning, surveying, and construction services to our clients across the south-central United States for **45 years**.

Today, KSA serves hundreds of clients throughout Texas, Louisiana, Arkansas, Oklahoma, California, Mississippi, Colorado, and Alaska, and is a leader in preparing design solutions to clients in municipal, county, state, and federal governments, as well as river authorities, utility districts, water supply corporations, private industry, and developers. **KSA has extensive knowledge and experience with renovation projects in Texas and Louisiana.**

From conception to final completion, our knowledgeable teams oversee all aspects of each project we work on. This attention to detail has resulted in repeated client satisfaction and an excellent reputation throughout the region. It has also led to a high percentage of repeat clients. In fact, we have been serving many of the same clients throughout our entire history.

KSA continually provides unsurpassed quality and service that has led to our consistent growth. KSA has been named to the ENR Top 500 list as one of the 500 largest design firms in America. KSA has been recognized as a Best Firm to Work For by Zweig Group, the largest employee experience survey in the architecture, engineering, environmental, planning, and construction (AEC) industry.

Type of Organization: Corporation

Board Members: Chris Aylor, Craig Phipps, Lanny Buck, Michael Mallonee, Mitch Fortner, Tracy Hicks

Primary Contacts

**John Selmer, AIA, NCARB,
LEED AP BD+C, GGP, RRC**
Project Manager / Lead
Architect
jselmer@ksaeng.com
1111 Hawn Avenue
Shreveport, LA 71107
318.221.7501
www.ksaeng.com

Office Locations

Amarillo, Texas
Austin, Texas
Longview, Texas
Lufkin, Texas
McKinney, Texas
Nacogdoches, Texas
Norman, Oklahoma
Shreveport, Louisiana
Sugar Land, Texas
Tyler, Texas

Primary Services

Architecture
Alternative Project Delivery
Aviation
Civil Engineering

- Water and Wastewater
- Drainage
- Streets and Roads
- Transportation
- Site Development

Surveying

SERVICES

Architecture

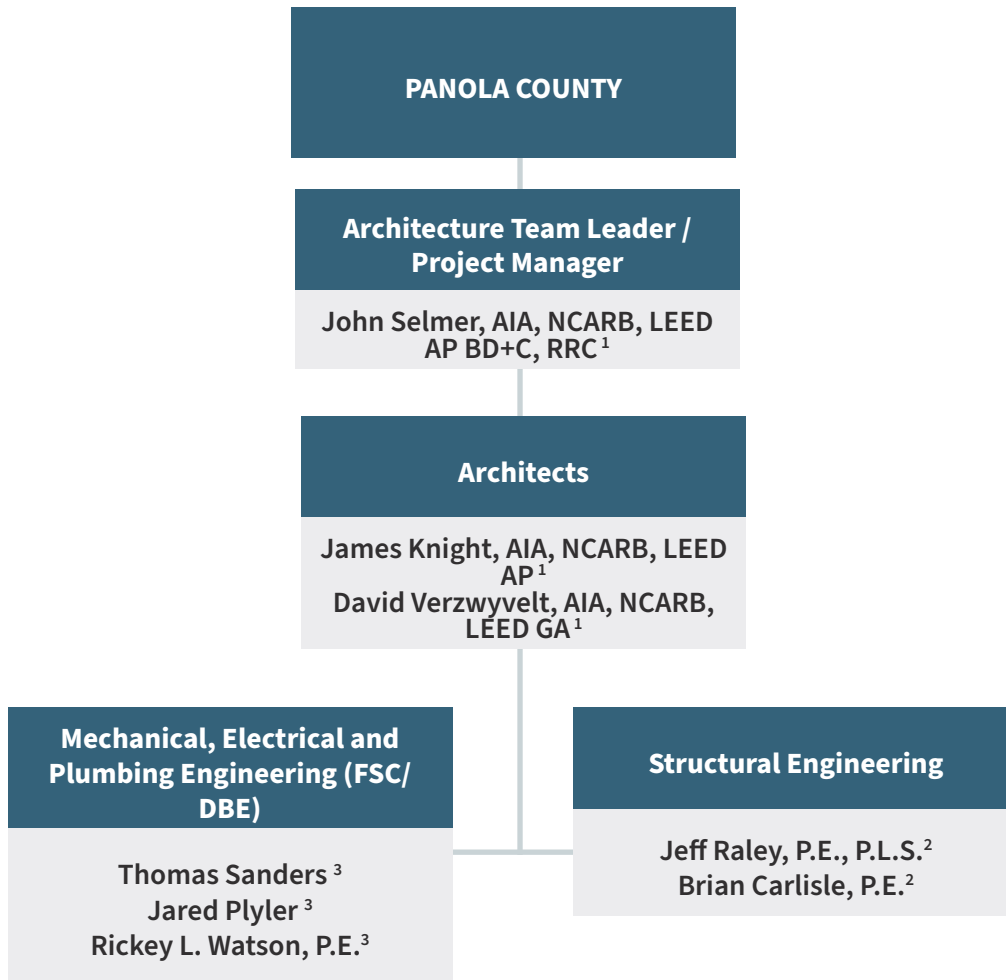


As architects, we work hard to understand the unique demands of each client's project and respond with a comprehensive and innovative design solution. At KSA, we build on our decades of experience while maintaining a fresh, dynamic perspective. Our design process is centrally focused on blending complex technical requirements with creative ideas. We are interested in learning about our clients and providing spaces that are engaging, actionable and multifaceted.

We bring each and every client - creativity, vision, and the personalities needed to make your project a success.

With every design, we aim to be thoughtful, secure, sustainable and collaborative using cost-effective materials and techniques. To accomplish all this, project coordination is key. We coordinate seamlessly with all the involved disciplines to make sure the project comes together in a cohesive set of plans. We have a reputation for keeping our clients happy and our projects under budget.





- 1 KSA Engineers, Inc.
- 2 Raley and Associates, Inc.
- 3 Estes, McClure, and Associates (EMA)

KSA is not currently for sale or involved in any transaction to expand or to become acquired by another business entity.



Firm's Financial Stability

KSA’s financial condition is strong. We have been in business continually for 45 years and we have never filed bankruptcy, defaulted on a loan, or been involved in any type of a lawsuit or legal action related to late payment or lack of payment. In addition, KSA’s debt ratios are extremely low for a company of our size.

We have managed our company very conservatively through recent economic downturns, in order to provide security for our employee’s jobs. This conservative approach to business has paid off and has led to our consistent growth.

We have been awarded the “Hot Firm” designation in Zweig White’s Hot Firm List that recognizes the fastest growing engineering and architecture firms throughout the United States and Canada.

In addition, KSA was recently named to the 2022 ENR 500 list as one of the 500 largest design firms in America for the seventh consecutive year.

If you have additional questions about our financial condition, we encourage you to call the two references listed below. Both have been alerted to your potential call and given the authorization to freely discuss our company’s financial condition:

Jeff Moore

KSA’s certified public accountant
Henry & Peters
2101 Judson Road
Longview, Texas
903.758.9600

Braden King

KSA’s primary banking officer
Texas Bank & Trust
300 E. Whaley
Longview, Texas
903.237.5500



Section 4 - Insurance Information



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/26/2023

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 BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or 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 GANS & SMITH INSURANCE AGENCY INC P.O. Box 2869 Longview TX 75606		CONTACT NAME: Tracy Langford PHONE (A/C, No, Ext): (903) 757-4601 FAX (A/C, No): (903) 753-0782 E-MAIL ADDRESS: tlangford@gans-smith.com																						
INSURED KSA ENGINEERS INC 140 E TYLER ST STE 600 LONGVIEW TX 75601		<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Transportation Ins Co (CNA)</td> <td>20494C</td> </tr> <tr> <td>INSURER B:</td> <td>Continental Casualty Co (CNA)</td> <td>20443C</td> </tr> <tr> <td>INSURER C:</td> <td>Continental Insurance Company</td> <td>35289C</td> </tr> <tr> <td>INSURER D:</td> <td>Texas Mutual Ins Co</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Transportation Ins Co (CNA)	20494C	INSURER B:	Continental Casualty Co (CNA)	20443C	INSURER C:	Continental Insurance Company	35289C	INSURER D:	Texas Mutual Ins Co		INSURER E:			INSURER F:		
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COVERAGES CERTIFICATE NUMBER: CL2352609593 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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Drone Liability: \$1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			4015529054	05/29/2023	05/29/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> OTHER:			4015529135	05/29/2023	05/29/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$ 2,500
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			4015529099	05/29/2023	05/29/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
D	<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 N	N/A	0002047822	05/29/2023	05/29/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER 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 (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The general liability & automobile policies includes a blanket automatic additional insured endorsement provision that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status. The general liability, automobile, & workers compensation policies includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it. The General Liability policy contains "Primary and noncontributory" wording. The policy includes an endorsement providing that 30 days' notice of cancellation [or coverage change] will be furnished to the certificate holder when required by a written contract. Umbrella is follow form

CERTIFICATE HOLDER CANCELLATION

*** BID PROPOSAL'S *** Master Certificate	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
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/13/2023

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 BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or 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 Risk Strategies 12801 North Central Expy. Suite 1725 Dallas, TX 75243	CONTACT NAME: Brian R Hadar
	PHONE (A/C, No, Ext): (214) 323-4602 FAX (A/C, No): (214) 503-8899 E-MAIL ADDRESS: RSCcertrequest@risk-strategies.com
INSURED KSA Engineers, Inc. and BLOC Design Build LLC 140 E. Tyler St. Suite 600 Longview TX 75601	INSURER(S) AFFORDING COVERAGE
	INSURER A: Evanston Insurance Company NAIC # 35378
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES **CERTIFICATE NUMBER:** 73878530 **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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		✓	MKLV7PL0005802	4/11/2023	4/11/2024	Per Claim/Annual Aggregate \$2,000,000

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

The claims made professional liability coverage is the total aggregate limit for all claims presented within the annual policy period and is subject to a deductible. Thirty (30) day notice of cancellation in favor of the certificate holder on all policies.

CERTIFICATE HOLDER Master Certificate	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 Brian Hadar <i>Brian R. Hadar</i>

a. HAS YOUR FIRM EVER FAILED TO COMPLETE ANY WORK OR MEET ANY DEADLINES?

KSA Engineers, Inc. has not failed to complete work or meet deadlines.

b. ARE THERE ANY JUDGEMENTS, CLAIMS, ARBITRATION PROCEEDINGS OR SUITS PENDING OR OUTSTANDING AGAINST YOUR FIRM OR ITS OFFICERS?

Yes, see list of litigation below.

c. HAS YOUR FIRM FILED ANY LAWSUITS OR REQUESTED ARBITRATION PERTAINING TO DESIGN CONTRACTS WITHIN THE LAST FIVE (5) YEARS?

No, KSA has not filed any lawsuits pertaining to design contracts within the last five years.

d. LITIGATION INFORMATION

KSA Engineers, Inc. has not been disqualified by any public agency because of our performance. KSA Engineers, Inc. is involved in a large number of significant projects throughout the State of Louisiana and Texas. Disputes are common in construction projects, especially in large projects and KSA works diligently to resolve all disputes fairly and promptly. Below are four lawsuits that have been settled within the past five (5) years.

City of Riesel Street Project

Pavement cracking in an asphalt street project constructed in the last five years has resulted in suits filed by the City against KSA and the city's geotechnical engineering consultant. The suit was settled in June 2019 via mediation for \$390,000.00.

Smith County, Texas Waterline Project

KSA was the engineer for a waterline extension project along a county road in Smith County, Texas. During the construction period, a motorist was fatally injured when he collided with a tree that fell across the road in the area where the water line was being constructed. The victim's family filed suit against the owner, the contractor and KSA Engineers. This lawsuit against KSA was settled out of court in October 2021.

Lamar County Electric Cooperative Association, Headquarters Building Roof

KSA was the architect on a new headquarters facility in Paris, Texas for Lamar Electric. The COOP claims the roofing shingles did not meet construction specifications that resulted in damages. They have filed suit against the contractor, the building manufacturer, the roofing supplier and KSA Engineers. This suit is still in litigation.

City of Huntsville, Fire and Police Department

ADG Architects hired KSA Engineers to provide civil engineering services on a new fire station and police department building for the City of Huntsville. The City has filed suit against ADG for cost overruns on the project due to design errors. KSA Engineers is included in the suit due to their providing civil design services. This suit is still in litigation.

- a. List the professional and support positions and number of personnel employed locally by your firm. Please designate which of those individuals/positions will be directly assigned to the Panola County Courthouse renovation.

KSA Staff Personnel (all offices)

Discipline	Number of Personnel
Administrative	28
Architect	3
CADD Technician	4
Civil Engineer	44
Construction Inspector	13
Electrical Engineer	1
Land Surveyor	15
Mechanical Engineer	0
Planner	4
BLOC	6
Project Manager	7
Technical Analyst	4
Engineer-in-Training	14
Design Tech	7
Other	8
TOTAL	158

KSA Staff Personnel (local office)

Name	Discipline	Assigned to Project
John E. Selmer, AIA, NCARB, LEED AP BD+C GGP, RRC	Architect	X
James I. Knight, AIA, NCARB, LEED AP	Architect	X
David S. Verzywvelt, NCARB, AIA, GA	Architect	X
Jonathan N. Farmer, P.E.	Civil Engineer	
Robert F. Vinet P.E.	Civil Engineer	
Jacob Medus, P.E.	Civil Engineer	
Clay Murry, P.E.	Civil Engineer	
Custer Fontana, E.I.	Professional Intern	
Christopher Moeri	Drafter	
Michael Rosselle	Field Admin.	
Kathleen Edwards	Admin.	X
Melanie Womack	Admin	X

- b. Has any member of your firm had their professional license revoked or suspended for any reason?
 - No member of KSA has had their professional license revoked or suspended for any reason.
- c. Provide resumes of all personnel who would be committed to this project.
 - See the following pages for resumes for personnel assigned to this project.
- d. Provide a matrix of responsibility and current assignments showing percent of dedication to all assignments and time available for the Panola County Courthouse renovation.

Name	Number of Current Assignments	% of dedication to all assignments	Time available to Panola County
John Selmer, AIA, NCARB, LEED AP BD+C, RRC	14	65%	35%
James Knight, AIA, NCARB, LEED AP	6	50%	50%
David Verzywvelt, AIA, NCARB, LEED GA	8	40%	60%

- e. Provide the name of three (3) clients with whom your firm has worked on similar projects.
 - Deep East Texas Council of Governments, Lonnie Hunt
 - Bossier Parish Police Jury, Eric Hudson
 - State of Louisiana Facility Planning & Control, Roy Dowling

- f. List professional services you may seek from outside sources for services not provided by your firm. Please produce a list of potential providers along with specific information documenting their work on similar projects.
 - Raley and Associates, Inc.
 - NTCC Health Sciences Lab
 - Existing Building Survey for Panola County
 - EMA Engineering & Consulting
 - Existing Building Survey for Panola County
 - Allen Building Renovation
 - Renovations to Building 1451
 - See additional firm information to follow
 - Previous project teaming for similar experience

- g. Explain any relationship (relative, business associate, financial, or kinship) that exists between your firm and any Panola County employee, department head, appointed official, elected official or agent of the County.
 - KSA President, Mitchell L. Fortner, P.E., is distantly related to Judge Rodger McClane, County Judge, and Dale LaGrone, Precinct 4 Commissioner.





**John Selmer, AIA, NCARB,
LEED AP BD+C, GGP, RRC**

PROJECT MANAGER

EDUCATION

Master of Architecture, Tulane University, 2004; Bachelor of Science in Civil Engineering, Tulane University, 1994; Bachelor of Science in Architecture, Tulane University, 1993

PROFESSIONAL LICENSES + CERTIFICATIONS

Architecture / TX #19483, 2006; LA #5669, 2001; OK #a7473, 2019; AR #4679, 2011; NM #005269, 2013
LEED AP BD+C / #10107010, 2009
Registered Roof Consultant #0934, 2022

PROFESSIONAL AFFILIATIONS

American Institute of Architects - Louisiana; AIA - Shreveport Chapter; National Council of Architectural Registration Boards

YEARS OF EXPERIENCE

30 Years

John Selmer, AIA, LEED AP BD+C, is the architectural services manager for KSA. He is a LEED Accredited Professional and recognizes the need for smart design that utilizes environmentally conscious strategies that will ensure that our decisions, designs, and projects do not inhibit future opportunities. He has extensive experience in all aspects of architecture projects and has served as project manager for projects of all varieties and sizes.

John is a Registered Roof Consultant (Reg. No. 0934); one of 19 in the State of Texas, and a total of 453 in the United States and Canada. This makes him very knowledgeable in every facet of the design and construction process, both existing and new construction.

Project Experience

DEEP EAST TEXAS COUNCIL OF GOVERNMENTS (DETCOG) NEW BUILDING, LUFKIN, TEXAS. PROJECT MANAGER. This project consists of a new 15,000 square foot building in Lufkin to house all of DETCOG’s programs which consists of Administration, Information Technology, Finance, 911 Network, Youth Services, Regional Services, Aging Services, RSVP, and Housing Authority and Accessory Spaces. It will also include a Deep East Texas Emergency Operations and Command Center, providing multi-agency coordination during disasters and other emergency situations. The building site is 3.507 acres.

BOSSIER PARRISH COURTHOUSE ADDITION AND RENOVATION.

KSA served as the prime architect and coordinated a team of expert designers to prepare design documents for an 81,760-square foot addition and the renovation of 103,968 square feet of the existing Bossier Parish Courthouse in Benton, Louisiana. The project included the coordination of architects, acoustical consultants, security consultants, civil engineers, communication engineers, mechanical and electrical engineers, and landscape architects.

RENOVATIONS TO BUILDING 1451 CAMP BEAUREGARD.

KSA was selected to provide a full renovation of the existing Building 1451 located on Camp Beauregard in Pineville, Louisiana. The building had been left unoccupied for many years and was in dire need of roofing repairs, ADA upgrades, building envelope upgrades, reconfiguration of the building layout and the MEP overhaul as well. The completed renovation work was so well received by the Guard that the Post Commander will be relocating into the building. The project was completed within the Guard’s project schedule and funding limitations.

HARRISON COUNTY COURTHOUSE EXTERIOR IMPROVEMENTS, MARSHALL, TEXAS. PROJECT MANAGER.

This project consisted of selective demolition of existing masonry and reinstallation of new masonry at Harrison County Courthouse. It included the installation of stainless-steel helical anchors to anchor masonry veneer to the structure; removal and replacement of existing sealant at all windows and cleaning of all exterior glazing and replacement of broken spandrel units.



**James Knight, AIA,
NCARB, LEED AP
PROJECT ARCHITECT**

EDUCATION

Bachelor of Science in Architecture/
Design Specialization, Louisiana Tech
University, 2005

**PROFESSIONAL LICENSES +
CERTIFICATIONS**

Architecture / LA #9655, 2021;
TX # 29944, 2022

PROFESSIONAL AFFILIATIONS

American Institute of Architects; National
Council of Architectural Registration
Boards

YEARS OF EXPERIENCE

17 Years

◀ James has been working in the field of architecture since 2005. He’s a super-user of both AutoCAD and Revit with a bachelor’s of architecture from Louisiana Tech University. James is an excellent listener and communicator with the unique ability to resolve issues on the fly. He has a knack for relating to people and understanding their needs, which he uses to the benefit of his satisfied clients. James has a strong work ethic and a desire to expand his knowledge base and continuously grow in his understanding of architectural principles and concepts.

Project Experience

- City of Nolanville - EMS Testing Addition and City Hall Improvements
- City of Nolanville - New Town Square
- Bulkley & Associates, LLC / Bulkley Trucking - Rendering & Video of a Cold Storage Warehouse
- Center Economic Development Corporation - Virtual Speculative Buildings Estimate
- City of Carthage - Fire and Police Station Study
- City of Kosse - Community Enhancement Fund
- City of Malakoff - Malakoff Community Center Improvements
- City of Rockdale - New Police Station
- City of Springhill, LA - East Side Pool Building Renovation
- City of Springhill, LA - Recreational Complex - Phase 2
- Forest Country Development Corporation - New Office Building
- Frisco Wade Development Partners LLC - Preston @ Wade Crossing
- Gaeke Construction Company - Wortham ISD Design Build
- Gun Barrel City Economic Development Corporation - Community Center Concepts
- HLM Construction Management - Braniff Hangars - Phase II
- JP Morgan Chase Bank - 780 Delta Room Corrective Measures
- JP Morgan Chase Bank - 780 Kansas Outbound Reconfiguration
- JP Morgan Chase Bank - Office Relocation to 780 Kansas
- Lamar Electric Cooperative - Headquarters Building
- Lincoln Builders of Texas, Inc. - Shop Addition and Office and Renovation-Vermeer Texas-Louisiana
- Palestine Economic Development Corporation - Regional Training Facility
- Southern University at Shreveport - Office Renovation-Administration Building
- State of Louisiana Facility Planning & Control - Allen Building Renovation for the School of Nursing, Southern University-Shreveport
- Sugar Land Regional Airport - Hangar 1 Replacement Redesign
- Texas Parks & Wildlife - Fawcett Lodges and Facilities
- Texas Parks & Wildlife - Fawcett WMA Support Systems and Facilities



**David Verzywvelt, AIA,
NCARB, LEED GA**

DESIGN ARCHITECT

EDUCATION

Masters in Architecture, Louisiana Tech University, 2020

Bachelor of Science in Architectural Studies, Louisiana Tech University, 2019

**PROFESSIONAL LICENSES +
CERTIFICATIONS**

Architecture / TX #30222, 2022;
LA #9745, 2022
Green Business Certification Inc (GBCI) -
LEED Green Associate

PROFESSIONAL AFFILIATIONS

American Institute of Architects

YEARS OF EXPERIENCE

2 Years

◀ David Verzywvelt, AIA, NCARB, LEED GA, joined KSA after graduating from Louisiana Tech University with his bachelor’s and master’s in the field of Architecture. When David was a sophomore in high school, he fully committed himself to becoming an Architect. His sole purpose for choosing this discipline was to “create a positive experience for people.”

David utilizes Revit to drive the project from the early stages of renderings and schematic drawings to the final stages of construction documentation. He assists his colleagues in creating imagery and drawing to most effectively communicate the project.

Project Experience

- City of Mount Pleasant - Civic Center Interior Renovations
- 3TerraMP - Overton Brooks Shreveport Parking Garage
- City of Pittsburg - Pittsburg Downtown Restroom Rendering
- Design Build Consortium, LLC - PET CT Scan Site Prep Renovation-VAMC Overton Brooks
- Don Jackson Construction, Inc. - Coulter Airfield-New Hangar Rendering
- Granbury Regional Airport - Master Plan/ALP Update
- Inter Community Volunteer Fire Department - Fire Station Near Intersection of FM31 and FM123
- Louisiana National Guard - Building 801 Replacement, National Guard Readiness Center, Camp Beauregard
- Training Site
- Plummer Associates, Inc. - UTRWD Peninsula Admin Building
- Robinson Aerospace - Private Hangar / MRO Development at Mid-Way Regional Airport
- Springhill Airport - Six Unit T-Hangar
- Texas Parks & Wildlife - Fawcett Lodges and Facilities
- Texas Water Development Board - Pittsburg Asset Management Plan for Small Systems
- The Nay Company - New Water Utilities Metal Prefabricated Building



Selmer, John E.

Profession:	Architect
Registration No.:	19483
License Status:	Active
Firm Name:	Firm Not Published
Address:	Address Not Published
Original Issue:	03/30/2006
Lic. Expiration:	11/30/2023

Knight, James Irby Jr.

Profession:	Architect
Registration No.:	29944
License Status:	Active
Firm Name:	KSA
Address:	1111 Hawn Ave Shreveport, LA 71107
Original Issue:	02/03/2022
Lic. Expiration:	01/31/2024



Verzwyvelt, David Samuel III

Profession:	Architect
Registration No.:	30222
License Status:	Active
Firm Name:	KSA Engineers
Address:	1111 Hawn Ave Shreveport, LA 71107
Original Issue:	05/31/2022
Lic. Expiration:	10/31/2023



**THE TEXAS BOARD
OF
ARCHITECTURAL EXAMINERS**

Certifies that

**KSA ENGINEERS, INC.
DBA: KSA**

is duly registered and authorized in accordance with all
rules and regulations of the State of Texas

in testimony whereof this certificate has been issued
by the authority of this Board

Registration No. BR 1948

Renewal of this registration is due on December 31, 2023

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Subconsultants



About Us

Raley and Associates, Inc. provides civil and structural engineering, master planning, and land surveying services for builders, contractors, land developers, municipalities, and landowners throughout Shreveport, Bossier City, and the surrounding the Ark-La-Tex region.

To meet their goal of client satisfaction, we focus on thier client's needs while at the same time being both time and cost conscious. To meet this challenge, they strive to maintain technical expertise on a variety of engineering and surveying software, equipment, and applications. These platforms allow them to continually improve our services thus providing their clients with greater overall value.

Experienced Team

Their management team has decades of combined experience in the engineering and surveying business. Their values are based on the fundamentals of client services, listening, understanding, and communicating. They are known for our innovative problem solving ideas. They offer clients a broad range of services based on a combination of technological innovation, progressive state-of-the-art solutions, and massive experience in the profession.



About Us

EMA has provided superior MEP and technology design services since 1974. As both the Architect's consultant and Prime Professional, EMA has become one of the state's strongest MEP engineering & consulting firms. Facility owners put their trust in EMA's ability to provide innovative MEP designs that create a more energy efficient learning environment. They currently have over 90 employees in three offices – Houston, Tyler, and Austin, Texas. Their five principals and 23 professional engineers have an attitude of approaching each project as a design partner. This has earned them a reputation for quality, reliability and responsiveness.

Their team can provide all services related to MEP systems design, production of construction documents, and construction administration. Engineering projects have included air conditioning, central plants, plumbing, other mechanical, electrical, power, lighting, DDC controls, communications, fire alarm, telephone systems, media retrieval systems, sound reinforcement, building security, video surveillance systems, technology and other related systems.



Before



After

BENTON, LOUISIANA

Bossier Parish Courthouse Addition and Renovation

KSA served as the prime architect and coordinated a team of expert designers to prepare design documents for an 81,760-square foot addition and the renovation of 103,968 square feet of the existing Bossier Parish Courthouse in Benton, Louisiana. The project included the coordination of architects, acoustical consultants, security consultants, civil engineers, communication engineers, mechanical and electrical engineers, and landscape architects.

The space is a high-volume public use facility that incorporates lobbies, corridors, courtrooms, assembly space, office suites, kitchen, vending area, and public restrooms. The interior finishes were designed with the use of geometric architecture and selected for high-volume durability. Public circulation is critical to the appeal of the space. Wayfinding and circular information strategies were prominent criteria guiding the design process. Modern operational technology changes will occur over the life of the building, therefore, maximum flexibility was designed to accommodate these future needs.

The exterior of the newly enlarged facility presents a fresh face to the community. Large panes of glass open the interior spaces to the outside and present an image of openness. The existing building received the same glass treatment through the installation of glass inserts into the current precast panels. By situating the addition to the west of the current building, this new structure will become the most visually dominant element from the most common direction of approach.

Geometric elements placed in front of the five-story courthouse structure provide dominance and create an open and inviting approach to the building. Great care was given to the overall design of public circulation in the lobby and Police Jury Hearing Room to incorporate the use of circular wayfinding. The Police Jury Hearing Room was envisioned as a two-story cylindrical space that radiates outward from the Jury's dais. At ground level, this space opens to the lobby and courtyard with a curvilinear wall of glass. This not only fills the room with natural light but will illuminate the space from outside at night.

KSA Role: Prime, Architecture, Civil Engineering

Client Liaison Eric Hudson, Parish Engineer, Bossier Parish Police Jury, 318.965.2329, ehudson@bossierparishla.gov

Size 81,760 square-foot addition 103,968 square-foot renovation

Construction Cost \$24.6 million - **Completion Date** November 2007







*Bossier Parish Courthouse Addition and Renovation - Exterior



SHREVEPORT, LOUISIANA

Allen Building Renovation for the School of Nursing

KSA undertook the task of transforming the historic Allen Building, located within the Metro Campus of Southern University-Shreveport, into a state-of-the-art facility for the expansion of the Nursing School. The century-old building underwent a comprehensive renovation to create three levels of cutting-edge educational and laboratory spaces, in order to meet the growing demands of the Nursing School. The project encompassed a thorough overhaul of the building, including interior and exterior repairs, conditioning, and cleaning. Extensive repairs were carried out on the basement’s structural elements, along with the waterproofing of the basement walls. To comply with current Life Safety regulations and enhance accessibility, two new egress stairs were constructed, and an elevator was installed to facilitate movement between all floors. The existing mechanical and electrical systems were completely replaced with new ones. The first floor was equipped with a student lounge, security offices, a computer lab, and a spacious lecture hall. On the second floor, modern skills labs and administration offices were accommodated. The third floor housed four classrooms, faculty offices, and a dedicated faculty lounge. Additionally, each floor featured brand-new restroom facilities.

KSA Role: Prime, Architecture and Civil Engineering; **EMA:** MEP
Client Liaison Roy Dowling, Project Manager, State of Louisiana Facility Planning & Control, 318.393.4890, roy.dowling@la.gov
Size 20,244 SF



LOUISIANA NATIONAL GUARD, PINEVILLE, LOUISIANA



Before



After

Renovations to Building 1451 Camp Beauregard

KSA was selected to provide a full renovation of the existing Building 1451 located on Camp Beauregard in Pineville, Louisiana. The building had been left unoccupied for many years and was in dire need of roofing repairs, ADA upgrades, building envelope upgrades, reconfiguration of the building layout, and a MEP overhaul as well.

The Louisiana National Guard chose to repurpose the entire building to provide additional square footage of building area (approximately 10,142 square feet) support Post functions. The area was planned to accommodate two new classroom spaces to expand educational and training space for missions, a large conference room, and a large administrative area to house up to fifteen offices. The existing restroom areas were completely demolished and new male and female restrooms were constructed to meet the occupant load and ADA accessibility requirements.



to

The exterior envelope was improved around the perimeter of the building by removing all existing plastic windows with new double insulated, low-E glazing in storefront frames. The roof was repaired in multiple locations to address leaks due to age. Spray foam insulation was applied to the underside of the roof deck in order for the building to meet current energy code.

The existing mechanical and electrical systems were completely removed and replaced throughout all areas of the building. The new mechanical system is zoned to allow efficiencies for the operation of the building based on which area is in use (administration or education training). The building can be isolated within and operate independently based on necessary staffing requirements to support planning missions. Additional electrical and IT needs were provided within each classroom to afford necessary infrastructure backbone to the Post servers and data needs.

The completed renovation work was so well received by the Guard that the Post Commander has relocated into the building. This project was completed within the Guard's project schedule and funding limitations.

KSA Role: Prime, Architecture; **EMA:** MEP

Client Liaison Joseph Cole, MSG-CFMO-Facilities Maintenance Manager, Louisiana National Guard, 504.278.8650, retired / returned to service through contract labor

Size 10,142 square feet

Construction Cost \$894,818 - **Completion Date** April 2017



HARRISON COUNTY, TEXAS

Gold Hall Community Center Renovation

KSA was selected by Harrison County for the renovation of the Gold Hall Community located in Hallsville, Texas. The much used community center has not received needed attention in some time, and this project was fully endorsed by the Commissioner’s Court. It was the goal to renovate the project so it would be more open for large community events, more kitchen friendly for food warming and service, and the renovation would allow the Community Center to act as a temporary “home” for residents in the event of local natural disasters. All restrooms were renovated to be completely accessible and an accessible shower area was incorporated into the design as well. The building received roof work to address old roof leaks and spray foam insulation was applied to the underside of the existing roof deck. New ceiling tiles were installed throughout the building and all new flooring was installed throughout. Existing wood paneling was removed and the gypsum board behind was refinished, painted and treated with a chair rail to completely revive the appearance of the open community room. The kitchen was completely renovated to provide updated millwork and fully ADA accessible appliances throughout. Some cost savings were achieved during the course of construction, and this allowed the installation of an audio visual system that included a projector, folding projector screen, sound system, and multiple TV monitors.

Before



KSA Role: Prime, Architecture, MEP

Client Liaison: Honorable Chad Sims, County Judge, Harrison County, 903.935.8401, chads@co.harrison.tx.us (was not judge at time of project completion.)

Size 4,200SF

Construction Cost \$259,657 - **Completion Date** January 2018

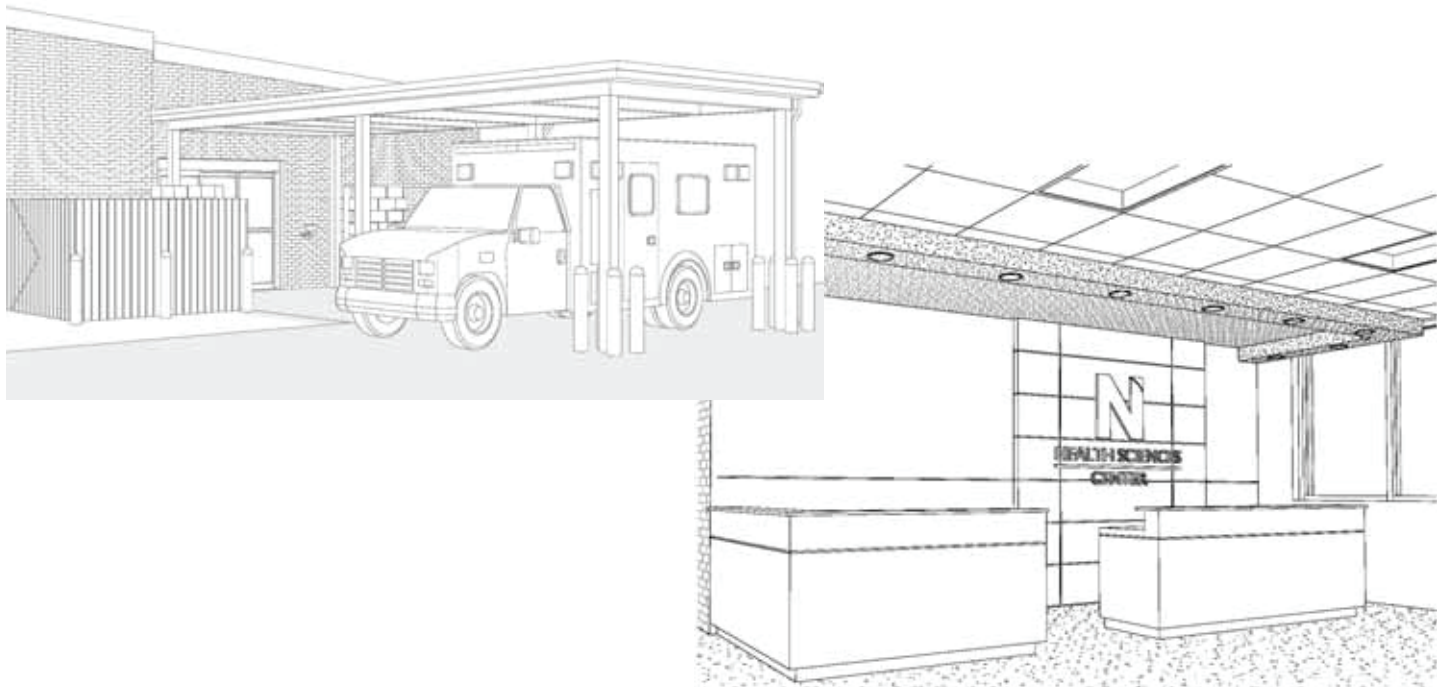
MOUNT PLEASANT, TEXAS

NTCC Health Sciences Simulation Lab

KSA was selected for the complete interior renovation of an existing building at Northeast Texas Community College in Mount Pleasant, Texas. The building is planned to be transformed into the college’s new Health Sciences Simulation Lab building. Currently the building is not utilized on a daily basis and it is being used for storage. KSA designed the renovation as a way to bring new life to this building and be utilized daily by students and faculty. The new interior will include a lobby, office, classroom/lab, conference room, and three medical simulation rooms. The new lobby is designed to have a drop ceiling with recess can lights and a metal fabricated NTCC logo beyond the custom millwork counters to serve as a warm welcome to those entering the building. The new office is designed to feature interior storefront on two sides so that the office user has views of those entering both entrances of the building as well as the ability to monitor the simulation labs from one place. The existing building is stepped in the middle causing it to not be ADA accessible. To bring the building up to code and ensure accessibility, KSA designed a concrete floor topping so that the building finish floor will be level (in the same plane) through the entire floor area.

All existing doors, windows, and finishes will be replaced throughout the building. To serve as a new point of entry and an area for students to be trained with ambulance unloading procedures, an automatic sliding door and exterior drop-off canopy is included in the design of this project. The project will include new electrical work, new HVAC, and new plumbing. This project bid during the highlight of COVID and required a second bid period to secure additional funds and to include additional design elements. Project is currently scheduled for completion by July 31, 2023.

KSA Role: Prime, Architecture, MEP, Civil Engineering, Raley and Associates, Structural Engineering
Client Liaison Jeff Chambers, North Texas Community College, 903.434.8106, jchambers@ntcc.edu
Size Renovated complete area of existing building 3,933 square feet
Construction Cost \$1,001,538
Completion Date Ongoing - Scheduled completion for July 31, 2023



Architectural and Renovation Projects

- State of Louisiana Facility Planning & Control - Allen Building Renovation for the School of Nursing
- State of Louisiana Facility Planning & Control - Criminal Justice Building Renovations, Grambling State University
- State of Louisiana Facility Planning & Control - Emergency Renovations, Cypress Dormitory, Swanson Center for Youth, Monroe, Louisiana
- State of Louisiana Facility Planning & Control - Library Renovation
- City of Mount Pleasant - Mount Pleasant Civic Center Interior Renovations
- JP Morgan Chase Bank - 782 Kansas Lane Day Care Renovation
- JP Morgan Chase Bank - 1900 North 18th Street Renovation
- Southern University at Shreveport - RAD TECH Renovation to the Allen Building
- Lincoln Builders Inc. - Shop Addition and Office and Renovation
- Louisiana National Guard - Building 822 Renovation
- Southern University at Shreveport - Office Renovation- Admin Building
- Harrison County - Courthouse Renovation
- Harrison County - Gold Hall Community Center Renovation
- Central Baptist Church - Sanctuary Renovation
- Texas Bank & Trust - Branch Renovation @ Canton
- McBride Builders and Holdings, LLC - Love Chapel Renovations
- Louisiana National Guard - Billet Renovation @ Camp Beauregard
- Upshur Rural Electric Corp. - Office Building Renovation Project
- Home Federal Bank - Youree Drive Renovations
- Southern University at Shreveport - School of Nursing Renovation
- City of Minden - Minden City Hall Addition & Renovations



*Southern University Shreveport - Admin Renovation

REFERENCES

Perhaps the most important criteria for your selection team is KSA’s reputation for excellence. We have worked diligently to build a reputation for completing our projects on time and within budget. These characteristics, coupled with high quality projects designed by service-oriented team members, set us apart when it comes to client satisfaction. The following list contains a few of KSA’s most valued assets, our clients. We encourage you to contact them for an assessment of our performance on previous and ongoing projects. Additional references will be provided upon request.



DEEP EAST TEXAS COUNCIL OF GOVERNMENTS

Lonnie Hunt, Executive Director

1405 Kurth Drive
Lufkin, Texas 75969
409.384.5704
lhunt@detcog.org

KSA provided full architecture and engineering services for the Deep East Texas Council of Governments building in Lufkin, Texas from 2017-2020.

CITY OF CARTHAGE

Steve Williams, City Manager

PO Box 400
Carthage, TX 75633
903.693.3868
swilliams@carthagetexas.com

This is an ongoing relationship with the City for feasibility studies, existing building review, a renovation project, and a new police station. These projects began in 2022. KSA also has a longstanding civil engineering history with the City of Carthage.

STATE OF LOUISIANA FACILITY PLANNING & CONTROL

Roy Dowling, Project Manager
1525 Fairfield Avenue, Suite 651
Shreveport, LA 71101
318.393.4890
roy.dowling@la.gov

KSA has provided full architecture and engineering services for FP&C for the Allen Building Renovation for SUSLA in downtown Shreveport.

When KSA is hired for a job, we become the eyes and ears of your community’s infrastructure and public works. We’ll help you manage those issues so you can focus your energy elsewhere.

Task	Date	Duration
KSA to begin negotiations with Panola County for A/E Services	7/18/2023	
Begin Programming	8/1/2023	
Programming underway with meetings with County Staff/Judge		35 Days
Submit Programming for review and approval	9/5/2023	
Owner Approval of Programming	9/12/2023	
Schematic Design underway with meetings with County Staff/Judge		35 Days
Submit Schematic Design for review and approval	10/17/2023	
Owner Approval of Schematic Design	10/31/2023	
Design Development underway with meetings with County Staff/Judge		70 Days
Submit Design Development for review and approval	01/09/2024	
Owner Approval of Design Development	01/23/2024	
Construction Documents underway		70 Days
Submit Construction Documents for review and approval	04/02/2024	
Owner Approval of Construction Documents	04/23/2024	
Discussion to establish Bidding Period		14 Days
Electronically release Construction Documents for Bidding	05/07/2024	
Receive Bids	06/06/2024	
Negotiations with Most Responsive Bidder		30 Days
Sign Contract and Notice to Proceed (NTP)	04/21/2024	
Construction Ongoing		18 Months (550 days)
Substantial Completion	01/22/2026	

Certification

The following statement shall be completed by an Owner, Officer, or Principal of the firm duly authorized to sign on behalf of the firm:

The information contained herein is true and accurate to the best of my knowledge. Further, the signature below certifies that the Statement of Qualifications has been completed with no consultation, collaboration or conversation with other Designers competing on this project.

Contact Information

Name of professional submitting Qualification statement:

KSA ENGINEERS, INC

Signature of Owner, Officer, or Principal

Mitchell L. Fortner

Printed Name

MITCHELL L. FORTNER

Title

PRESIDENT & CEO

Date JUNE 16, 2023

Email address MFORTNER@KSAENG.COM

Telephone number 903.236.7700

SUBSCRIBED AND SWORN to before me by the above-named

MITCHELL L. FORTNER

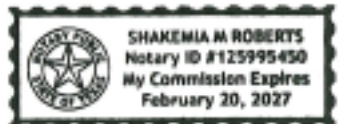
On this day JUNE 16TH, of 2023.

Public Notary

Shakemia M. Roberts

For the State of

TEXAS



Any effort to influence any employee, department head, appointed official, elected official or agent of the County are grounds for voiding a potential or current contract with Panola County.

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Mitchell L. Fortner, President & CEO

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information in this section is being disclosed.

Judge Rodger McLane

Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?

Yes No

D. Describe each employment or business and family relationship with the local government officer named in this section.

Both relationships are distant cousins.

4



Signature of vendor doing business with the governmental entity

06/19/2023

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
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OFFICE USE ONLY
Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Mitchell L. Fortner, President & CEO

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information in this section is being disclosed.

Dale LaGrone, Precinct 4 Commissioner

Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

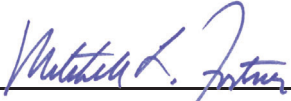
Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?

Yes No

D. Describe each employment or business and family relationship with the local government officer named in this section.

Both relationships are distant cousins.

4 
Signature of vendor doing business with the governmental entity

06/19/2023
Date

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. KSA Engineers, Inc.</p> <p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <i>Note:</i> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. 140 E. Tyler Street, Suite 600</p> <p>6 City, state, and ZIP code Longview, TX 75601</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
or									
Employer identification number									
7	5	-	1	6	0	0	8	6	3

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ <i>Sheila Rogers</i>	Date ▶ <i>6/12/2023</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.