



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
Purchase Order

Order Date: 10-11-2024

CORRECT ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.

Order Number:	CPO 0313 9171 DEP2300000029 5	Procurement Folder:	1051908
Document Name:	EOI - 2022 AML Contract 2 Projects - South	Reason for Modification:	Change Order No 2 is issued to increase the remaining balance per the attached documentation.
Document Description:	EOI - 2022 AML Contract 2 Projects - South		
Procurement Type:	Central Purchase Order		
Buyer Name:	Joseph E Hager III		
Telephone:	(304) 558-2306		
Email:	joseph.e.hageriii@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-06-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VC0000099853	Requestor Name:	Jessica S Chambers
RESPEC COMPANY LLC		Requestor Phone:	(304) 414-1140
3824 JET DRIVE		Requestor Email:	jessica.s.chambers@wv.gov
RAPID CITY	SD	2025	
US	577090725	FILE LOCATION _____	
Vendor Contact Phone:	0000000000		
Extension:			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

INVOICE TO	SHIP TO
ENVIRONMENTAL PROTECTION	ENVIRONMENTAL PROTECTION
OFFICE OF AML&R	OFFICE OF AML&R
601 57TH ST SE	601 57TH ST SE
CHARLESTON WV 25304	CHARLESTON WV 25304
US	US

CR 10-31-24

Total Order Amount: \$3,063,989.66

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION	ATTORNEY GENERAL APPROVAL AS TO FORM	ENCUMBRANCE CERTIFICATION
DATE: <i>Munkitzy - 10/31/2024</i>	DATE: <i>John S. Gray</i>	DATE: <i>10/31/2024</i>
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 2 issued to increase the contract according to all terms, conditions and specifications contained in the contract including all authorized change orders.

Original Contract Sum: \$2,778,881.88
 Change Order #1 Increase: \$188,708.78
 Change Order #2 Increase: \$96,399.00

New Contract Total: \$3,063,989.66

Effective Date: 09/01/2024

All provisions of the of the original contract and the subsequent change orders not modified herein shall remain in full force and effect. No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81100000	0.00000		0.000000	850115.18
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Professional Svcs - MacArthur Subsidence Phase III

Extended Description:

Professional Svcs - MacArthur Subsidence Phase III

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81100000	0.00000		0.000000	383948.90
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Professional Svcs - Beckley Soccer Complex

Extended Description:

Professional Svcs - Beckley Soccer Complex

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81100000	0.00000		0.000000	366259.52
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Professional Svcs - Price Hill Complex Pond Cleaning

Extended Description:

Professional Svcs - Price Hill Complex Pond Cleaning

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81100000	0.00000		0.000000	401262.65
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Professional Svcs - Summerlee Water Treatment

Extended Description:

Professional Svcs - Summerlee Water Treatment

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81100000	0.00000		0.000000	718739.61
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Professional Svcs - Crown Hill Refuse, Slide & Drainage

Extended Description:
Professional Svcs - Crown Hill Refuse, Slide & Drainage

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81100000	0.00000		0.000000	343663.80
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Professional Svcs - WVU Tech Drainage Morris Creek

Extended Description:
Professional Svcs - WVU Tech Drainage Morris Creek



OK
Munkit
10/31/2024

west virginia department of environmental protection

Office of Abandoned Mine Lands & Reclamation
601 57th ST SE
Charleston, WV 25304

Harold D. Ward, Cabinet Secretary
dep.wv.gov

September 11, 2024

RESPEC Company, LLC.
Attn: Whitney Faulkner

Re: 2022 AML Contract 2 Projects - South
Contract Number: CPO: DEP23*29
Change Order #2

Dear Ms. Faulkner:

Revisions to the design of the Price Hill Pond Cleaning Project are needed. The design will be revised to encapsulate the sludge and decommission one of the ponds. The additional design services total \$52,774.00. Additional design services are needed for the Crown Hill Refuse and Slide project. These services include creating a geological model in Carlson to evaluate the groundwater. These services total \$11,998.50. Additional design services are needed for the Morris Creek Water Treatment project. These services include additional water and titration testing and the evaluation of several different treatment options. These additional services total \$15,600.00. Additional design services are needed for the MacArthur Subsidence Phase III project. These services include additional site visits and revising the plans based on the FLAC3D model. These additional services total \$16,026.50. The total amount of this change order is \$96,399.00.

The effective date of the change order is September 1, 2024.

Change Order Approved by WVDEP:

Name	Title	Signature	Date
Jonathan Holbert	Southern Design Administrator	Jonathan Holbert	<small>Digitally signed by Jonathan Holbert DN: CN = Jonathan Holbert, email = Jonathan.R.Holbert@wv.gov C = AD O = DJR-AML, OU = WVDEP Date: 2024.09.13 09:54:07 -0400</small>

Completion of this change order approval process requires your signature below

I agree with the changes as outlined in this letter.
(vendor signature required below)

Name	Title	Signature	Date
Whitney Faulkner	Manager, RS	<i>Whitney Faulkner</i>	9/12/2024

Please email the signed documents to Jonathan.R.Holbert@wv.gov within 7 days of receipt of this letter.



September 11, 2024

Mr. Jonathan Holbert, PE
 Southern Design Administrator
 West Virginia Department of Environmental Protection
 Division of Land Restoration
 Office of Abandoned Mine Lands and Reclamation
 601 57th Street, SE
 Charleston, WV 25304

Dear Mr. Holbert:

RE: CEOI 0313 DEP2200000020: PRICE HILL POND CLEANINGS – Change Order 02

CHANGE ORDER REQUESTS

As previously discussed, we are submitting the following change order. The original design was to remove and dispose of the sludge onsite at a landfill. However, due to the tipping costs, W DEP decided to revise the design and use one pond as a depository for the sludge. This change order includes the costs for analyzing the sludge, hydraulic analysis to determine if the 3 ponds will be sufficient to handle the flow and a brief review of any possible downstream affects

TASK III C - GEOTECHNICAL INVESTIGATIONS

The change order for this task includes conducting water samples and sludge testing required for the landfill permit. This also includes a RESPEC employee meeting with Ben Faulkner and a meeting with WV DEP to discuss options.

Table 1. TASK 111C – GEOTECHNICAL INVESTIGATIONS

LABOR	RATE (\$)	UNIT COST	QUANTITY	COST (\$)
Senior Project Manager	210	Hour	14.5	3,045.00
Mileage	0.65	Miles	500	325.00
Hotel	140	Day	2	280.00
Subtotal Estimated Expenses				3,650.00
Ben Faulkner	85	Hour	24	2,040.00
Sludge Testing	600	EA	1	600.00
Subtotal Subconsultant Expenses				2,640.00
TOTAL COST				6,290.00

146 EAST THIRD STREET
 LEXINGTON, KY 40508
 P.O. BOX 888 // LEXINGTON, KY 40588
 859.259.0959

TASK III D – ANALYSIS AND DESIGN



The change order for this task includes analysis of the requirements for encapsulating the solidified sludge into a decommissioned pond and the treatment capabilities of the remaining three ponds.

Table 2. TASK 111D – ANALYSIS AND DESIGN

LABOR	RATE (\$)	UNIT COST	QUANTITY	COST (\$)
Senior Project Manager	210	Hour	2	420.00
Professional Engineer	159	Hour	24	3,816.00
Senior Technician/Scientist, GIS Specialist	128	Hour	30	3,840.00
TOTAL COST				8,076.00

TASK III E – PREPARATION OF PLANS, SPECIFICATIONS & ENGINEERS

This change order for this task includes updating the construction plan set, technical specifications and cost estimate for encapsulation of one pond with the solidified sludge from the other ponds. The new design will include any necessary and permanent stormwater culverts and outfalls. RESPEC will update the technical specifications to ensure the proper and safe encapsulation of the solidified sludge. This task will include 2 meeting with WVDEP

Table 3. TASK 111E – PREPARATION OF PLANS, SPECIFICATIONS AND ENGINEERS ESTIMATE

LABOR	RATE (\$)	UNIT COST	QUANTITY	COST (\$)
Senior Project Manager	210	Hour	24	4,5040.00
Project Manager	180	Hour	8	1,440.00
Project Engineer	159	Hour	40	6,360.00
Staff Engineer	133	Hour	40	5,320.00
Senior Technician/Scientist, GIS Specialist	128	Hours	40	5,120.00
Subtotal Estimated Labor				23,280.00
Mileage	0.65	Mile	1000	650.00
Hotel	140	Day	2	280.00
Per Diem	59	Day	4	236.00
Subtotal Estimated Expenses				1,166.00
TOTAL COST				24,446.00



TASK 111F – PERMITTING

The change order for this task includes revising the NPDES permit based on the new design. We have already submitted an NPDES permit based on the previous design and the re-design will essentially be starting a new NPDES permit.

Table 4. TASK 111F– PERMITTING

LABOR	RATE (\$)	UNIT COST	QUANTITY	COST (\$)
Senior Project Manager	210	Hour	4	840.00
Project Engineer	159	Hour	30	4,770.00
Staff Engineer	133	Hour	32	4,256.00
Senior Technician/Scientist, GIS Specialist	128	Hour	32	4,096.00
			TOTAL COST	13,962.00

If you have any questions please do not hesitate to contact me.

Sincerely,

Whitney Faulkner, PE
Manager, Reclamation Services



September 11, 2024

Mr. Jonathon Holbert, PE
Southern Design Administrator
West Virginia Department of Environmental Protection
Division of Land Restoration
Office of Abandoned Mine Lands and Reclamation
601 57th Street, SE
Charleston, WV 25304

Dear Mr. Holbert:

RE: CEOI 0313 DEP2200000020: CROWN HILL REFSE AND SLIDE – Change Order 02

CHANGE ORDER REQUESTS

As previously discussed, we are submitting the following change order.

TASK IIIC – GEOTECHNICAL INVESTIGATIONS

The change order for this task includes a RESPEC employee onsite during the drilling three additional drill holes along Route 61 for the retaining wall.

Table 1. TASK 111C – GEOTECHNICAL INVESTIGATIONS

LABOR	RATE (\$)	UNIT COST	QUANTITY	COST (\$)
Staff Engineer	133	Hour	20	2,660.00
Subtotal Estimated Labor				1,860.00
Car Rental	1	LS	350.00	350.00
Hotel	250	Day	2	500.00
Per Diem	59	Day	1.5	88.5
Subtotal Estimated Expenses				938.50
TOTAL COST				3,598.50

146 EAST THIRD STREET
LEXINGTON, KY 40508
P.O. BOX 888 // LEXINGTON, KY 40588
859.259.0959



TASK IIID – ANALYSIS AND DESIGN

The change order for this task includes additional analysis that was not included in the original scope. This analysis includes creating a geological model in Carlson to evaluate how groundwater and mine pool(s) of the multiple seams are interacting and if this needs to be considered during construction. This also included time for developing the report of investigation submitted to WVDEP. In this report, we evaluated two different options to address the slide to determine which option would be the most prudent mitigation option considering safety and construction costs.

Table 2. TASK IIID – ANALYSIS AND DESIGN

LABOR	RATE (\$)	UNIT COST	QUANTITY	COST (\$)
Senior Project Manager	210	Hour	40	8,400.00
TOTAL COST				8,400.00

Sincerely,

Whitney Faulkner, PE
Manager, Reclamation Services



August 29, 2024

Mr. Jonathan Holbert, PE
Southern Design Administrator
West Virginia Department of Environmental Protection
Division of Land Restoration
Office of Abandoned Mine Lands and Reclamation
601 57th Street, SE
Charleston, WV 25304

Dear Mr. Holbert:

RE: CEOI 0313 DEP2200000020: MORRIS CREEK WATER TREATMENT – Change Order 02

CHANGE ORDER REQUESTS

As previously discussed, we are submitting the following change order.

TASK IIID – ANALYSIS AND DESIGN

RESPEC was asked to evaluate several different options to mitigate the acid mine drainage at the site. This evaluation included a review of the previous AML work included on both the upper and lower Morris Creek system. We conducted water tests and titration tests. Using these results, provided conceptual mitigation options that included design layout construction sequencing and estimated construction cost. This report was used by WVDEP to properly review the options and determine their preferred option.

Table 1. TASK IIID – ANALYSIS AND DESIGN

LABOR	RATE (\$)	UNIT COST	QUANTITY	COST (\$)
Senior Project Manager	210	Hour	40	8,400.00
Project Manager	180	Hour	40	7,200.00
TOTAL COST				15,600.00

146 EAST THIRD STREET
LEXINGTON, KY 40508
P.O. BOX 888 // LEXINGTON, KY 40588
859.259.0959

Sincerely,

Whitney Faulkner, PE
Manager, Reclamation Services



August 29, 2024

Mr. Jonathon Holbert, PE
Southern Design Administrator
West Virginia Department of Environmental Protection
Division of Land Restoration
Office of Abandoned Mine Lands and Reclamation
601 57th Street, SE
Charleston, WV 25304

Dear Mr. Holbert:

RE: CEOI 0313 DEP2200000020: MACARTHUR SUBSIDENCE PHASE III – CHANGE ORDER 02

CHANGE ORDER REQUESTS

As previously discussed, we are submitting the following for a change order.

TASK IIIE – PREPARATION OF PLANS, SPECIFICATIONS & ENGINEER'S ESTIMATE

These costs include completing tasks that were not in the original scope. This included providing WV DEP a 50% plan set for review, an additional site visit, and updating plans based on the FLAC3D model.

LABOR	RATE (\$)	UNIT COST	QUANTITY	COST (\$)
Senior Project Manager	210	Hour	40	8,400.00
Project Manager	180	Hour	40	7,200.00
Subtotal Estimate Labor				15,600.00
Mileage	0.65	Miles	350	227.50
Hotel	140	Day	1	140.00
Per Diem	59	Day	1	59.00
Subtotal Estimated Expenses				426.50
TOTAL COST				16,026.50

146 EAST THIRD STREET
LEXINGTON, KY 40508
P.O. BOX 888 // LEXINGTON, KY 40688
859.259.0959



If you have any questions, please do not hesitate to reach out to me.

Sincerely,

Whitney Faulkner

Whitney Faulkner, PE
Manager – Reclamation Services

You are viewing this page over a secure connection. Click here for more information.

West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

RESPEC COMPANY, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	2/28/2019		2/28/2019	Foreign	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock
Charter County		Control Number	0
Charter State	SD	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

--

Addresses	
Type	Address
Designated Office Address	3824 JET DR RAPID CITY, SD, 57703-4757
Mailing Address	3824 JET DR RAPID CITY, SD, 57703-4757 USA
Notice of Process Address	REGISTERED AGENTS INC 110 MAIN ST. BECKLEY, WV, 25801
Principal Office Address	3824 JET DR RAPID CITY, SD, 57703-4757 USA
Type	Address

Officers	
Type	Name/Address
Member	RE/SPEC INC. 3824 JET DR RAPID CITY, SD, 57703-4757
Member	MINORITY INTEREST HOLDERS 3824 JET DR RAPID CITY, SD, 57703-4757
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
Date filed	

For more information, please contact the Secretary of State's Office at 304-558-8000.



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words

e.g. 1606N020Q02

Select Domain
Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By






Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

- Any Words 
- All Words 
- Exact Phrase 

e.g.: 123456789, Smith Corp

"respec company llc" ×

Classification ∨

Excluded Individual ∨

Excluded Entity ∨

Federal Organizations ∨

Exclusion Type ∧

- Ineligible (Proceedings Pending)
- Ineligible (Proceedings Complete)
- Prohibition/Restriction
- Voluntary Exclusion

Exclusion Program ∨

Location ∨

Dates ∨

Reset 



No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

[Go Back](#)



Feedback

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Chambers</u> Date: <u>10.30.24</u> Solicitation No. <u>CPO DEP2300002</u> <u>C/O # 2</u>	Agency: WV Department of Environmental Protection Procurement Officer Submitting Requisition: Jessica Chambers Requisition No. CPO DEP2300000029 PF No.: PF1051908
--	--

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions www.state.wv.us/admin/purchase/TCP.pdf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

