CITY OF WEST HAVEN

DEPARTMENT OF FINANCE
355 MAIN STREET
WEST HAVEN, CT 06516
(203) 937-3620

REQUEST FOR QUALIFICATIONS/ PROPOSALS

ARCHITECTURAL DESIGN SERVICES FOR MAY V CARRIGAN SCHOOL ROOF REPLACEMENT

SOLICITATION # 2016-17

THE CITY OF WEST HAVEN IS SEEKING QUAILIFICATIONS AND PROPOSALS TO PROVIDE ARCHITECTUAL SERVICES. THE SELECTED FIRM SHALL PROVIDE DESIGN SERVICES FOR THE PREPERATION OF PLANS AND CONSTRUCTION DOCUMENTS FOR THE ROOF REPLACEMENT OF MAY V. CARRIGAN SCHOOL .

NOTICE IS HEREBY GIVEN THAT SEALED BIDS ON THE FOLLOWING WILL BE RECEIVED AT THE DEPARTMENT OF FINANCE UNTIL:

11:00 AM, NOVEMBER 29, 2016

***MANDATORY SITE VIST*: 3:00PM, NOVEMBER 17TH**
2 TETLOW ST, WEST HAVEN

AT THE FOLLOWING TIME THEY WILL BE PUBLICLY OPENED AND READ THE CITY OF WEST HAVEN RESERVES THE RIGHT TO ACCEPT ANY OR ALL THE OPTIONS, BIDS OR PROPOSALS; TO WAIVE ANY TECHNICALITY IN A BID OR PART THEREOF SUBMITTED, AND TO ACCEPT THE BID DEEMED TO BE IN THE BEST INTEREST OF THE CITY OF WEST HAVEN

NO PHONE CALLS

QUESTIONS MUST BE EMAILED TO:

ROGER LAFLEUR
PMRESOURCESLLC@ATT.NET

CITY OF WEST HAVEN
GENERAL INFORMATION TO BIDDERS

I. PROPOSAL:

Proposals must be made on the blank forms provided and be enclosed in a sealed envelope. The envelope shall be addressed to the Comptroller's Office. City of West Haven, 355 Main Street, West Haven, CT. 06516 with the particular bid No., The name and address of the bidder should appear in the upper left-hand corner of the envelope. Failure to have this information on the envelope or bid in an envelope will result in disqualification from bidding.Failure to enclose a Bid Surety with your proposal and failure to sign proposal sheet and fill out proposal sheet, vendor background or any form enclosed in the bid or acknowledgement of addendum will result in disqualification from bidding. Bidders are required to submit three copies of their proposal and one electronic copy .

Bidders are cautioned that it is the responsibility of each individual bidder to assure that his/her bid is in the possession of the responsible official (city of West Haven, Comptroller's Office) prior to the stated time and place of bid opening.

Owner (city) is not responsible for bids delayed by MAIL or DELIVERY SERVICES of any nature.

II. BID SURETY:

Bidders are required to furnish a Bid Surety with their bid in the amount of 5% of their total bid. The bid surety may be in the form of a Bid Surety written by a company authorized to write Bid Surety's in the State of Connecticut , a certified check or legal tender may be drawn-pay to the order of **TREASURER CITY OF WEST HAVEN.**

Successful Bidder (s) surety will be retained by the City until they have fulfilled their obligation with the City of West Haven. All unsuccessful bidders surety's will be returned upon award of bid.

A. ***PERFORMANCE, PAYMENT BONDS:***

To insure the faithful execution of the contract according to its provisions, the contractor will be required to give, at his own expense, to the City of West Haven a 100% Performance & Payment Bonds for the full amount of the contract (s) awarded to him. Said Bonds are to be written by a company that writes bonds in the State of Connecticut. A certificate of insurance naming the City of West Haven as additional insurer (see attached insurance information) must accompany the Payment and Performance Bonds.

B. LETTEROF CREDIT:

If a letter is submitted the following information must be included: IRREVOCABLE LETTER OF CREDIT, INTERNATIONAL CHAMBER OF COMMERCE ICC400, THIS LETTER OF CREDIT MUST EXTEND 5 TO 10 DAYS AFTER FINAL ACCEPTANCE OF COMPLETION.

III. ACCEPTANCE OF CHARTER REQUIREMENTS:

The submission of a bid proposal by a supplier, vendor or contractor for the whole or any part of these specifications shall constitute an acceptance by such persons
Conditions as set forth in the Charter and Ordinances of the City of West Haven in relation to bid proposal, and the award of the contract.

A. *PREFERENCE FOR LOCAL VENDORS:*

An ordinance effective on 6/22/95 regarding **"PREFERENCE FOR LOCAL VENDORS"** If any Local Bidder whose quote is within 10% of the Low Bidder, the Local Bidder may accept the award of the low bid.

B. *TAX EXEMPT:*

The City of West Haven is exempt from payment of Federal and State Taxes including Transportation tax.

C. *TIME OF DELIVERY:*

Any materials or services contracted for under said bid shall be delivered at such times and to such places as may be ordered by the Comptroller's Office for the City of West Haven or an authorized representative (s); provided, however, that the contractor shall in no case, make deliveries exceeding in value the amount of the purchase orders issued for such deliveries.

D. *INTENT:*

Name of makes, models, brand names mentioned herewith are intended to be descriptive only and not restrictive. They are intended to indicate to the bidders the type of equipment desired. The City of West Haven reserves the right to select the materials or services best suited for its needs.

The bidder is to clearly state in his bid exactly what he intends to supply, and he is to furnish with his bid a cut or illustration or other descriptive matter which will clearly indicate what, he proposes to supply.

The City of West Haven reserves the right to accept or reject any or all the options, bids or proposals; to waive any technicality in a bid or part thereof submitted, and to accept the bid deemed to be in the best interest of the City of West Haven.
Bid forms that are illegible or that contain omissions, alterations, additions, or items not called for in the bidding documents may be rejected . In the event any bidder modifies, limits, or restricts all or any part of his bid form in a manner other than that expressly provided for in the bid documents; its bid form may be rejected.

IV. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE:

The supplier, vendor, contractor, and/or bidder agrees: To incorporate Equal Opportunity Employment as described by State and Federal Statue

A). He will not discriminate against any employee or applicant for employement because of race, color, sex, creed, national origin or ancestry. He will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to race, color, sex, creed, national origin or ancestry. Such action shall include, but not be limited to the following:

B). Employment, upgrading, demotion or transfer, recruitment or recurrent advertising; layoff or termination; rates of pay or other forms of compensation, and selection for training, including apprenticeship. He further agrees to post in conspicuous places available to employees and applicants for emplopyment, notices to be provided by the City setting forth the provisions of this non-discrimination clause.

C). The supplier, vendor, contractor and/or bidder will, in it solicitations for employees, agrees that all qualified applicants will receive consideration for employment without regard to race, color, sex, creed, national origin or ancestry.

D). The supplier, vendor, contractor and/or bidder agrees to cooperate fully with the City of West Haven and/or any of its agencies to insure that the purposes of the non-discrimination clause are being carried out.

PROPOSAL SHEET

Pursuant to and in compliance with your advertisement for bids and the information to bidders related thereto, the undersigned hereby offers to furnish all labor, materials, supplies, equipment and other facilities and things necessary to proper for, or incidental to furnishings and installing as required by and in strict accordance with the specifications and all addenda issued by the City of West Haven, for sum (s) set forth on the proposal sheets immediately following. The undersigned further agrees to make good any damages incident to delivery and/or installation.

The specifications for these items, including installation where required, and hereby recognized and considered a part of this contract. Any deviations from attached specifications are to be noted in detail.

_____

_____

_____

ADDENDUM RECEIPT: Receipt of addenda acknowledged. ***It is the bidders responsibility to secure any addendums to projects or services.***

ADDENDUM	DATE	ADDENDUM	DATE
1._____	_____	2._____	_____

DATE OF COMPLETION_____ (construction projects)

COMPANY_____

ADDRESS_____

AUTHORIZED
SIGNATURE_____
FOR ABOVE PROPOSAL

TITLE_____

DATE_____

BID SURETY:

BID BOND_____ BANK CK. $_____ #_____

CERTIFIED CK. $_____ CK. #_____

VENDOR BACKGROUND DATA
COMPANY INFORMATION

NAME_____

ADDRESS_____
STREET CITY STATE ZIP CODE

PHONE NO._____ FAX NO._____

NAME OF PRINCIPALS

PRESIDENT_____

VICE PRESIDENT_____

SECRETARY_____

TREASURER_____

NO. OF EMPLOYEES_____ YEARS IN BUSINESS_____

WHEN ORGANIZED_____ WHEN INCORPORATED_____

HAVE YOU EVER FAILED TO COMPLETE A CONTRACT? YES____ NO_____

IF YES PLEASE EXPLAIN_____

_____

REFERENCES:

COMPANY CONTACT PHONE NO.

_____

_____

_____

OTHER MUNICIPAL CONTRACTS:

CITY YEAR CONTACT PHONE NO.

_____

_____

SIGNATURE:_____ DATE:_____

VENDOR CERTIFICATION AND AFFIDAVIT
OF NO REAL OR PERSONAL PROPERTY TAXES OWED
BY BIDDER FOR CONTRACT(S) TO
THE CITY OF WEST HAVEN

STATE OF)

) SS:

COUNTY OF)

Personally appeared,_____, as

_____on behalf of_____
(indicate position of office with bidder)

_____(hereinafter called the "Bidder") and, who, being duly

sworn, deposes and says:

1. I am over 18 years of age and know the obligations of an oath.
2. I am making this affidavit of my own personal knowledge, and it is true and Correct and made under penalty of perjury.

3. I make this certification pursuant to Section 42-8B !1) (j) of the Ordinances of the City of West Haven.
4. I hereby certify and attest that no real or personal property back taxes are owed to the City of West Haven on any property that is owned by the Bidder.

_____

Duly Authorized

Subscribed and sworn to before me on this_____ day of 2016 .

_____

Notary Public/Commissioner of the Superior
Court My Commission expires:
Affix Seal here

NOTICE: THE FINANCE DEPARTMENT RESERVES THE RIGHT TO VERIFY WITH THE TAX COLLECTOR THAT SUCH TAXES ARE NOT OWED. THIS RIGHT DOES NOT WAIVE OR REMOVE THE RESPONSIBILITY AND OBLIGATION OF THE PARTY MAKING THIS CERTIFICATION FROM THE DUTY OF VERIFYING THAT SUCH FACTS ARE TRUE OR REPRESENTATIONS MADE THEREUNDER.

LITIGATION DISCLOSURE

Failure to fully and truthfully disclose the information required by this litigation disclosure form may result in disqualification of your proposal from consideration or termination of the contract, once awarded.

1. Has any member of your Firm/Company to be assigned to this engagement ever been indicted or convicted of a felony in the last five (5) years?

   YES **NO**

2. Has any member of your Firm/Company been terminated (for cause or otherwise) from any work being performed for any Federal, State or Local Government, or Private Entity?

   YES **NO**

3. Has any member of your Firm/Company been involved in any claim or litigation with any other Federal, State or Local Government, or Private Entity during the last five (5) years?

   YES **NO**

If you have answered "YES" to any of the above questions, please indicate the name(s) of the person(s) and firm, the nature, and the status and/or outcome of the indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

_____

Signature/Title of Authorized Representative

_____

Date

PROPOSER'S NON COLLUSION AFFIDAVIT FORM

The undersigned proposer, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

(1) the proposer developed the proposal independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any other person or entity designed to limit independent competition;

(2) the proposer, its employees and agents have not communicated the contents of the proposal to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal; and

(3) no elected or appointed official or other officer or employee of the City of West Haven is directly or indirectly interested in the proposer's proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned proposer further certifies that this affidavit is executed for the purpose of full disclosure to the City of West Haven to consider its proposal and make an award in accordance therewith.

_____
Legal Name of Proposer

_____
(signature)
Proposer's Representative, Duly Authorized

_____
Name of Proposer's Authorized Representative

_____
Title of Proposer's Authorized Representative

Subscribed and sworn to before me this _____ day of _____, 2016.

_____
Notary Public
My Commission Expires:

NOTICE TO LOCAL VENDORS

THE ORDINANCE IS "BID PREFERENCE FOR LOCAL VENDORS"

AS OF 5/22/95 AN ORDINANCE AMENDING CHAPTER 42 SECTION 42-8 RE: PURCHASING PROCEDURES WAS PASSED BY THE CITY COUNCIL. SECTION 42-8B(2) WAS REPLACED BY SEC. 42-8B (2). THIS ORDINANCE WILL BE IN EFFECT AS OF JUNE 22, 1995. THE ORDINANCE MAY BE OBTAINED BY VISITING THE CITY WEBSITE AT WWW.CITYOFWESTHAVEN.COM

ANY VENDOR MEETING THE REQUIREMENTS OF THIS ORDINANCE MUST FILL OUT AND SIGN A LOCAL VENDOR FORM. FAILURE TO FILL OUT AND SIGN THIS FORM, WILL RESULT IN DISQUALIFICATION AS A LOCAL VENDOR AND THE VENDOR WILL BE INELIGIBLE TO BE AWARDED A CONTRACT WITH THE CITY OF WEST HAVEN.

THE VENDOR MUST HAVE A BONAFIED ADDRESS, P.O. BOXES WILL NOT BE ACCEPTABLE.

COMPANY NAME_____

COMPANY ADDRESS_____
STREET

_____

CITY STATE ZIP CODE

PHONE NO _____ FAX NO._____

YEARS IN BUSINESS_____

TYPE OF BUSINESS_____

YEARS BUSINESS LOCATED IN WEST HAVEN_____

AWARDED CITY OF WEST HAVEN CONTRACTS

HAS YOUR COMPANY EVER BEEN AWARDED A CONTRACT TO DO WORK FOR THE CITY OF WEST HAVEN IN THE PAST?

IF YES TO THE ABOVE QUESTION PLEASE LIST.

_____

_____

_____

_____

_____

HAS YOUR COMPANY EVER FAILED TO COMPLETE A CITY OF WEST HAVEN CONTRACT?
YES_____ NO___

IF YES TO THE ABOVE QUESTION PLEASE
EXPLAIN:_____

_____

I_____PRINCIPAL_____
(NAME) (TITLE)

OF_____
(COMPANY)

CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND MY COMPANY_____ IS LOCATED IN THE CITY /TOWN

OF _____ ABOVE ADDRESS.

DATE:_____

SIGNED:_____

BID SPECFIC DOCUMENTS

REQUEST FOR QUALIFICATIONS/PROPOSALS

for

Architectural Design Services
for the
May V. Carrigan Intermediate School

Issue date: November 10, 2016

QUESTIONS: Contact Project Manager, Roger LaFleur, in writing by email at pmresourcesllc@att.net
No questions will be accepted after November 22, 2016

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I.INVITATION TO SUBMIT

The City of West Haven, is seeking an Architectural firm to provide design services for the preparation of plans and construction documents for the roof replacement of the May V. Carrigan Intermediate School located at 2 Tetlow Street, West Haven Ct.
Proposals should be addressed and delivered to:

Attn: **City of West Haven, Town Hall**
355 Main Street
Finance Dept., 3rd Floor
West Haven, CT 06066

All Proposals shall be delivered by: 11:00 a.m. November 29, 2016

The documents included as part of this RFP are as follows:

1. Request for Proposals – this document

II.PROJECT DESCRIPTION - SCOPE OF SERVICE

Carrigan School has a roof area of approximately 80,000 s.f. and the existing roof material is a rock-ballasted EPDM over rigid insulation. The plan is to replace that roof with a 2-ply modified bitumen over a tapered insulation.
The work will include: The complete design of a new roof for the School:

- This includes full representation through the Office of School Construction Services review process (DDR and the Pre-bid construction phase).
- Assess the structural condition of the roof and verify that it is structurally sound under current code requirements
- Participation in the roofing contractor scope review and selection process.
- The hiring of any consultants required to complete the job and review of all submittals.
- The on-going inspection of the roof as the installation progresses to ensure compliance with the specifications;
- The review of all invoices for accuracy prior to submission to the client;
- The development of the punch list and
- Final inspection and acceptance of the project as complete.

Project Deliverables

- Drawings, specifications, and any associated technical data (calculations, suggested manufacturers' products, photographs, etc.) complete and ready for bidding.
- A proposed schedule for achieving the design goals within the master schedule proposed by the City.

The architect is expected to be present for some or all of the meetings which may need to be conducted with user groups, either at the Architect's office, on site, or elsewhere (unlimited).

III. TIMELINE OF THE RFP PROCESS

The following timeline will be followed:

Issue RFP	November 10, 2016
Mandatory Site Visit	November 17, 2016
RFP due back from qualified firms	November 29, 2016
Interviews if needed	November 30, 2016
Firm selection	November 30, 2016

IV. INSURANCE REQUIREMENTS

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at the West Haven Public Schools. Contractors and vendors must obtain, at their own expense, all the insurance required here from an insurance company A.M. Best rated as "A-VII" or better, and acceptable evidence of such insurance must be properly furnished to, and approved by, the City of West Haven.

All subcontractors are subject to the same requirements. It is the responsibility of the primary contractor or vendor to obtain acceptable evidence of insurance from subcontractors.

The City of West Haven also requires that they be named as an additional insured on your general liability policy(ies). Your general liability policy must be specifically endorsed with ISO Endorsement CG 20 10 (or equivalent) *or* ISO Endorsement CG 20 26 (or equivalent), *and* ISO Endorsement CG 20 37 (or equivalent). Where these forms require a description of locations or projects, enter "West Haven locations or projects." These form numbers must be specifically referenced on the certificate of insurance, and copies of these endorsements naming the City of West Haven as additional insured must be furnished with the required certificate of insurance. If your insurance company uses a different form to provide the City of West Haven with additional insured status on your policies, copies must be provided in advance with the insurance certificate for review and approval by the Town.

The amounts of insurance available to the City as additional insured must be equal to the full policy limits carried by the contractor or vendor, including primary and excess (umbrella) liability policies or the amounts specified below, whichever is greater. Coverage provided under excess or umbrella policies must be at least as broad as that found in required underlying policies. All coverage must be primary and noncontributory as to the City of West Haven.

The proper name for the entity to be named as additional insured is: "The City of West Haven, and/or related or affiliated entities."

Evidence of compliance with these requirements is with the ACCORD form 25, "Certificate of Liability Insurance", plus copies of any required additional insured endorsements. Certificates should be sent to: Matthew Cavallaro, Business Administrator, West Haven Public Schools, 355 Main St, West Haven, CT 06516

Current insurance certificates must be furnished to the City at all times. Replacement certificates must be furnished ten (10) days *prior to the expiration or replacement* of referenced policies.

The City of West Haven reserves the right to make commercially reasonable changes in these requirements during the term of any work or project.

Contractor shall agree to maintain in force at all times during which services to be performed the following minimum coverages and shall name the City of West Haven and West Haven Board of Education as Additional Insured on a primary and non-contributory basis to all policies except Workers Compensation. All policies should also include a Waiver of Subrogation. **These requirements shall be clearly stated in the remarks section on the Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII. In addition, all Carriers are subject to approval by the City of West haven and the West Haven Board of Education.

		(Minimum Limits)
General Liability	Each Occurrence	$1,000,000
	General Aggregate	$2,000,000
	Products/Completed Operations Aggregate	$2,000,000
Auto Liability	Combined Single Limit	
	Each Accident	$1,000,000
Umbrella	Each Occurrence	$1,000,000
(Excess Liability)	Aggregate	$1,000,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and	WC Statutory Limits	
Employers' Liability	EL Each Accident	$500,000
	EL Disease Each Employee	$500,000
	EL Disease Policy Limit	$500,000

Original, completed Certificates of Insurance must be presented to the City of West Haven and West Haven Board of Education prior to purchase order/contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy.

V. MINIMUM QUALIFICATIONS

The minimum requirements for qualification are as follows:

- A minimum of 2 school roof projects managed through the Dept. of Construction Services, Office of School Facilities Unit within the last 3 years.
- Attendance at the November 17, 2016 mandatory site visit
- Plans and Drawings must be 100% complete by March 20, 2016

VI. WRITTEN PROPOSAL

The written proposal is due November 29, 2016 at 11:00 AM. Firms are required to submit three (3) hardcopies and one (1) electronic copy of their proposal to:

City of West Haven, Town Hall
355 Main Street
Finance Dept., 3rd Floor
West Haven, CT 06066

All Proposals shall be delivered by: 11:00 a.m. November 29, 2016
Submissions are to be clearly identified with the title; **the City of West Haven, Carrigan School Roof Design Proposal.**

VII. GENERAL TERMS AND CONDITIONS

A prospective respondent must be willing to adhere to the following terms and conditions and by submitting a proposal hereby accepts and will comply with them in their response to this Request for Proposal.

1. **Acceptance or Rejection by The City of West Haven**– West Haven reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of the City of West Haven. Respondents whose proposals are not accepted will be notified in writing.

2. **Ownership of Documents** – All proposals submitted in response to this RFP are to be the sole property of the City of West Haven and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).

3. **Ownership of Subsequent Products** – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP is to be the sole property of the City of West Haven unless stated otherwise in the RFP or contract.

4. **Timing and Sequence** – Timing and sequence of events resulting from this RFP will ultimately be determined by West Haven.

5. **Oral Agreements** – Any alleged oral agreement or arrangement made by a respondent with any agency or employee will be superseded by the written agreement.

6. **Amending or Canceling Requests** – The City of West Haven reserves the right to amend or cancel this RFP prior to the due date and time, if it is in the best interest of the City of West Haven to do so.

7. **Rejection for Default or Misrepresentation** – The City of West Haven reserves the right to reject the proposal of the consultant that is in default of any prior contract or for misrepresentation.

8. **Clerical Errors in Awards** – The City of West Haven reserves the right to correct inaccurate awards resulting from its clerical errors

9. **Rejection of Submission** – Submissions will be rejected in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.

10. **Changes to Submissions**– No additions or changes to the original RFP will be allowed after submittal.

11. **Contract Requirements** – A formal agreement will be entered into with the firm selected. The contents of the proposal submitted by the successful respondent and the RFP will become part of any contract award.

12. **Rights Reserved to West Haven**– the City of West Haven reserves the right to award in part, to reject any and all proposals, in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the City will be served.

13. **Withdrawal of Submission** – Negligence on the part of the respondent in preparing the RFP confers no right of withdrawal after the time fixed for the acceptance of the submission.

14. **Assigning, Transferring of Agreement** – The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the agreement, its rights, title or interest therein or its power to execute such agreement to any other person, company, or corporation without the prior consent and approval in writing by West Haven.

15. **Cost of Preparing RFP** – The City of West Haven shall not be responsible for any expenses incurred by the organization in preparing and submitting a RFP. A RFP shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

16. Definition of Terms – **For the purpose of this RFP, whenever the word "respondent" appears, it shall refer to "Architect" and whenever the word "Architect" appears, it shall refer to "respondent.**

VIII.FEE PROPOSAL & BID FORM

Firms must acknowledge that the costs of items listed below are included in their base fee by the **proposed principle** initialing the service in the column provided. If an item is not initialed it will be considered not included in the base fee therefore the committee will consider the fee proposal non-responsive and the firm may not be considered for the project.

SERVICES	Breakout costs	COSTS INCLUDED Initial
Mechanical and Electrical engineering	Incl.	
Structural engineering	Incl.	
As-designed record drawings	Incl.	
As-constructed record drawings	Incl.	
Coordination of Owner's consultants, as necessary	Incl.	
Insurance limits as described in the RFP.	Incl.	

BID FORM

May V. Carrigan Intermediate School
Roof Design Fee: _____

Reimbursable Expenses Fixed Fee: $3,000.00

Exclusions: Hazardous materials investigations or testing

Firm: _____

Name: _____
(Please Print)

Signature: _____ Date: _____