

REQUEST FOR QUALIFICATIONS STATEMENTS
NEW HEALTH HUB & HELP AGENCY BUILDINGS
FOR THE LINCOLN PARISH POLICE JURY



LINCOLN PARISH POLICE JURY

ATTN: Doug Postel
Post Office Box 979
Ruston, LA 71273

ADMINISTRATOR

Doug Postel

POLICE JURORS

Theresa Wyatt
Hazel Hunter
Richard I. Durrett
TJ Cranford
Logan Hunt
Glenn Scriber
Matt Pullin
Skip Russell
Joe Henderson
Milton Melton
Sharyon Mayfield
Annette Straughter

**LINCOLN PARISH POLICE JURY
REQUEST FOR QUALIFICATIONS STATEMENTS CONSTRUCTION
MANAGER AT-RISK SERVICES**

The Lincoln Parish Police Jury, a political subdivision of the State of Louisiana (the "Police Jury"), solicits qualifications statements ("Qualifications Statements") from qualified and licensed construction firms (each a "CMAR") to provide comprehensive construction management at-risk services for the construction of the new Health Hub and the New HELP agency buildings in Ruston, Louisiana (the "Project").

I. STATUTORY AUTHORITY AND PUBLIC INTEREST

The Police Jury issues this solicitation to procure a CMAR qualified construction firm pursuant to the authority granted to it by La. Rev. Stat. Ann. §38:2225.2.4. The Police Jury determined this solicitation and the construction management at-risk delivery model to be in the best interest of the public and provides a substantial benefit to the Police Jury and residents of Lincoln Parish. Good faith and meaningful collaboration between the Police Jury, its architect, and the CMAR construction firm is essential to successfully delivering the project. The Police Jury determined that CMAR is the appropriate delivery model for budget adherence, transparent cost control measures, the potential for concurrent execution of design and construction, and the identification and minimization of risks and disputes.

II. PROJECT DESCRIPTION

The new facilities will consist of two (2) buildings. The new 12,500 SF Health Hub building will house the Lincoln Parish Health Unit, Health Hut, Parish Sanitarian offices and support spaces. The new 3,500 SF HELP Agency building will house the HELP Agency, Coroner's office and support spaces. These adjacent buildings will share a common parking lot. Both buildings will be of similar construction that will include a concrete foundation, wood framed brick veneer walls, a combination of asphalt shingles and metal roof system and exterior glazing.

The interiors will follow best-practice and coded-compliant design procedures and materials. The basic function of the buildings will include clinical services, offices, conference rooms and other support services.

Mechanical and electrical systems will include DX cooling with standard electrical services. The buildings will be protected by a fire sprinkler system.

Site features for this project will include parking and site landscaping.

(all of the foregoing in Section II being collectively referred to as the "Project").

The Police Jury's budget and opinion of probable cost for the work associated with the Project is Seven Million and 00/100s (\$7,000,000) Dollars.

III. OVERVIEW OF THE PRE-CONSTRUCTION SERVICES PROCESS

In accordance with La. Rev. Stat. Ann. §38:2225.2.4.G., after award and execution of the contract for pre-construction services, the Police Jury's architect, in consultation with the selected CMAR contractor, shall proceed with design services. The Police Jury shall obtain an opinion of probable cost of the Project from both the selected CMAR contractor and the architect when final design of the project is not more than sixty percent (60%) complete, and again when final design of the project is not more than ninety percent (90%) complete. The selected CMAR contract shall provide the Police Jury with a guaranteed maximum price ("GMP") for construction of the Project, before or upon completion of the final design.

The period of pre-construction services is estimated to be approximately six (6) months after contract award and the scope of which shall include, but not be limited to, design input, value engineering, schedule acceleration analysis, constructability reviews, and budget reconciliation. During pre-construction, CMAR may, subject to Police Jury approval, begin the procurement of subcontractors and commence early work. The successful CMAR will continue to prove value engineering suggestions to reduce time and costs through the course of the Project while maintaining the basic design and operation intent of the Project. The stipulated fee for pre-construction services, regardless of any reasonable extension thereof by the Police Jury, shall be Twenty Thousand and 00/100s (\$20,000.00) Dollars.

If the Police Jury and selected CMAR contractor are able to negotiate, establish, and agree upon a GMP to render construction services for the Project, and additionally, to agree upon constructability, construction phasing and sequencing, and the maximum number of contract days to complete the Project, the Police Jury may then award the contract for construction services to the selected CMAR contractor for the construction phase of the contract.

Once a GPM is agreed upon, the Police Jury may determine and contract with the selected CMAR contractor to undertake specific items of construction services. Additionally, the Police Jury may determine and contact with the selected CMAR contractor to undertake specific items of construction prior to agreement upon a GMP for such items, provided such undertaking is for the benefit of the Project and a GMP for the undertaking can be

agreed upon between the Police Jury and selected CMAR contractor. Such items may benefit the Project, including but not limited to items that require a long lead time, may further the understanding of unknown site conditions, or other items.

If, however, the Police Jury and selected CMAR contractor are not able to agree upon constructability, construction phasing and sequencing, the GMP, the maximum number of contract days to complete the Project, and to reach a negotiated agreement, then the Project shall be re-advertised by the Police Jury and publicly bid utilizing the design-bid-build delivery method, provided the selected CMAR contractor shall be prohibited from bidding on the project.

IV. FORM OF QUALIFICATIONS STATEMENTS

The following information should be included in a cover letter (maximum of two (2) pages) titled "Qualification Statements for Construction Manager At-Risk Services":

- Name of proposer
- Proposer address (of office that this Project would be run from)
- Proposer telephone number
- Proposer federal tax identification number
- Louisiana Contractor's license number
- Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the proposer.
- The signature of an individual who is authorized to submit the Qualifications Statement.

Contents of Qualifications Statements

Proposers should letter and number their Qualifications Statements exactly as presented herein. Qualification Statements must contain all of the following information:

Qualifications Statements will be evaluated by the Parish based upon the following criteria:

1. Firm Background and Safety Record
2. Relevant Project Experience
3. CMAR/Alternative Delivery Project Experience
4. Methodology/Schedule
5. Exhibit A – La. Contractor's License
6. Exhibit B – Schematic Design Document
7. Exhibit C – Non-Collusion Affidavit (La. Rev. Stat. Ann. §38:2224)

8. Exhibit D – Affidavit Regarding Criminal Convictions (La. Rev. Stat. Ann. §38:2227)
9. Exhibit E – Affidavit for Verification of Employees (La. Rev. Stat. Ann. §38:2212.10)

1. Firm Background and Safety Record (20 points)

Proposers shall:

- a. Describe your business structure (i.e., corporation, partnership, limited liability company, joint venture) and identify in which state is it incorporated, organized, or formed, the year in which it was incorporated, organized, or formed, and whether or not it is authorized to do business in Louisiana. If a joint venture, identify all ventures and describe in detail the percentage interest of each joint venture, the roles and responsibilities of each joint venture, the business structure of each joint venture (i.e., corporation, partnership, etc.) the bonding capacity of each joint venture for performance and payment bonds, and the purpose(s) for which the joint venture was organized. List the officers of the joint venture and identify those who will have direct responsibility for the project. Provide a copy of your executed project-specific joint venture agreement. List any projects in which you have worked together as joint venture.
- b. Confirm and provide evidence of appropriate and current state licensure and credentials to perform the requested services in the State of Louisiana.
- c. Confirm and provide evidence that the proposer is active and in good standing with the Louisiana Secretary of State's Office.
- d. Confirm that the proposer has not had a record of substandard work with the last five (5) years.
- e. Confirm that the proposer has not engaged in any unethical practices within the last five (5) years.
- f. Identify and conflicts of interest your organization may have with the Project.
- g. Identify whether your organization has been involved in litigation with the past five (5) years? If so, please describe and note the disposition of all cases.
- h. Provide evidence of your organization's overall bonding capacity and currently available bond capacity.

- i. Provide your worker's compensation experience modifier for the past five (5) years.
- j. Provide your organization's last safety record to include number of employees, exposure hours, current experience modification rate, total recordable incident rate, lost work time incident rate, fatalities, and regulatory citations.
- k. Please provide a digital copy of your organization's standard safety plan. If not covered in your organization's safety plan, please answer the following questions. If the following question are addressed in the safety plan, please indicate which section.
 - Do you conduct a daily Job Safety Analysis ("JSA"), or equivalent?
 - Do you hold regularly scheduled safety meetings? If yes, how often?
 - Do you hold regularly scheduled safety inspections? If yes, how often? Who performs them?
 - Do you conduct and document onsite formal investigations of accidents?
 - Do you have a safety orientation program for new hires? If yes, please describe.
 - Do your provide safety training for your employees? If yes, please describe the types of safety and health training provided.
 - Do you have a written Drug and Alcohol Plan? (pre-employment, random, reasonable suspicion, post-accident testing?)
 - Dl you have a full-time employee responsible for safety? If yes, please provide name, title, phone, and email address?

1. Please provide a copy of the following documents as an attachment to your qualifications statement (will not count toward total page limit):

- Experience Modification Rate letter for last three (3) years
- Last three (3) years of OSHA 300A logs
- Drug and Alcohol plan
- JSA Form

2. Relevant Project Experience (30 points)

Proposers shall:

- a. Provide project profiles for all projects of a similar size and complexity your firm has completed or begun construction over the past five (5) years. For each project provide the following information:

- Project name, location, and owner contact information
- Brief project description including but not limited to whether the project was public or private or renovation or new construction.
- Architect's original cost estimate.
- Architect of Record (name, phone, and email address).
- Contract Amount (include amount of base bid and any alternate bids if applicable)
- Date of Notice to Proceed, Contract Time (working days or calendar days), and Substantial Completions Date based on initial contract time.
- Total additional contract time and revised substantial completion date.
- Actual date the project was considered substantially complete. If ongoing project provided anticipated completion date.
- Amount of liquidated damages assessed, if any.
- Net dollar amount of change orders incurred on the project.
- Description of challenges faced during the project and what was done to overcome them.
- Provide any lessons learned from the project and how that knowledge has helped or will help the proposer on further projects.
- Any additional comments or explanation regarding change orders or contract time.

b. For each of the past three (3) years, list your firm's overall:

- Louisiana construction dollar volume (work-in-place)
- Total construction dollar volume (work-in-place)
- Construction dollar volume specific to public works contracts
- Include breakdown of work performed as a prime contractor or subcontractor.

c. Provide a detailed project specific organization chart indicating titles and responsibilities with specific names of staff individuals who would be assigned to this Project, including officers. Provide a notation for part-time and full-time staff. Please indicate where a subcontractor will be use to complete any of the work or responsibilities.

d. Provide personnel resumes, including past relevant project experience for all staff proposed for the Project. List their project title for each project listed.

e. Indicate office location where specific team members will be located during the Project.

- f. Provide the contact information for a minimum five (5) references which the proposer has completed projects for within the past (5) years. Include contact name, title, phone, and email address.

3. CMAR/Alternative Delivery Project Experience (25 points)

Proposers shall:

- a. Provide up to five (5) project profiles your firm has completed or begun construction over the past five (5) years that used a delivery method other than the design-bid-build process. Experience with CMAR is preferred; however, experience with other methods of delivery that include involvement of the contractor in the design process (i.e. design-build) will be evaluated. Public sector projects should be listed first, and then private sector projects, if necessary. For each project, provide the following information:
 - Project name, location, and owner contact information (contact name, phone, email address).
 - Brief project description.
 - Total Construction Cost and Contract Time.
 - Liquidated damages amount per day and amount of liquidated damages assessed, if any.
 - Net dollar amount of change orders incurred on the project.
 - Describe of how the project benefited from proposer's involvement during the design phase of the project.
- b. Provide a staffing plan, matched to your CMAR process, with project specific personnel, job-specific duties and amount of time dedicated to this Project.
- c. Provide the contact information for a minimum of three (3) references which the proposer has completed CMAR or other alternative delivery methods for within the past five (5) years, if different from references provided in Section 2 – Relevant Project Experience. Include name, title, phone, and email address.

4. Methodology/Schedule (25 points)

Proposers shall:

- a. Clearly describe the unique approach, methodologies, knowledge and capability to be utilized in the performance of the work and completion of the Project.

Describe any issue the characteristic of which would be uniquely relevant in evaluation the experience of proposer’s firm to handle the Project.

- b. Provide a detailed trade bid and procurement strategy. Outline how bid packages will be set up to provide best pricing and maximize local participation. Provide details of the subcontractor prequalification process, if any, and outline the procurement process and expected Owner review and approvals.
- c. Provide the following in draft form:
 - Site Logistics Plan
 - Severe Weather Plan
 - Quality Control Plan
- d. Provide a project schedule based on your methodology for anticipated major scope of work items in Gantt chart format with the critical path identified including material procurement. Include completion dates for all major functions.

Summary of Qualification Statements Scoring Criteria:

Firm Background and Safety Record.....	20 Points
Relevant Project Experience.....	30 Points
CMAR/Alternative Delivery Method Project Experience.....	25 Points
Methodology/Schedule.....	25 Points
Proximity to Site.....	<u>25 Points</u>
Maximum Total Points on Qualification Statement	125 Points

The three (3) firms scoring highest on the Qualifications Statements will be afforded an opportunity to present and be interviewed by the selection review committee. The committee will consist of no more than five (5) individuals as follows: (a) one design professional in the discipline of but not involved in the project; (b) one license contractor in the discipline of but not involved in the project; (c) one representative of the owner; and (d) two members at large. The presentation and interview process will account for up to a maximum of twenty-five (25) additional points. The firm receiving the highest point totals on the Qualification Statement and the presentation and interview will be

recommended to the Police Jury for award. The Police Jury reserves the right to allow more than the three (3) highest scoring firms to be interviewed and present to the selection review committee provided: however, the additional firms to be interviewed and allowed to present shall be the firms scoring the next highest point total on the Qualification Statements in descending order.

Overall Summary of Scoring Criteria

Firm Background and Safety Record.....	20 Points
Relevant Project Experience.....	30 Points
CMAR/Alternative Delivery Method Project Experience.....	25 Points
Methodology/Schedule.....	25 Points
Presentation/Interview.....	25 Points
Proximity to Site.....	<u>25 Points</u>
Maximum Total Points	150 Points

V. SCHEDULE OF EVENTS

Solicitation Begins.....	March 30, 2022
Mandatory Pre-Proposal Meeting.....	April 11, 2022
Deadline for Questions.....	April 14, 2022
Deadline for Submission of Qualifications Statements.....	April 29, 2022
CMAR Interviews.....	May 3, 2022 – May 4, 2022
Subcommittee Review Period.....	May 5, 2022 – May 9, 2022
CMAR Selection at Police Jury Meeting.....	May 10, 2022

A **mandatory project meeting** will be held on April 11, 2022 at 10:00AM on the 3rd Floor of the Lincoln Parish Courthouse located at 100 West Texas Avenue, Ruston, Louisiana 71270. **Interested firms must attend the project meeting to submit a**

Qualifications Statement to be considered responsive to this solicitation.

Firms will be provided access to the site following the meeting.

In accordance with the Schedule of Events, but in no event later than ninety (90) days after the deadline to submit Qualifications Statements, a selection review committee designated by the owner shall make a written recommendation to the owner as to which firm should be awarded the contract.

All times are based upon Central Time. The Police Jury reserves the right to adjust the Schedule of Events upon notice.

VI. GENERAL AND ADMINISTRATIVE MATTERS

The Request for Qualifications (“RFQ”) is available in electronic form and may be obtained from the Parish Administration office beginning at 8:00 AM on March 30, 2022, by contacting Doug Postel at (318)513-6200, by email at dpostel@lincolnparish.org, or in writing at PO Box 979, Ruston, Louisiana 71273.

Questions concerning the contents of this solicitation should be addressed in writing to Doug Postel via email at dpostel@lincolnparish.org no later than 2:00PM on April 14, 2022.

Sealed Qualifications Statements must be received at the Lincoln Parish Police Jury Office located at 100 West Texas Avenue, Ruston, Louisiana 71270 on or before 10:00 AM on April 29, 2022 (the “Submission Deadline”). Qualification Statements shall be addressed to Doug Postel, Parish Administrator, PO Box 979, Ruston, LA 71273. Any Qualifications Statements received after the Submission Deadline will not be considered. Faxed and/or emailed Qualifications Statements cannot be accepted and will not be considered. The Police Jury reserves the right to reject any or all Qualifications Statements for just cause.

The exterior envelope must be addressed as follows:

Qualifications Statements for CMAR Services – Lincoln Parish Police Jury

[Company Name]

[Company Address]

[Company License Number]

Proposers shall submit one (1) original, marked “Original”, signed qualifications statement, five (5) copies, marked “Copy”, and one (1) electronic copy on separate USB drive by the Submission Deadline. Proposers are not required to submit hard copies of

your organization's safety plan. Proposers shall submit electronic versions of the safety plan on a separate electronic USB drive.

Qualifications Statements shall be prepared on 8.5" x 11" paper, bound and tabbed, based on the response format identified above. Include a table of contents matching the sections and tabs outlined. Each page of the proposal must be numbered. Submissions shall be in 10-point font or larger and no more than seventy-five (75) single face pages, exclusive of the table of contents, tabs, safety plan, and Exhibits A through E.

The CMAR must comply with all requirements of authorities having jurisdiction over the project including the State of Louisiana. The work performed is subject to compliance with all applicable rules, regulations and relevant orders of the Secretary of Labor, federal government, and State of Louisiana, all of which shall become contractual obligations.

Failure of the successful CMAR to accept these obligations shall result in the rejection of the Qualifications Statements.

Any attempt to directly contact and/or influence any member of the selection review committee, the Parish Administrator, the Police Jury, or other senior management associated with the Project after receipt of this RFQ, and prior to the selection decision will be grounds for disqualification.

The Project is to be financed in whole or in part by funds which may not be readily available at the time Qualifications Statements are received. Consequently, any time periods set forth in La. Rev. Stat. Ann. §38:2225.2.4 may not be applicable.

The Police Jury does not discriminate based on social and economic disadvantage, race, color, sex, gender, age, disability, or national origin. All small and minority-owned firms and women's business enterprises are encouraged to submit Qualifications Statements.

The Police Jury is tax-exempt pursuant to La. Rev. Stat. Ann. §47:301(8)(c).

Interested firms must maintain a current contractor license with the Louisiana State Licensing Board for Contractors for the major classification of Building Construction and certify that they are licensed contractors under Chapter 24 of Title 37 of the Louisiana Revised Statutes.

Proposers acknowledge and agree, by submitting a Qualifications Statement, there shall be no challenge by any legal process to the choice of successful CMAR except for fraud, bias for pecuniary or personal reasons not related to the taxpayer's interest, or arbitrary and capricious selection by the Police Jury. By submitting a proposal, proposers hereby

expressly consent to the exclusive jurisdiction of the Third Judicial District Court situated in Ruston, Louisiana as the sole authority to resolve any and all disputed, controversies or challenges in any way related to this RFQ or contract award in the event the parties are unable to first resolve such controversy through informal discussion in a timely manner.

Any person with disabilities requiring special accommodations must contact Doug Postel at (318)513-6200, by email at dpostel@lincolnparish.org, or in writing at PO Box 979, Ruston, Louisiana 71273 no later than seven (7) days prior to the Submission Deadline.

VII. EXHIBITS

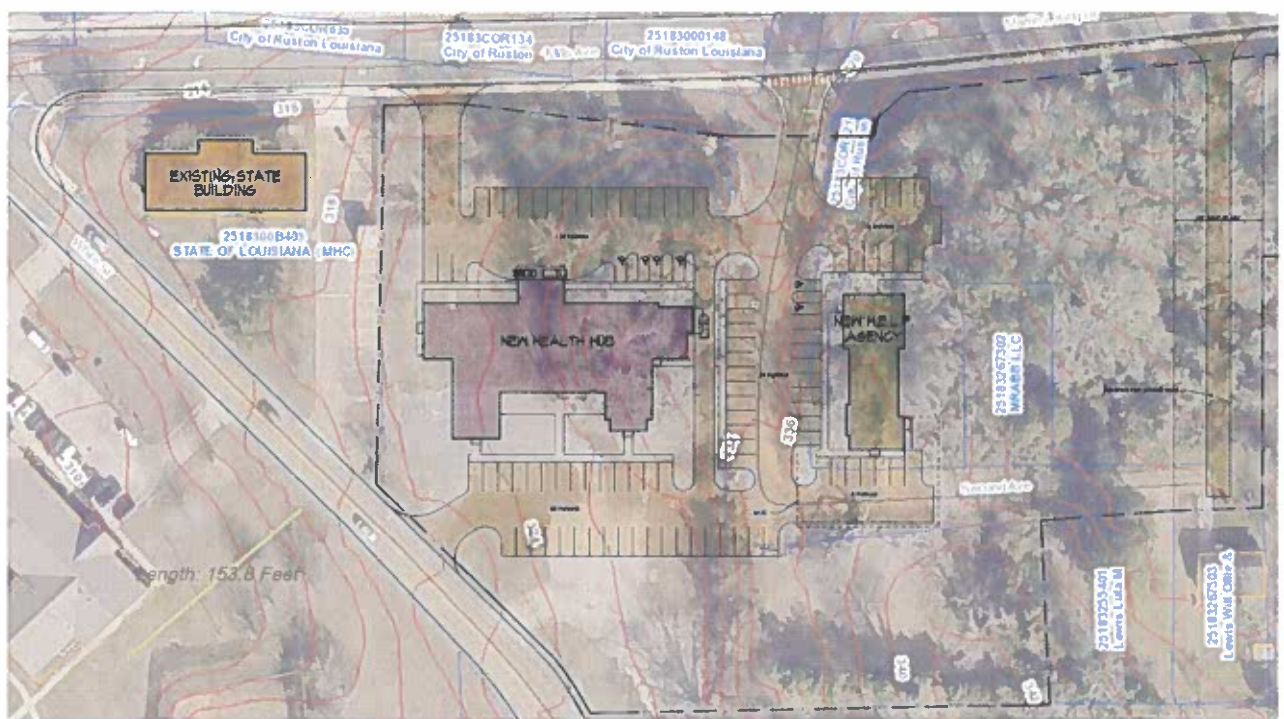
The following exhibits shall be submitted within the sealed proposals provided by the contractor:

- Exhibit A Copy of Contractor's Louisiana Contractor's License
- Exhibit B Provided Schematic Design Documents, initialed by contractor
- Exhibit C Non-Collusion Affidavit (La. Rev. Stat. Ann. §38:2224)
- Exhibit D Affidavit Regarding Criminal Convictions (La. Rev. Stat. Ann. §38:2227)
- Exhibit E Affidavit for Verification of Employees (La. Rev. Stat. Ann. §38:2212.10)

Exhibit A

Copy of Contractor's Louisiana Contractor's License

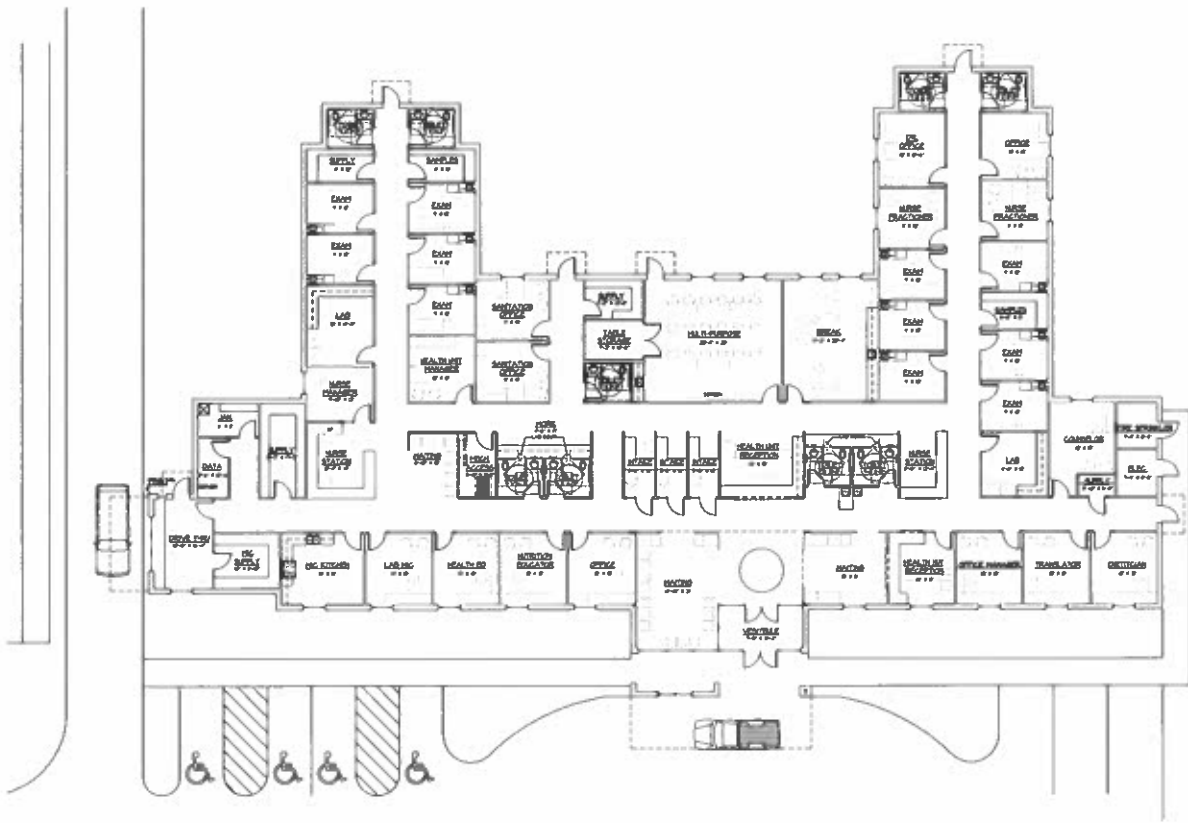
Exhibit B
Schematic Design Document



NEW HEALTH HUB AND H.E.L.P. AGENCY BUILDINGS

PROPERTY LINES AND ADJACENT PARCELS

HEALTH HUB PARBID SF	44,751
H.E.L.P. AGENCY PARBID SF	10,000
HEALTH HUB PARBID SF	95
H.E.L.P. AGENCY PARBID SF	10



A NEW BUILDING FOR THE HEALTH HUB

GENERAL CONTRACTOR: [unreadable]

REVISED BY: 10/02

QUANTITY OF: 001



Exhibit C

Non-Collusion Affidavit (La. Rev. Stat. Ann. §38:2224)

STATE OF LOUISIANA

PARISH OF _____

BE IT KNOWN, that on this _____ day of _____, 2022, before me the undersigned Notary Public, duly commissioned and qualified, within and for the Parish of _____, State of Louisiana, personally came and appeared _____, as the duly authorized agent of _____, who after being by me first duly sworn, did depose and say:

- A. that _____ has been selected as Contractor for the following project:
- B. that affiant and his firm employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract for the above referenced project with the Ruston Hospital Service City under which he will, if awarded the contract, receive or received payment, other than persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for affiant;
- C. that no part of the contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction, alternation or demolition of the public building or project were in the regular course of their duties for affiant; and
- D. Affiant further declares that they will, in all respects, comply with the public contract laws of the State of Louisiana, including Title 38 of the Louisiana Statutes, and particularly Section 2224, as amended, of such Title 38 of the Louisiana Revised Statutes.

WITNESSES:

AFFIANT:

By: _____
Name: _____
Title: _____

Sworn to and subscribed before me this ____ day of _____, 2022.

Notary Public

Exhibit D

Affidavit Regarding Criminal Convictions (La. Rev. Stat. Ann. §38:2227)

STATE OF LOUISIANA

PARISH OF _____

Project Name: _____

Project Number: _____

Date of Submission: _____

BEFORE ME, the undersigned authority, duly commissioned and qualified within and for the state and parish aforesaid, personally came and appeared _____, representing _____ who, being by me first duly sworn deposed and said that he has read and signed this affidavit and does hereby agree under oath that:

- A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named above has been convicted of, or has entered a plea of guilty or nob o contendere to any of the following state crimes or equivalent federal crimes: Public bribery (LA R.S. 14:118); Corrupt influencing (LA R.S. 14:120); Extortion (LA R.S. 14:66); and/or Money laundering (LA R.S. 14:230).
- B. Within the past five (5) years from the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nob o contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes: Theft (LA RS. 14:67); Identity Theft (LA R.S. 14:67.16); Theft of a business record (LA R.S. 14:67.20); False accounting (LA R.S. 14:70); Issuing worthless checks (LA R.S. 14:71); Bank fraud (LA R.S. 14:71.1); Forgery (LA R.S. 14:72); Contractor misapplication of payments (LA R.S. 14:202); and/or Malfeasance in office (LA R.S. 14:134).

WITNESSES:

AFFIANT:
By: _____
Name: _____
Title: _____

Sworn to and subscribed before me this ____ day of _____, 2022.

Notary Public

Exhibit E

Affidavit for Verification of Employees (La. Rev. Stat. Ann. §38:2212.10)

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned authority, duly commissioned and qualified within and for the state and parish aforesaid, personally came and appeared _____, representing _____ who, being by me first duly sworn deposed and said that he has read and signed this affidavit and does hereby agree under oath that:

- A. Affiant is registered and participates in a status verification system to verify that all employees in the state of Louisiana are legal citizens of the United States or are legal aliens.
- B. If awarded the contract, Affiant shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.
- C. If awarded the contract, Affiant shall require all subcontractors to submit to it a sworn affidavit verifying compliance with Paragraphs (A) and (B) of this Subsection.

WITNESSES:

AFFIANT:

By: _____
Name: _____
Title: _____

Sworn to and subscribed before me this ____ day of _____, 2022.

Notary Public