



"right from the start"

3315 Roosevelt Rd., #100
St. Cloud MN 56301
(320) 251-0262

Dan Tideman
GLTA
808 Courthouse Square
St Cloud MN 56303

Dear Mr. Dan Tideman,

At the direction of Township residents the Avon Township Supervisors have been authorized to proceed with the design and construction of a Township Maintenance Facility. The Supervisors has selected GLTA, as one of four firms to submit proposals for architectural services for this project.

The budgets and timeline established, as part of the RFP will be further detailed and agreed upon after a final selection of an Architectural firm is made.

Please respond by 2:00 P.M. Friday, December 11, 2009. Responses are to be forwarded to Avon Township Supervisors in care of R.A. Morton Construction Managers, 3315 Roosevelt Road, Suite 100, St. Cloud, MN 56301. A recommendation as to the selection of an Architectural Firm will be formulated by the Building Committee on the evening of December 16, 2009. You will be advised prior to the meeting date to confirm if your attendance is requested.

Your proposal shall identify your firms Project Manager and his or her experience with similar public facility projects. In addition your proposal should address the following items of importance in your proposal.

- I. General Experience**
- II. Conformance to Operating Philosophies**
- III. Design Criteria and Programming**
- IV. Presentation and Fee Concept**

If you have any questions regarding this request we ask you to contact Stephen Plantenberg, R.A. Morton Construction Managers via telephone 320-223-6254 or Email stephenp@ramorton.com. On behalf of the Avon Township Supervisors we appreciate your interest in our project and look forward to your proposal for services.

Sincerely,

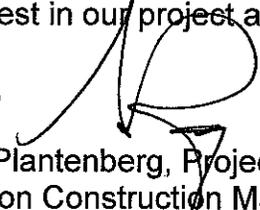

Stephen Plantenberg, Project Manager
R.A. Morton Construction Manager

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- I. Background Information
- II. Project Scope
- III. Scope of Services
- IV. Information to Be Provided
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I. Exploration Committee Report to Supervisors June 10, 2009:

Reasons for why the Township is exploring the building of a facility: The primary reason for formulating a Facility Task Force was to ensure the residents of the Township were able to make an informed decision regarding the merits of a future building program. The following reasons were identified by the Task Force as the primary reasons for considering a building program.

1. The Township's snow plowing contractor has informed the Supervisors of the firm's intent to discontinue snow plowing services. The Supervisors advised the Task Force that they have previously explored securing the services of other independent contractors without success. When comparing annual snow plowing costs with comparable Townships in the area, Avon Township is paying a disproportionate amount of taxpayer funding for snow removal. The Supervisors confirmed adjacent Townships are plowing roads themselves and are not subcontracting the work.

It is the consensus opinion of the Task Force that a financial recap of annual snow plowing expenses be formulated by the Supervisors for presentation to the residents prior to proceeding with any building program. The recap should take into consideration the cost and depreciation of equipment and the anticipated cost savings if the Township plows its own 46 miles of roadway. In addition project cost savings should be identified to offset a portion of the cost to build a facility.

2. Due to space requirements of the City of Avon, our continued use of the City Hall is increasingly limited and in jeopardy. At the request of the City of Avon we must find an alternate polling place and a larger centralized location to store voting equipment and Township records. This unfortunate situation has forced the Township to house voting equipment and records in multiple locations such as Township official residences without ease of access and proper protection.

It is the consensus opinion of the Task Force that storage of important documents and voting equipment should be addressed immediately with provisions made to consolidate these items into a central fire-proof and secure storage facility until said time a future decision is made on the building of a permanent facility.

3. The only free-standing emergency generator available to Avon Township and City of Avon residents is in the Avon City Hall. Considering the continued and long-term growth of our community, it is important that Avon Township be prepared to face future emergency situations by having access to a generator.
4. The Task Force believes that our elected officials have a long history of being good stewards of our Township's tax dollars. However they have not yet implemented the Township's Comprehensive Plan requirements to build a Township Facility. It is the consensus opinion of the Facility Task Force that we have limited community identity and we need a permanent location to conduct polling, monthly meetings, and storage of public documents.

5. Conclusion: Based on our discussions and thorough review and assessment of the information cited above, the Avon Township Facility Task Force recognizes the need to construct a township facility at this time.

Facility Location: The Township currently owns five acres adjacent to the City of Avon, east of the elementary school. The current site houses a small utility building used to store road salt. The Task Force has confirmed that we require a site of at least five acres to meet our needs. Unfortunately, this site doesn't serve the needs of the township because it is in the middle of the City, is not easily accessible and does not consider future demographic trends in the Township. The Task Force concluded that in the long-term, the Township would be best served by locating a new facility along County Road 9, south of St. Anna. Such a location provides easy access with east/west connections to Queens Road and 360th St. The assessed value of the current township property has increased in the past years and the sale of this property could be used to offset the purchase of new property.

Subsequent to the recommendations of the Exploration Committees report the Township has entered into a purchase agreement for 6.5 acres of property in the vicinity of the Queens Road and County Road Nine intersection. The Township Supervisors are currently working with the Township Engineer to survey and plat the property prior to the spring 2010 construction season. Additional survey and topographical information will be provided by the Township for use by the selected Architectural firm. Costs related to these services should not be reflected in your firm's proposal response.

Facility Space Requirements: To better understand our Township's long-term needs and space requirements, the Task Force considered a variety of sources of information. In addition, the Task Force toured the township facility recently constructed by neighboring Collegeville Township. Based on our thorough review, to meet the current and future needs of our Township the Task Force concluded that we require a:

1. Minimum of approximately 3800 sq foot structure to house snow plows and road maintenance equipment.
2. Minimum of approximately 2800 sq feet to accommodate the storage of township records, voting machines and other materials, as well as a meeting space, rest rooms, and common spaces.
3. Structure(s) designed to accommodate future expansion/growth.

To meet these needs, the committee discussed building one structure, two structures, or two linked structures. Although the committee prefers two separate structures, a future architect and Township building committee should analyze all options to design the most cost effective and functional facility for the township without under or overbuilding while being sensitive to final cost, safety features and location.

Items to be incorporated into a building program: The Task Force identified the following items that should be incorporated into any future building program: room for a separate drain field and well, propane tank and fuel tank storage, emergency generator, salt storage, road maintenance supply storage (i.e., signs, culverts), well-lit parking area with space for a minimum of 32 vehicles, heated floors in the maintenance building, in-floor drains to accommodate washing of equipment, overhead doors and parking stalls large enough to accommodate snow plow equipment, security system, commercial grade exterior doors and frames, energy efficient heating and cooling options, small kitchenette, small meeting room, fireproof record and voting equipment storage, public restrooms, low maintenance building materials, clearly defined and inviting main entrance with a posting area, small conference room with separate zoned heat to accommodate periodic meetings, office area (for election judges, Treasurer and Clerk), and a meeting area to accommodate regularly-scheduled monthly meetings and voting.

Building Material System Overview: We need an energy-efficient structure with a good life cycle, avoiding over or under-building. Based on a review of general needs and project costs, it is our recommendation to explore the use of the following three building systems. These options should be explored thoroughly before selecting a final choice.

- Common pole barn steel sided construction
- Slab on grade wood frame construction
- Pre-manufactured industrial steel building system
- Insulated pre-cast panel systems

Estimated Cost & Funding: Based on similar-sized facilities in the area constructed out of moderately-priced building materials, we anticipate that the final cost of our recommendations will range from \$400,000 to \$600,000. It would be difficult to refine a projected cost until a concept drawing is completed. We are very sensitive to the current economic climate for the taxpayers in our community, and are convinced that completing this project now will save the Township money in the long-run. It is important that the Township Supervisors explore all options to offset any financial burden on our community without compromising the quality of the township facility. The Task Force recommends that the Supervisors explore the following funding options:

1. Sale of existing township property to offset the cost of a new site.
2. Redistribute dollars saved on snow plowing to offset the future financial burden of building construction.
3. Review grant opportunities and governmental assistance programs.
4. Contact the MN Association of Townships to identify low interest grants and loans.
5. For an interim period of time, redirect a portion of Road & Bridge Funds towards future construction.

We understand that the Township has approximately \$200,000 in reserve and by next year the amount will be approximately \$300,000. Thus, we would have a mortgage of about \$300,000 with payments of approximately \$15,000 per year, which is the amount we'd save on plowing.

II. Preliminary Project Scope

- A. Square Footage of approximately 6,000 to 6,600 square feet.
- B. Total Projected Budget not to exceed \$600,000.00.
- C. Projected Timeline

Architect RFP's Due	December 11, 2009
Architect Interviews	December 16, 2009
Schematic Design/Site Plan Review	January 6, 2009
Design Development Plan Review	January 27, 2009
Issue Bid documents	February 10, 2010
Bid Date	February 24, 2010
Supervisor Authorization to proceed	March 3, 2010
Ground Breaking	April 7, 2010
Substantial Completion	September 1, 2010

III. Scope of Services:

A. Pre-Construction:

1. The selected architectural firm is to review the space assumptions and prepare a functional space program.
2. Architectural firm's project manager will attend and present at scheduled meeting dates.
3. Architect will prepare a site plan, schematics and an outline specification of the building program with enough detail to be able to confirm that project cost is within the established budget by the Construction Manager.
4. Architect will take the lead in the review of code requirements.
5. Architect will attend Township Planning Board and Supervisor Meetings as required.
6. Architect will involve the selected engineers to discuss system options, which will allow the project to meet the objectives and budget.
7. Identify other services, which the architect believes necessary and appropriate in your proposal.
8. Architect will assist in preparation of bidding information.
9. Architect will be flexible and responsive to the Building Committee and Township Supervisors.

B. Bid Phase and Construction. (As appropriate per AIA Contract Form)

IV. Information To Be Provided: (One Hard Copy and One Electronic PDF)

The following is a list of the minimum information that is required:

1. Provide resumes for key personnel.
2. A complete listing of similar project references.
3. Briefly describe a recent project that you would consider similar to this project.
4. Identify your proposed structural, mechanical and electrical engineers, including communications/data, and any other consultants.
5. Based on the size and scale of the project identify the fee to provide performance specifications for design build plumbing, mechanical, electrical and technology systems.
6. Proposed Fee Structure. Present how your firm will calculate fees. Inclusive of :

Percentage fee structure and or fixed fee.

Detailed identification of reimbursable costs.

Quantify projected fee for services for schematic design and design development if for unforeseen reasons the project does not proceed upon the proposed time line.

V. Architect Selection Format:

The following information identified in your proposal will be rated:

1. General Experience: 30%
 - a. Architectural firm
 - b. Proposed project manager
 - c. Proposed engineering firms
 - d. References
 - e. Comparable projects
 - f. Staff availability

2. Conformance to the Operating Philosophies: 25%
 - a. Responsiveness to project objectives
 - b. Team concept
 - c. Responsive to Building Committee
 - d. Ability to work within schedules
 - e. Experience with construction management

3. Design Criteria and Programming: 30%
 - a. Building Aesthetics
 - b. Flexibility and function of space
 - c. Relationship and Compliance with code regulations, ordinances, etc.
 - d. Knowledge of mechanical and air quality issues
 - e. Ability to master plan expansion
 - f. Design to the budget

4. Presentation and Fee Concept: 15%
 - a. Completeness of presentation
 - b. Interest in project
 - c. Determination of fees



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3315 Roosevelt Rd., #100
St. Cloud MN 56301
(320) 251-0262

Murray Mack
HMA
501 St. Germain St., Ste. 200
St Cloud MN 56301

Dear Mr. Murray Mack,

At the direction of Township residents the Avon Township Supervisors have been authorized to proceed with the design and construction of a Township Maintenance Facility. The Supervisors has selected HMA, as one of four firms to submit proposals for architectural services for this project.

The budgets and timeline established, as part of the RFP will be further detailed and agreed upon after a final selection of an Architectural firm is made.

Please respond by 2:00 P.M. Friday, December 11, 2009. Responses are to be forwarded to Avon Township Supervisors in care of R.A. Morton Construction Managers, 3315 Roosevelt Road, Suite 100, St. Cloud, MN 56301. A recommendation as to the selection of an Architectural Firm will be formulated by the Building Committee on the evening of December 16, 2009. You will be advised prior to the meeting date to confirm if your attendance is requested.

Your proposal shall identify your firms Project Manager and his or her experience with similar public facility projects. In addition your proposal should address the following items of importance in your proposal.

- I. General Experience**
- II. Conformance to Operating Philosophies**
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If you have any questions regarding this request we ask you to contact Stephen Plantenberg, R.A. Morton Construction Managers via telephone 320-223-6254 or Email stephenp@ramorton.com. On behalf of the Avon Township Supervisors we appreciate your interest in our project and look forward to your proposal for services.

Sincerely,

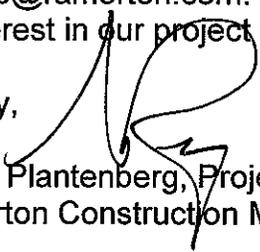

Stephen Plantenberg, Project Manager
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1. The Township's snow plowing contractor has informed the Supervisors of the firm's intent to discontinue snow plowing services. The Supervisors advised the Task Force that they have previously explored securing the services of other independent contractors without success. When comparing annual snow plowing costs with comparable Townships in the area, Avon Township is paying a disproportionate amount of taxpayer funding for snow removal. The Supervisors confirmed adjacent Townships are plowing roads themselves and are not subcontracting the work.

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7. Identify other services, which the architect believes necessary and appropriate in your proposal.
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 - a. Responsiveness to project objectives
 - b. Team concept
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4. Presentation and Fee Concept: 15%
 - a. Completeness of presentation
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3315 Roosevelt Rd., #100
St. Cloud MN 56301
(320) 251-0262

Graeme Mahler
Mahler & Associates
325 33rd Avenue N., Ste. 107
St Cloud MN 56303

Dear Mr. Graeme Mahler,

At the direction of Township residents the Avon Township Supervisors have been authorized to proceed with the design and construction of a Township Maintenance Facility. The Supervisors has selected Mahler & Associates, as one of four firms to submit proposals for architectural services for this project.

The budgets and timeline established, as part of the RFP will be further detailed and agreed upon after a final selection of an Architectural firm is made.

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II. Preliminary Project Scope

- A. Square Footage of approximately 6,000 to 6,600 square feet.
- B. Total Projected Budget not to exceed \$600,000.00.
- C. Projected Timeline

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1. The selected architectural firm is to review the space assumptions and prepare a functional space program.
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4. Architect will take the lead in the review of code requirements.
5. Architect will attend Township Planning Board and Supervisor Meetings as required.
6. Architect will involve the selected engineers to discuss system options, which will allow the project to meet the objectives and budget.
7. Identify other services, which the architect believes necessary and appropriate in your proposal.
8. Architect will assist in preparation of bidding information.
9. Architect will be flexible and responsive to the Building Committee and Township Supervisors.

B. Bid Phase and Construction. (As appropriate per AIA Contract Form)

IV. Information To Be Provided: (One Hard Copy and One Electronic PDF)

The following is a list of the minimum information that is required:

1. Provide resumes for key personnel.
2. A complete listing of similar project references.
3. Briefly describe a recent project that you would consider similar to this project.
4. Identify your proposed structural, mechanical and electrical engineers, including communications/data, and any other consultants.
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6. Proposed Fee Structure. Present how your firm will calculate fees. Inclusive of :

Percentage fee structure and or fixed fee.

Detailed identification of reimbursable costs.

Quantify projected fee for services for schematic design and design development if for unforeseen reasons the project does not proceed upon the proposed time line.

V. Architect Selection Format:

The following information identified in your proposal will be rated:

1. General Experience: 30%
 - a. Architectural firm
 - b. Proposed project manager
 - c. Proposed engineering firms
 - d. References
 - e. Comparable projects
 - f. Staff availability

2. Conformance to the Operating Philosophies: 25%
 - a. Responsiveness to project objectives
 - b. Team concept
 - c. Responsive to Building Committee
 - d. Ability to work within schedules
 - e. Experience with construction management

3. Design Criteria and Programming: 30%
 - a. Building Aesthetics
 - b. Flexibility and function of space
 - c. Relationship and Compliance with code regulations, ordinances, etc.
 - d. Knowledge of mechanical and air quality issues
 - e. Ability to master plan expansion
 - f. Design to the budget

4. Presentation and Fee Concept: 15%
 - a. Completeness of presentation
 - b. Interest in project
 - c. Determination of fees



"right from the start"

3315 Roosevelt Rd., #100
St. Cloud MN 56301
(320) 251-0262

Lon Negan
Lon Negan Architects
22517 178th Avenue
Cold Spring MN 56320

Dear Mr. Lon Negan,

At the direction of Township residents the Avon Township Supervisors have been authorized to proceed with the design and construction of a Township Maintenance Facility. The Supervisors has selected Lon Negan Architects, as one of four firms to submit proposals for architectural services for this project.

The budgets and timeline established, as part of the RFP will be further detailed and agreed upon after a final selection of an Architectural firm is made.

Please respond by 2:00 P.M. Friday, December 11, 2009. Responses are to be forwarded to Avon Township Supervisors in care of R.A. Morton Construction Managers, 3315 Roosevelt Road, Suite 100, St. Cloud, MN 56301. A recommendation as to the selection of an Architectural Firm will be formulated by the Building Committee on the evening of December 16, 2009. You will be advised prior to the meeting date to confirm if your attendance is requested.

Your proposal shall identify your firms Project Manager and his or her experience with similar public facility projects. In addition your proposal should address the following items of importance in your proposal.

- I. General Experience**
- II. Conformance to Operating Philosophies**
- III. Design Criteria and Programming**
- IV. Presentation and Fee Concept**

If you have any questions regarding this request we ask you to contact Stephen Plantenberg, R.A. Morton Construction Managers via telephone 320-223-6254 or Email stephenp@ramorton.com. On behalf of the Avon Township Supervisors we appreciate your interest in our project and look forward to your proposal for services.

Sincerely,

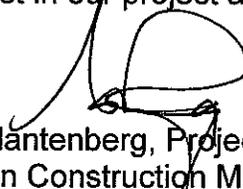

Stephen Plantenberg, Project Manager
R.A. Morton Construction Manager

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- I. Background Information
- II. Project Scope
- III. Scope of Services
- IV. Information to Be Provided
- V. Selection Format

I. Exploration Committee Report to Supervisors June 10, 2009:

Reasons for why the Township is exploring the building of a facility: The primary reason for formulating a Facility Task Force was to ensure the residents of the Township were able to make an informed decision regarding the merits of a future building program. The following reasons were identified by the Task Force as the primary reasons for considering a building program.

1. The Township's snow plowing contractor has informed the Supervisors of the firm's intent to discontinue snow plowing services. The Supervisors advised the Task Force that they have previously explored securing the services of other independent contractors without success. When comparing annual snow plowing costs with comparable Townships in the area, Avon Township is paying a disproportionate amount of taxpayer funding for snow removal. The Supervisors confirmed adjacent Townships are plowing roads themselves and are not subcontracting the work.

It is the consensus opinion of the Task Force that a financial recap of annual snow plowing expenses be formulated by the Supervisors for presentation to the residents prior to proceeding with any building program. The recap should take into consideration the cost and depreciation of equipment and the anticipated cost savings if the Township plows its own 46 miles of roadway. In addition project cost savings should be identified to offset a portion of the cost to build a facility.

2. Due to space requirements of the City of Avon, our continued use of the City Hall is increasingly limited and in jeopardy. At the request of the City of Avon we must find an alternate polling place and a larger centralized location to store voting equipment and Township records. This unfortunate situation has forced the Township to house voting equipment and records in multiple locations such as Township official residences without ease of access and proper protection.

It is the consensus opinion of the Task Force that storage of important documents and voting equipment should be addressed immediately with provisions made to consolidate these items into a central fire-proof and secure storage facility until said time a future decision is made on the building of a permanent facility.

3. The only free-standing emergency generator available to Avon Township and City of Avon residents is in the Avon City Hall. Considering the continued and long-term growth of our community, it is important that Avon Township be prepared to face future emergency situations by having access to a generator.
4. The Task Force believes that our elected officials have a long history of being good stewards of our Township's tax dollars. However they have not yet implemented the Township's Comprehensive Plan requirements to build a Township Facility. It is the consensus opinion of the Facility Task Force that we have limited community identity and we need a permanent location to conduct polling, monthly meetings, and storage of public documents.

5. Conclusion: Based on our discussions and thorough review and assessment of the information cited above, the Avon Township Facility Task Force recognizes the need to construct a township facility at this time.

Facility Location: The Township currently owns five acres adjacent to the City of Avon, east of the elementary school. The current site houses a small utility building used to store road salt. The Task Force has confirmed that we require a site of at least five acres to meet our needs. Unfortunately, this site doesn't serve the needs of the township because it is in the middle of the City, is not easily accessible and does not consider future demographic trends in the Township. The Task Force concluded that in the long-term, the Township would be best served by locating a new facility along County Road 9, south of St. Anna. Such a location provides easy access with east/west connections to Queens Road and 360th St. The assessed value of the current township property has increased in the past years and the sale of this property could be used to offset the purchase of new property.

Subsequent to the recommendations of the Exploration Committees report the Township has entered into a purchase agreement for 6.5 acres of property in the vicinity of the Queens Road and County Road Nine intersection. The Township Supervisors are currently working with the Township Engineer to survey and plat the property prior to the spring 2010 construction season. Additional survey and topographical information will be provided by the Township for use by the selected Architectural firm. Costs related to these services should not be reflected in your firm's proposal response.

Facility Space Requirements: To better understand our Township's long-term needs and space requirements, the Task Force considered a variety of sources of information. In addition, the Task Force toured the township facility recently constructed by neighboring Collegeville Township. Based on our thorough review, to meet the current and future needs of our Township the Task Force concluded that we require a:

1. Minimum of approximately 3800 sq foot structure to house snow plows and road maintenance equipment.
2. Minimum of approximately 2800 sq feet to accommodate the storage of township records, voting machines and other materials, as well as a meeting space, rest rooms, and common spaces.
3. Structure(s) designed to accommodate future expansion/growth.

To meet these needs, the committee discussed building one structure, two structures, or two linked structures. Although the committee prefers two separate structures, a future architect and Township building committee should analyze all options to design the most cost effective and functional facility for the township without under or overbuilding while being sensitive to final cost, safety features and location.

Items to be incorporated into a building program: The Task Force identified the following items that should be incorporated into any future building program: room for a separate drain field and well, propane tank and fuel tank storage, emergency generator, salt storage, road maintenance supply storage (i.e., signs, culverts), well-lit parking area with space for a minimum of 32 vehicles, heated floors in the maintenance building, in-floor drains to accommodate washing of equipment, overhead doors and parking stalls large enough to accommodate snow plow equipment, security system, commercial grade exterior doors and frames, energy efficient heating and cooling options, small kitchenette, small meeting room, fireproof record and voting equipment storage, public restrooms, low maintenance building materials, clearly defined and inviting main entrance with a posting area, small conference room with separate zoned heat to accommodate periodic meetings, office area (for election judges, Treasurer and Clerk), and a meeting area to accommodate regularly-scheduled monthly meetings and voting.

Building Material System Overview: We need an energy-efficient structure with a good life cycle, avoiding over or under-building. Based on a review of general needs and project costs, it is our recommendation to explore the use of the following three building systems. These options should be explored thoroughly before selecting a final choice.

- Common pole barn steel sided construction
- Slab on grade wood frame construction
- Pre-manufactured industrial steel building system
- Insulated pre-cast panel systems

Estimated Cost & Funding: Based on similar-sized facilities in the area constructed out of moderately-priced building materials, we anticipate that the final cost of our recommendations will range from \$400,000 to \$600,000. It would be difficult to refine a projected cost until a concept drawing is completed. We are very sensitive to the current economic climate for the taxpayers in our community, and are convinced that completing this project now will save the Township money in the long-run. It is important that the Township Supervisors explore all options to offset any financial burden on our community without compromising the quality of the township facility. The Task Force recommends that the Supervisors explore the following funding options:

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