

## **Technical Evaluation Committee (TEC) Questionnaire**

### **Instructions**

- The Technical Evaluation Committee (TEC) Questionnaire shall be used for professional services related to architecture, engineering, or survey projects.
- **The TEC Questionnaire must be completely filled out. Complete ALL sections. Insert “N/A” or “None” if a section does not apply or if there is no information to provide.**
- Questionnaire must be dated and signed by an authorized representative of the Firm.
- All subcontractors must be listed in the appropriate section of the Questionnaire. All subcontractors must provide a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement.
- If additional pages are needed, attach them to the questionnaire and include all applicable information that is required by the questionnaire.
- Failure to properly complete this TEC Professional Services Questionnaire will result in the proposal being deemed not qualified pursuant with Section 2-928(a) of the Jefferson Parish Code of Ordinances, and the proposal will not be evaluated or scored.

## TEC Professional Services Questionnaire

**A. Project Name and Advertisement Resolution Number:**

Professional Mechanical & Electrical Engineering Services  
SOQ-21-009 - Resolution No. 137248

**B. Firm Name & Address where Project work will be performed:**

Huseman & Associates LLC  
3501 N Causeway Blvd., Suite 710  
Metairie, LA 70002

**C. Name, title and contact information of Principal, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, who is a registered, licensed architect, professional engineer, or surveyor in the State of Louisiana:**

Jeffrey Huseman, P.E.  
President  
jeffreyh@husemanllc.com  
(504) 456-3119

**D. Name and contact information of employee who is a registered and licensed architect, professional engineer, or surveyor in the State of Louisiana in the applicable discipline. A subcontractor may be substituted here only if the advertised Project requires more than one discipline.**

Jeffrey Huseman, P.E. - Electrical Engineer - Licensed in LA, AL, MS, FL, TX & ME  
Jason Chauvin, P.E. LEED AP - Electrical Engineer - Licensed in LA  
Pedro Gomez, P.E. LEED AP - Mechanical Engineer - Licensed in LA, TX & MS

**E. Please provide the number of employees whose primary function corresponds with each category:**

<u>2</u> Administrative	<u>    </u> Estimators	<u>    </u> Specification Writers
<u>    </u> Architects (Licensed)	<u>    </u> Geologists	<u>    </u> Structural Engineers
<u>    </u> Chemical Engineers	<u>    </u> Geotechnical Engineers	<u>1</u> Graduate Engineers
<u>    </u> Civil Engineers	<u>    </u> Interior Designers	<u>2</u> Project Managers
<u>    </u> Construction Inspectors	<u>    </u> Landscape Architects	<u>    </u> Clerical
<u>    </u> Ecologists	<u>    </u> Land Surveyor	<u>    </u> Grant/Funding Specialist
<u>2</u> Electrical Engineers	<u>2</u> Mechanical Engineers	<u>    </u> Sanitary Engineers
<u>1</u> Engineer Intern	<u>    </u> Environmental Engineers	
<u>    </u> Professional Land Surveyors		<u>10</u> TOTAL

**F. Is this submittal by a JOINT-VENTURE? Please check: YES ☐ NO ☒**

**If marked "No" skip to Section I. If marked "yes" complete Sections G-H.**

## TEC Professional Services Questionnaire

**G. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.**

1.

N/A

2.

N/A

**H. Has this JOINT-VENTURE previously worked together? Please check:**

YES ☐ NO ☒

**I. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.**

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1. N/A	N/A	N/A
2. N/A	N/A	N/A
3. N/A	N/A	N/A

**J. Please specify the total number of support personnel that may assist in the completion of this Project:**

6 \_\_\_\_\_

## **TEC Professional Services Questionnaire**

**K. List the professional in charge, key persons, specialists, and individual consultants anticipated for this Project and provide their relevant information below. If necessary, please attach additional documentation (i.e. resume) that demonstrates the employment history and experience of the Firm's key persons that may assist in the completion of this Project. Please attach additional pages if necessary.**

### **PROFESSIONAL IN CHARGE OF PROJECT:**

**Name & Title:**

Jeffrey Huseman, P.E.  
President

**Project Assignment:**

Professional in Charge of Project

**Name of Firm with which associated:**

Huseman & Associates, LLC

**Years' experience with this Firm:**

15 years

**Education: Degree(s)/Year/Specialization:**

BS - Electrical Engineering/Tulane University/1981

**Active registration: Year first registered/discipline:**

LA Electrical Engineering/ P.E. 1987  
Licensed in LA, AL, MS, FL, TX & ME

**Other experience and qualifications relevant to the proposed Project:**

Experience in electrical & special systems design includes: Medium voltage and Low voltage Power Distribution Systems; Site Utilities; Interior Lighting & Exterior Lighting; Standby Power Generator Systems; Uninterruptible Power Systems; Fire Alarm & Mass Notification Systems; Telecommunication Systems; Lightning Protection Systems; Electrical Switchgear; CCTV, Access Control, and Intrusion Detection Systems.

## **TEC Professional Services Questionnaire**

<b>KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:</b>
<b>Name &amp; Title:</b>
Jason Chauvin, P.E., LEED AP Principal, Director of Electrical Group
<b>Project Assignment:</b>
Electrical Engineer Project Manager
<b>Name of Firm with which associated:</b>
Huseman & Associates, LLC
<b>Years' experience with this Firm:</b>
15 years
<b>Education: Degree(s)/Year/Specialization:</b>
BS - Electrical Engineering/Tulane University/2002
<b>Active registration: Year first registered/discipline:</b>
LA Electrical Engineering/ P.E. 2006
<b>Other experience and qualifications relevant to the proposed Project:</b>
Experience in electrical and special systems design includes: Medium voltage and Low voltage Power Distribution Systems; Site Utilities; Interior Lighting & Exterior Lighting; Standby Power Generator Systems; Uninterruptible Power Systems; Fire Alarm & Mass Notification Systems; Telecommunication Systems; Lightning Protection Systems; Electrical Switchgear; Public Address and Nurse Call Systems; CCTV, Access Control, and Intrusion Detection Systems.  LEED certification

## **TEC Professional Services Questionnaire**

<b>KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:</b>
<b>Name &amp; Title:</b>
Jamey Logrande, V.P. Principal, Director of Mechanical Group
<b>Project Assignment:</b>
Project Manager
<b>Name of Firm with which associated:</b>
Huseman & Associates, LLC
<b>Years' experience with this Firm:</b>
16 years
<b>Education: Degree(s)/Year/Specialization:</b>
Mechanical Engineering
<b>Active registration: Year first registered/discipline:</b>
2010-2011 and 2009-2010 ASHRAE Regional Technology Awards (Region VII) 2010-2011 and 2009-2010 ASHRAE New Orleans Chapter Technology Awards
<b>Other experience and qualifications relevant to the proposed Project:</b>
Central plant systems planning and implementation; HVAC and Refrigeration system design; Boiler Systems, Heating Hot Water and Steam; Laboratory HVAC & Pressure Control Systems including BSL 3 laboratories; Piping and duct design; Pumping Distribution systems; HVAC controls; Energy and life-cycle cost analysis for various HVAC applications; Plumbing design; Fire Protection system design; Laboratory Gas Systems.

## **TEC Professional Services Questionnaire**

<b>KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:</b>
<b>Name &amp; Title:</b>
Pedro Gomez, P.E. LEED AP Senior Mechanical Engineer
<b>Project Assignment:</b>
Mechanical Engineer
<b>Name of Firm with which associated:</b>
Huseman & Associates, LLC
<b>Years' experience with this Firm:</b>
8
<b>Education: Degree(s)/Year/Specialization:</b>
BS - Mechanical Engineering/Tulane University/1994
<b>Active registration: Year first registered/discipline:</b>
LA Mechanical Engineering/ P.E. 2011 Licensed in LA, TX & MS
<b>Other experience and qualifications relevant to the proposed Project:</b>
Design experience includes: HVAC Systems; Boiler Systems, Heating Hot Water and Steam Plumbing systems; Fire Protection systems; HVAC Energy simulation modeling (TRANE TRACE 700); Ventilation design; Duct design; Hydronic pipe sizing for heating, cooling and domestic water systems; Chilled-water central plant design; HVAC controls; Specifying air handler units, fans, hydronic pumps, air-cooled and centrifugal type chillers and cooling towers; Laboratory HVAC and Pressure Control Systems, including BSL Level 3 laboratories.

**TEC Professional Services Questionnaire**

<b>KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:</b>
<b>Name &amp; Title:</b>
N/A
<b>Project Assignment:</b>
N/A
<b>Name of Firm with which associated:</b>
N/A
<b>Years' experience with this Firm:</b>
N/A
<b>Education: Degree(s)/Year/Specialization:</b>
N/A
<b>Active registration: Year first registered/discipline:</b>
N/A
<b>Other experience and qualifications relevant to the proposed Project:</b>
N/A



## TEC Professional Services Questionnaire

**L. Work by Firm or Joint-Venture members which best illustrates current qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.**

### PROJECT NO. 1

Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:
1515 Poydras Cooling Tower Replacement New Orleans, LA  Jacques Lagrand Sr. Chief Engineer jacques.legrand @am.jll.com (504) 585-2697	Design HVAC, plumbing, electrical and lighting for replacement of 1400 ton cooling tower for the high rise building.
Completion Date (Actual or estimated):	Estimated Cost:
	Entire Project:      Work for which Firm was Responsible:
May 2021	\$1,565,000      \$1,565,000

### PROJECT NO. 2

Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:
LSU Pharmacy Lion's Eye Center New Orleans, LA 70112  Kirk Deslatte Director of Planning & Construction desla@lsuhsc.edu (504) 568-2091	Design HVAC, plumbing, electrical, lighting and fire protection for 6,720 square foot pharmacy.
Completion Date (Actual or estimated):	Estimated Cost:
	Entire Project:      Work for which Firm was Responsible:
December 2021	\$450,000      \$350,000

## TEC Professional Services Questionnaire

<b>PROJECT NO. 3</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility</b>	
1515 Poydras Elevator Upgrades New Orleans, LA  Jacques Legrand Sr. Chief Engineer jacques.legrand @am.jll.com (504) 585-2697	Design replacement of HVAC for elevator mechanical room for new elevator requirements.  Design electrical and lighting for elevator equipment replacement including adding truck trip.	
<b>Completion Date (Actual or estimated)</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>
December 2021	\$4,834,600	\$320,000

<b>PROJECT NO. 4</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
St. Charles Parish Court House partial 3rd floor HVAC system renovation Hahnville, LA  Bob Messerly Facilities Manager bmesserly@stcharlesgov.net (985) 783-5027	Design mechanical, electrical, plumbing, lighting, and fire protection for 8,000 square feet office renovation.	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>
October 2021	\$824,000	\$715,000

## TEC Professional Services Questionnaire

<b>PROJECT NO. 5</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
LSU Computer Room Air Cooled Chiller  Kirk Deslatte Director of Planning & Construction desla@lsuhsc.edu (504) 568-2091	Design mechanical and electrical for new stand by air cooled chiller for computer room.	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>
August 2021	\$375,000	\$375,000

<b>PROJECT NO. 6</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
Orleans Parish School Board L. B Landry High School New Orleans, LA  Isaac Williams Project Manager iwilliams@nolapublicschools.com (504) 304-4198	Evaluate the existing DOAC and make recommendations to make operational to design.  Evaluate the original design to make recommendations related to a long-term solution when the existing DOAC is slated for replacement.	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>
June 2021	\$65,000	\$65,000

## TEC Professional Services Questionnaire

<b>PROJECT NO. 7</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
Shell Oil Control Valve 701 Poydras Street - 19th floor New Orleans, LA 70139  John Dennis john.d.dennis@shell.com (703) 727-3535	Design and specify replacement of water valves serving CRAC units. Design piping modifications to accommodate new valves.	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>
October 2020	\$125,000	\$125,000

<b>PROJECT NO. 8</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
Tulane National Primate Research Center Facilities Services Dept. Covington, LA 70433  Mike Guidry Sr. Associate Vice President - Facilities mguidry@tulane.edu (985) 871-6301	Design and specify air cooled chillers and related controls. Design related electrical for Building 20.	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>
May 2021	\$650,000	\$650,000

## TEC Professional Services Questionnaire

<b>PROJECT NO. 9</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
Orleans Parish Prison Medical Services Building New Orleans, LA  Isidore Marshall Director of Facilities marshalli@opso.us	Electrical and Mechanical consulting and development of construction documents for the conversion of an existing prison facility into a temporary medical and mental health facility.	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>
July 2020	\$5,252,000	\$1,260,000

<b>PROJECT NO. 10</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
State of Louisiana Bridge City Youth Center Avondale, LA  Mark Bradley Architect ProjectManager Mark.Bradley@LA.GOV (504) 568-8545	Design and specify HVAC systems to replace existing systems in the new cafeteria, gym and recreation pavilion. Design related electrical.	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>
November 2021	\$335,000	\$335,000

## TEC Professional Services Questionnaire

<b>M. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.</b>		
<b>Parties:</b>		<b>Status/Result of Case:</b>
<b>Plaintiff:</b>	<b>Defendant:</b>	
1. N/A	N/A	N/A
2. N/A	N/A	N/A
3. N/A	N/A	N/A
4. N/A	N/A	N/A
<b>N. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.</b>		
<p>Huseman &amp; Associates, LLC (H&amp;A) is a well-established MEP engineering firm, providing its clients with engineering and design services that bring together innovation, sustainability and cost effectiveness to create solutions tailored to the specific needs of each project. Founded in 2005, the firm provides comprehensive engineering services in electrical, mechanical, plumbing, fire protection, and fire alarm design and construction review for the medical, commercial, institutional, light industrial, and government agency sectors.</p> <p>The firm prides itself on staying at the forefront of new technology both for the design process and the application of new concepts into facilities' design, maintenance and sustainability. H&amp;A was an early adopter of several energy saving techniques, such as daylight harvesting, and chilled water temperature reset, and designed its first LEED certified (Gold) building in 2008. H&amp;A has been recognized by the American Society of Heating Refrigerating and Air Conditioning Engineers (ASHRAE), at both the local and regional level, with multiple technology awards for our designs.</p>		
<b>O. To the best of my knowledge, the foregoing is an accurate statement of facts.</b>		
<b>Signature:</b> _____ <b>Title:</b> President		_____ Jeffrey Huseman <b>Date:</b> 04/26/2021

ATTACHMENT "A" TO THE STANDARD PROFESSIONAL  
SERVICES AGREEMENT FOR JEFFERSON PARISH  
(Amended per Ord. No. 21593, dated June 5, 2002)

This attachment shall be a part of all professional service agreements for engineering and architectural services in Jefferson Parish.

The Statewide "DOTO Average Salary Rate" document [average rate plus one (1) standard deviation], hereinafter referred to as "DOTO Document", is to be used for establishing Maximum Direct Hourly Rate, Maximum Payable Hourly Rate, maximum overhead rate and, indirectly, the maximum multiplier for each new professional services agreement, using the then current official publication of the "DOTO Document".

For all hourly rate services, including supplementary services, where payments are made on the basis of hourly rates, the **ENGINEER/ARCHITECT**, hereinafter **ENGINEER**, shall be paid on the basis of their certified and itemized direct salary costs (Direct Hourly Rates) times a **multiplier** to determine Payable Hourly Rates, which shall cover direct salary, overhead and 15% profit.

The **multiplier** shall be established from the overhead rate resulting from an audit of the **ENGINEER** performed by a Federal or State agency, or from an audit performed by a Certified Public Accountant (CPA) hired by the **ENGINEER**, provided the CPA certifies that their audit complies with the latest applicable FAR's and CFR's. In the event a satisfactory audit is not provided, the multiplier shall be 2.3.

The **DIRECTOR** shall have the right to require the **ENGINEER** to provide sufficient documentation to support the approved multiplier.

In no case shall the overhead rate utilized to determine the multiplier be greater than the applicable overhead rate shown on the then current official publication of the "DOTO Document".

In no case shall the Direct Hourly Rate and Payable Hourly Rate used to pay for professional services exceed the Maximum Direct Hourly Rate and Maximum Payable Hourly Rate shown herein that have been derived from the then current official publication of the "DOTO Document".

For this agreement, the approved multiplier shall be established at the time the services are required.

The rates payable to sub-consultants shall be governed by the same regulations as those for the **ENGINEER**, with an overhead rate and multiplier established for each sub-consultant.

If a Personnel Classification required for a Parish project is not included in the "DOTO Document", the Parish Administration shall establish a new Personnel Classification and appropriate maximum direct and payable hourly rates, which would be consistent with personnel categories of similar expertise found within the "DOTO Document", and include herein.

Once contract fees are negotiated using the "DOTO Document" in effect at the time of negotiation, those fees will be unaffected by subsequent versions of the "DOTO Document", except that the rates for Resident Inspection services will be those in the "DOTO Document" in effect at the time those services begin. The rates in effect for this contract are included herein.

The **ENGINEER** shall be reimbursed for costs incurred by sub-consultants at the rate of 1.10 times the actual invoices of sub-consultants, up to a total amount of \$200,000.00. Thereafter, the rate shall be reduced to 1.05.

The **ENGINEER** shall be reimbursed for other direct costs charged to the project at a rate not to exceed 1.10 times the direct expenses. No reimbursement will be made without satisfactory documentation. The **DIRECTOR** reserves the right to have the **ENGINEER** provide proof that direct expenses charged to the project are not included in **ENGINEER'S** overhead.

The **ENGINEER** shall be reimbursed for actual mileage expenses incurred while performing work directly related to this contract; however, the reimbursement rate shall not exceed the Jefferson Parish mileage rate in effect at that time.

On all contracts for which the Council has selected two or more consultants to share the work, the Council shall specify the prime, or lead, consultant, and this consultant shall perform a larger percentage of the basic design services than any of the sub-consultants, but in no case shall the prime, or lead, consultant perform less than forty (40) percent of the basic design services.



The MAXIMUM DIRECT HOURLY RATE and MAXIMUM PAYABLE HOURLY RATE for each Personnel Classification shall not exceed the rates in the following chart, regardless of the audited overhead rate of the **ENGINEER**. These rates will also apply to firms incorporated out of State.

The **MAXIMUM** DIRECT HOURLY RATES shown below are equivalent to the Statewide DOTO Average Salary Rates, plus one (1) standard deviation, which were current at the time fees for this agreement were negotiated.

The MAXIMUM PAYABLE HOURLY RATES shown below are a product of the appropriate Maximum Multiplier (field or non-field) and the MAXIMUM DIRECT HOURLY RATE.

<b><u>PERSONNEL CLASSIFICATION</u></b>	<b><u>MAXIMUM DIRECT HOURLY RATE (\$)</u></b> (*)	<b><u>MAXIMUM PAYABLE HOURLY RATE (\$)</u></b>
Accountant/Business Mgr	39.79	134.78
Abstractor/ Appraiser	72.95	247.11
Archaeologist	29.34	99.39
Archaeologist Technician	17.09	57.89
Architect	56.88	192.68
Biologist/Wetland Ecologist	38.63	130.86
CADD Drafter	29.62	100.33
CADD Technician	36.18	122.56
Chainman/Rodman	14.89	36.82
3-Man Survey Crew	63.27	156.44
4-Man Survey Crew	78.16	193.25
Clerical/Administrative	27.73	93.93
Computer Analyst	52.43	177.60
Driller	33.36	82.48
Economist	73.47	248.87
Engineer	58.63	198.60
Environmental Manager	61.17	207.21
Environmental Pro	60.46	204.80
Geologist	53.99	182.89
Historian	29.72	100.67
Inspector	35.97	88.94
Instrument Man	19.65	48.58
Labor	21.74	53.75
Land Surveyor	56.13	138.78
Landscape Architect	49.90	169.03
Party Chief (Survey)	28.73	71.03
Planner	60.11	203.62
Pre-Professional	40.67	137.77
Principal	101.04	342.26
Program Manager	78.05	264.39
Senior Architect	75.72	256.49
Senior Landscape Architect	66.43	225.02
Senior Technician	49.50	167.68
Supervisor-Engineer	78.05	264.39
Supervisor-Other	72.54	245.72
Technician	30.20	102.30

Average Overhead Rate(%) (\*) **194.56.....Maximum Multiplier (non-field)= 3.3874**  
Field Overhead Rate(%) (\*) **115.00.....Maximum Multiplier (field)= 2.4725**

(\*)=Statewide DOTO Average Salary/Overhead Rate plus one (1) standard deviation obtained from document dated August 1, 2016.



# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above  
**Huseman & Associates**

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.

☒ Individual/sole proprietor or single-member LLC    ☐ C Corporation    ☐ S Corporation    ☐ Partnership    ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** 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.

☐ Other (see instructions) ▶ \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_  
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.  
**3501 N. Causeway Blvd., Suite 710**

6 City, state, and ZIP code  
**Metairie, La 70002**

7 List account number(s) here (optional)

Requester's name and address (optional)

## 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.

**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.

**Social security number**

			-			-				
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or

**Employer identification number**

2	0	-	2	2	4	8	8	8	2
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## 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 ▶     Date ▶ **1/13/2020**

## 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](http://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.