

JARED ELIOT MIDDLE SCHOOL

Clinton, Connecticut

Bid Number 2025-0001

Request For Qualifications

and

Request For Proposals

For

Architectural Services

For

Window And Heating Unit Replacement

Issued April 29, 2025

INVITATION TO BID

ELIOT SCHOOL

WINDOW WALL AND HEATING UNIT REPLACEMENT

The Clinton Board of Education (the “Clinton BOE”) is seeking qualifications and proposals from qualified firms to provide architectural services in connection with the replacement of window walls and heating units (the “Project”), located at 69 Fairy Dell Rd., Clinton, CT 06413. This solicitation is both a request for qualifications and a request for proposals (RFQ/RFP). The services to be performed are described in the Instructions to Proposers. The Instructions to Proposers and other bid documents may be viewed on the Connecticut Department of Administrative Service Contracting Portal which may be accessed at:

https://portal.ct.gov/das/ctsource/portal-page?language=en_US (“State Portal”) and the Clinton BOE website: <http://www.clintonpublic.net/>.

Proposers must respond to both the RFQ and the RFP, however such responses must be submitted in **separate sealed envelopes** clearly marked with the name of the Proposer, the words **“Response to RFQ for Architectural Service for the Replacement of Windows and Heating Units to Eliot School”** or **“Response to RFP for Architectural Service for the Replacement of Windows and Heating Units to Eliot School”**, as applicable, and the bid number. Each sealed envelope shall include **9 copies** of the enclosure along with one electronic copy of only the qualification response submitted on a thumb drive. No fee or hourly rate information shall be included except in the sealed envelope containing the Response to the RFP.

Submittal Packages must be received by the Business Managers Office, at 137 B Glenwood Rd, Clinton, CT 06413, no later than **June 3, 2025 at 10:00 a.m.** Submittal Packages shall be clearly marked on the outside, **“RFQ/RFP for Architectural Service for the Replacement of Windows and Heating Units to Eliot School.”** include the bid number and the name of the submitting Proposer.

Opening of submittal packages (excluding the sealed envelope containing the responses to the RFP) shall take place at the Business Managers Office, at **10:00 a.m on June 3, 2025**. Once submittal packages have been opened no submission may be modified or withdrawn for ninety (90) days after the date such packages were opened.

Any questions concerning this solicitation shall be submitted only by email to Charles Carey, Business Manager, at ccarey@clintonpublic.net no later than **May 14, 2025** and responses will be provided by addendum posted on the State Portal and Clinton BOE website no later than **May 21, 2025**. Under no circumstances will the Clinton BOE respond to verbal requests.

No Proposer or prospective Proposers shall have any contact or communication with any member of the Clinton Board of Education Building and Grounds Sub-Committee (“Clinton BGC”) or other Clinton BOE officials or representatives regarding this procurement during the

procurement phase except as expressly provided in this Invitation to Proposers. Failure to comply with these conditions will result in the disqualification of the noncomplying Proposer.

The Clinton BOE reserves the right to amend or withdraw this Invitation to Bid and the RFQ/RFP for any reason, to accept or reject any or all Bids, to waive any informalities or non-material deficiencies in any Proposal, and to make such award (or make no award) of a contract in connection with this RFQ/RFP all as determined by the Clinton BOE, in its discretion, to be in the best interest of the Clinton BOE. A Bid may be rejected for irregularities of any kind, including without limitation, alteration of form, additions not called for, conditional proposals, and incomplete responses. A Bid may also be rejected if, in the opinion of the Clinton BOE, the Bid does not meet the standard of quality established by the RFQ/RFP. Any or all Bids may be rejected if there is any reason to believe that collusion exists among two or more Proposers. The foregoing provisions are for illustrative purposes and shall in no way limit the right of the Clinton BOE to reject any and all Bids, in whole or in part.

Attached Exhibits:

Exhibit A – Scope of Services

Exhibit B –Cost Proposal (Response to RFP)

Exhibit C – Insurance Requirements

Exhibit D – Non-collusion Affidavit

Exhibit E – Nondiscrimination Forms, A-E

**ELIOT SCHOOL
INSTRUCTIONS TO PROPOSERS**

1. BRIEF OVERVIEW OF PROJECT

The Clinton Board of Education (the “Clinton BOE”) is seeking qualifications and proposals from qualified firms to provide architectural services in connection with the replacement of window walls and heating units (the “Project”), located at 69 Fairy Dell Rd., Clinton CT. 06413. This solicitation is both a request for qualifications and a request for proposals (RFQ/RFP). The services to be performed are described in the Instructions to Proposers. The Instructions to Proposers and other bid documents may be viewed on the Connecticut Department of Administrative Service Contracting Portal which may be accessed at: https://portal.ct.gov/das/ctsource/portal-page?language=en_US (“State Portal”) and the District website: <http://www.clintonpublic.net/>.

Please review these instructions carefully as it contains very important details about the submission process and requirements.

The Clinton BOE Building and Grounds Sub-Committee will be reviewing the proposals (the “Clinton BGC”). The Clinton BOE will establish a Building Committee (the “Clinton BC”) to oversee the execution of the project.

2. BACKGROUND

Jared Eliot Middle School was constructed in 1960 with the last major renovation taking place in 1992. It currently sits on a 12-acre lot in a residential area. The building totals about 88,230 square feet and houses grades 5 through 8. The project calls for the replacement of all window/walls and unit heaters in twenty classrooms and related areas. The window/walls and unit heaters are over 65-years-old. The glass is single pane, drafty and inefficient. The remainder of the walls have poor insulation resulting in heat loss and cold air infiltration during the winter. The wood structures surrounding the windows are rotten and in extremely poor condition. The heating units are inefficient and require constant maintenance with critical parts difficult to locate.

The Project shall include, without limitation, the following components:

- Remove existing window/walls and unit heaters in twenty classrooms and related areas.
- Replace existing window/wall in twenty classrooms and related areas with thermally broken high performance glass to increase comfort and reduce utility costs.
- Windows will be low maintenance and provide proper egress as determined by code.
- Replace unit heaters in twenty classrooms and related areas with modern high efficiency units compatible with the existing facility.

3. SCOPE OF SERVICES

All Architectural Services must be provided with the highest level of professional skill, care, and judgment and in compliance with all federal, state, and local requirements. Because the Project is partially funded by the State of Connecticut, Department of Administrative Services (DAS) through its Office of Grant Administration (OGA) grant program for public school construction

projects, the selected Architect is required to meet the requirements and conditions imposed by the State of Connecticut.

The Scope of Services is set forth in **Exhibit A**, which is incorporated herein by reference. The Cost Proposal, attached hereto as **Exhibit B**, shall be completed in accordance with the information set forth in this proposal and the accompanying exhibits including without limitation Exhibit A.

4. TIMING OF PROJECT

The Clinton BOE anticipates that the selected Architect for the Project will be retained for at least eighteen months or until project is complete, following the bid opening date. The Project has an expected construction duration of three months.

5. IMPORTANT DATES

Issuance of RFQ/RFP: April 29, 2025

Mandatory Site Visit: May 7, 2025

Submission of Questions/Request for Information: May 14, 2025

Responses to Questions/Request for Information: Ongoing but no later than May 21, 2025

Deadline for Submission of Responses: June 3, 2025

6. PROCESS

6.1. Responses to the RFQ and RFP

Proposers must respond to both the RFQ and the RFP however such responses must be submitted in **separate sealed envelopes** clearly marked with the name of the Proposer, the bid number and the words "**Response to RFQ for Architectural Service for the Replacement of Windows and Heating Units to Eliot School**" or "**Response to RFP for Architectural Service for the Replacement of Windows and Heating Units to Eliot School**", as applicable.

The response to the RFO must not contain any information pertaining to the fees or costs for the Project. Responses that are not submitted in this manner will be rejected.

Responses must be received no later than the submission deadline set forth above by 10:00 a.m. to Charles Carey, Business Managers Office, at 137 B Glenwood Rd., Clinton, CT 06413. Each sealed envelope must include nine (9) paper copies and a digital copy (thumb drive is acceptable) of only the Qualification Response. Responses must be delivered by U.S. mail or hand delivered. **Facsimile (FAX) or email proposals will not be accepted by the Clinton BOE under any circumstances.**

6.2. Selection

Evaluation of responses to this RFQ/RFP will be the responsibility of the Clinton BGC. The selection of the Contract awardee will be the responsibility of the Clinton BOE. The Clinton BGC and Clinton BOE may reject any or all proposals for any reason as the Clinton BGC and Clinton BOE deem appropriate.

The evaluation and selection process will take place in two stages.

First, the Clinton BGC will review all responses to the RFQ and, based on those responses and the Qualification Criteria described below, the Clinton BGC will identify all proposers which are determined by the Clinton BGC to be responsible qualified proposers (the “Qualified Proposers”).

Second, the Clinton BGC will open and review the responses to the RFP submitted by the Qualified Proposers. **Responses to the RFP submitted by proposers who are not Qualified Proposers will be returned unopened to the submitting proposers.** The Clinton BGC will evaluate the responses to the RFP submitted by the Qualified Proposers and determine “at least three of the most responsible qualified proposers” (“Most Qualified Proposers”) using the Qualification Criteria and the Proposal Criteria set forth below in Sections 6 and 7, respectively, giving due consideration of the Qualified Proposer's pricing for the Services as well as Qualified Proposer's (i) experience with work of similar size and scope as required for the Project, (ii) organizational and team structure for the Project, (iii) past performance data, including, but not limited to, adherence to project schedules and project budgets and the number of change orders for projects, (iv) the approach to the work required for the Project, and (v) documented contract oversight capabilities. The Contract will be awarded to one of the “most responsible qualified proposers” after consideration of all of the foregoing.

In its review of responses to this RFQ/RFP and selection of the Contract awardee, the Clinton BGC will be guided by the selection of the Contract awardee that would best serve the interest of the Clinton BOE. The Clinton BOE reserves the right to negotiate with one or more of the Most Qualified Proposers and to accept modifications to the scope of services and fees proposed when such action would be in the best interest of the Clinton BOE.

If determined to be warranted by the Clinton BGC, the Clinton BGC may conduct interviews of some or all of the Most Qualified Proposers to assist the Clinton BGC in the selection process. Included in the Clinton BGC's request that a Most Qualified Proposer participate in an interview, the Clinton BGC will provide the name(s) of the member(s) of the Clinton BGC who will conduct the interview and the date by which the Most Qualified Proposer must submit an affidavit disclosing its relationship(s) with the interviewer(s) or confirming that it has no relationship(s) with the interviewer(s). The names of interviewers will be released solely to enable the Most Qualified Proposer to prepare the affidavit and neither the Most Qualified Proposer nor its representatives shall directly or indirectly contact the interviewer(s) prior to or following the interview process.

The submission of responses to this RFQ/ RFP constitutes a declaration by the submitting proposer that no person or persons other than members of proposer's own organization

are interested in the Project or in the Contract proposed to be awarded; that the submission is made without any connection with any other person or persons making a proposal for the same services and is in all respects fair and without collusion or fraud; that no persons acting for or employed by the Clinton BOE is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the Clinton BOE.

6.3. Form of Contract

The Clinton BOE intends to use, and the Contract awardee will be expected to execute a modified version of the AIA Document B101-2017 or B104-2017.

6.4. Clinton BOE's Right to Withdraw/Reject

The Clinton BOE reserves the rights to amend or terminate this RFQ/RFP, accept all or any part of a response, reject all responses, waive any informalities or non-material deficiencies in a response, and award the Contract to the proposer that, in Clinton BOE's judgment, will be in the Clinton BOE's best interests.

7. REQUEST FOR QUALIFICATIONS

7.1. Qualification Criteria

The Clinton BOE will identify those proposers that the Clinton BOE deems to be Qualified Proposers based on the criteria below (the "Qualification Criteria"):

- 7.1.1. The proposer is a legal entity properly licensed or registered under the laws of the State of Connecticut to perform the services that are the subject of this solicitation and is otherwise authorized to do business in the State of Connecticut.
- 7.1.2. The proposer has adequate experience in providing Architectural services, generally, and, in particular, has adequate experience in the past five years designing construction projects eligible for reimbursement from the State and in particular, the CT DAS, OGA of a similar size and scope as the Project.
- 7.1.3. The proposer has adequate experience dealing with the State and CT DAS OGA reimbursement process and with the preparation of the related documentation that must be filed to secure reimbursement.
- 7.1.4. The proposer is able to demonstrate an adequate level of performance on past projects, including, without limitation, adherence to project schedules and project budgets and the satisfaction of past owners with such performance.
- 7.1.5. The proposer's staff proposed to be assigned to the Project ("Project Team") has satisfactory qualifications and experience on past projects of similar size and scope as the Project.
- 7.1.6. The proposer is able to demonstrate that the members of the Project Team have performed satisfactorily on past projects to the satisfaction of the owners of such projects.

- 7.1.7. The proposer has an adequate degree of contract oversight capability and the organizational, team, and management structure proposed for the Project is satisfactory.
- 7.1.8. The number, context, and, where applicable, outcomes, of claims, disputes, arbitration, and litigation proceedings involving the proposer are acceptable.
- 7.1.9. The proposer's approach to the Project and degree of the proposer's demonstrated ability to develop and control project costs, quality, and schedule as well as the proposer's methods for doing so, is satisfactory.
- 7.1.10. The proposer demonstrates experience with "Energy Star", "Green", "LEED" and High Performance Building design projects and the presence of certified professionals on staff.

7.2. Content of Response to RFQ

Each proposer will be evaluated using the above Qualification Criteria. To assist and expedite this evaluation, each proposer must provide the following information in the order listed below:

- 7.2.1. A Letter of Transmittal addressed to Charles Carey, the Business Manager, signed by a principal of the proposer, not to exceed two (2) pages, describing in narrative form the proposer and proposer's qualifications and why such proposer is the best professional for the Project.
- 7.2.2. Proposer Information
- 7.2.3. Proposer Overview: Please provide the following:
 - The name and location of the proposer, including the office location that will be serving the Clinton BOE.
 - Year of organization (when the business was created)
 - Legal form of ownership. If a corporation, where incorporated
 - A brief general description of proposer's business
 - The number of years the proposer has been in business
 - Is the proposer and entity that is a subsidiary of another entity? If so, what is the name of the parent entity?
 - The number of personnel employed by the proposer (please include the number of staff dedicated to provide requested services).
 - The primary line of business of proposer.
- 7.2.4. Statement of Qualification to include, but not necessarily limited to, the following:
 - Name and address of proposer.
 - Identify proposer's contact person for this project and provide a phone number, fax number and e-mail address that the Clinton BGC may use to issue further information.
- 7.2.5. A brief history of proposer along with completed Federal GSA Forms 330.
- 7.2.6. Provide a list of proposer's Project Team Members, including any consultants.
- 7.2.7. List the staff proposed to work on the Project along with related responsibilities they will devote to the Project. Provide resumes of key personnel that would be assigned to the Project and a brief description of similar projects.
- 7.2.8. If a specified design team will be used for the Project (the "Design Team"), please provide an organization chart showing the personnel of the Design Team and their

proposed involvement in the Project. Please include the qualifications of all Design Team members. Please indicate how the Design Team will be managed.

7.2.9. List projects that proposer has been involved that has similar challenges to this Project within the past five years.

7.2.10. Indicate if any claims, disputes, arbitration or litigation proceedings have occurred on any of these projects. If so, identify if they were between Owner/Architect or Owner/Contractor and give the status of each.

7.2.11. List of a minimum of (3) references of similar projects, providing for each:

- List of Project Team Members, consultants and staff involved.
- Size (project cost and square feet) and location of project.
- Provide contact name and telephone numbers for the Owner and Contractor (specific individuals).
- Starting date of service.
- References must be relevant to service in the last forty-eight (48) months and shall include specific details on how the project represents a project of similar scope. Information on proposer's specific role in each project must be included.

7.2.12. List the last five (5) state projects that proposer has completed. Demonstrate the Design Team's ability to develop and control project costs, quality and schedule.

- Indicate the proposed budget and construction schedule.
- List the total cost of change orders not requested by the owner.
- List the awarded construction contract amount.

7.2.13. Provide contact name and telephone numbers for the Owner and Contractor (specific individuals) of each project.

7.2.14. Please state what experience the proposer has in assisting municipal projects to secure funding. Describe experience with the State of Connecticut Office of Grant Administration.

7.2.15. A one-page statement of the proposer's recent experience public school renovations and additions.

7.2.16. Please indicate the location where the design work for the Project will be accomplished.

7.2.17. Additional information, not included above, that the proposer feels may be useful and applicable to this Project and helpful to the Clinton BGC's evaluation. Please limit response to three (3) pages.

7.2.18. A fee schedule for services should not be included in the RFQ response.

7.2.19. Responses to the following questions:

- Have you ever failed to complete any work awarded to you? If so, where and why?
- Have you ever defaulted on a contract? If so, where and why?
- Describe any pending litigation or other factors which would affect your organization's ability to perform this agreement.

8. REQUEST FOR PROPOSALS

8.1. Proposal Criteria

The Proposal Criteria includes the following:

- 8.1.1. The proposer's fee proposals.
- 8.1.2. The proposer's proposed schedule.
- 8.1.3. The level of financial stability of the proposer.
- 8.1.4. The level of the proposer's insurance coverage.
- 8.1.5. The degree of resources of the proposer that will help facilitate the Project.

8.2. **Content of Response to RFP**

Please provide the following information in the order listed below:

- 8.2.1.1. One lump sum fee proposal for all phases of the services reflecting an allocation of the lump sum to the various design and project phases.
- 8.2.1.2. Bank references and/or financial statements reflecting financial stability.
- 8.2.1.3. Evidence of proper insurance coverage.
- 8.2.1.4. Descriptions of other resources of the proposer that will help facilitate the Project.
- 8.2.1.5. Any objections to the terms and conditions of the Contract.

9. INSURANCE REQUIREMENTS

Prior to the execution of the contract for the Project, the Clinton BOE will require the Contract awardee to provide to the Clinton BOE, a certificate of insurance (Accord or other approved format) evidencing the insurance coverage identified in **Exhibit C**.

10. INDEMNIFICATION REQUIREMENTS

The selected firm will be required to indemnify, defend and save harmless the Town and its officers, agents, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees arising out of or resulting directly or indirectly from the performance of services irrespective of whether the Town has approved or supervised the production of any materials, drawings, plans or technical specifications.

11. ADDITIONAL INFORMATION

- 11.1. The Clinton BOE prohibits harassment and discrimination on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability in accordance with Titles VI, VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and applicable state laws.
- 11.2. The Clinton BGC will be governed by the applicable Connecticut General Statutes construction receiving State assistance and in particular, grants from the CT DAS OGA.

- 11.3. The Clinton BOE's Business Manager reserves the sole and absolute right to reject the proposal of any proposer offering services which, in its opinion, does not meet the standard or quality established by this RFQ/RFP.
- 11.4. Proposals that are conditional or qualified shall be rejected.
- 11.5. The Clinton BOE is exempt from the payment of federal excise taxes and Connecticut sales and use taxes.
- 11.6. If it becomes necessary to revise any part of this RFQ/RFP or if additional data is necessary to enable interpretation by proposers of provisions of this RFP/RFP, revisions or addenda will be posted on the State Contracting Portal and Clinton Public Schools website..
- 11.7. Questions regarding this RFQ/RFP should be referred to Charles Carey, Business Manager, at ccarey@clintonpublic.net. A summary of all questions and answers will be posted on the State Contracting Portal and Clinton Public Schools website.
- 11.8. All costs incurred in the preparation and presentation of the qualifications shall be wholly absorbed by the proposer.

EXHIBIT A

SCOPE OF WORK

The selected firm will provide the following Scope of Services, including those outlined in the proposal and incorporated herein by reference, (“Services”):

I. Schematic Design Phase.

- a. Collaborate with and report to the Clinton BGC and/or the Clinton BC to develop schematic design and the Project plan.
- b. Develop Schematic Design Documents that include elevations, plans, sketches and details to communicate the intended design.
- c. Produce Documents and layouts which visualize elements of the conceptual design and Project plan drawings until the BGC and Clinton BOE are satisfied with the overall direction, layout, and functional aspects of the Project.
- d. Prepare schematic documentation of the Structural and MEP Systems for the purpose of refining the Project’s overall scope; identify any technical challenges with these systems.
- e. Execute the energy modeling process and hold preliminary discussions with utilities regarding available incentive programs.
- f. Provide alternative design approaches including the feasibility of incorporating environmentally responsible design approaches and consider the value of alternative material, building systems and equipment that is consistent with the Conceptual Design approved by the Clinton BOE.
- g. Prepare cost estimates which are to be detailed enough to allow the Project team to further identify the Project direction and to begin budgeting for the Project. Cost estimates may be done in cooperation with a CMR if contracted by the Clinton BOE.
- h. Consider value engineering where appropriate.
- i. Attend public meetings as is determined necessary to inform the public. Provide presentations to the public to review, comment on and finalize schematic design phase and Project plan, anticipated construction, possible energy incentive program, any Project phasing anticipated, and estimated costs for the Project.

II. Design Development Phase.

Upon Clinton BOE’s approval to proceed:

- a. Provide detailed Design Development Documents consisting of Architectural, MEP and possibly Structural documents based on approved Schematic Design. The Documents shall, at a minimum, include plans, sections, elevations, typical construction detail and diagrammatic layout of building systems.
- b. Coordinate with engineering design and conduct preliminary meetings with the Clinton BOE staff, other departments as necessary.
- c. Coordinate and assist with the municipal approval process.

- d. Prepare and outline specifications that identify major materials and systems, and establish, in general, their quality level.
- e. Prepare code analysis drawings and meet with applicable officials to review for design and code compliance.
- f. Submit required documents for review to proper authorities for approval.
- g. Attend public meetings as is determined necessary to inform public. Provide presentations to the public to review, comment on and finalize Design Development Documents phase, and to consider anticipated construction, and estimated costs for the Project.
- h. Assist the Clinton BOE in preparing final presentations, final cost budgeting and estimates, and final Project schedule required for submission/presentation to the public and Clinton BOE representatives.

III. Construction Documents Phase

Upon the Clinton BOE's approval to proceed:

- a. Prepare Construction Documents for bidding to the contractors for construction purposes. The Construction Documents shall describe the further development of the Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Project, including all information required to obtain permits, certifications, and necessary approvals to complete the Project. The Construction Documents should also include sufficient design to comply with all applicable statutory and regulatory energy and environmental design criteria standards.
- b. Attend meeting with Clinton BOE representatives as needed.
- c. Provide updated cost estimates for construction of the Project. Suggest value engineering, potential substitutions, and other cost saving alternatives where appropriate.
- d. Submit Construction Documents to Clinton BOE for review, revisions, and approval.

IV. Procurement/Bidding Phase

- a. Assist in the development and preparation of the RFP and bid packages.
- b. Be available for and assist to responding to questions by contractors and issue addenda required to communicate changes or clarifications to the bid documents.
- c. Following receipt of bid submission, review them and assist Clinton BOE in the selection process.

V. Construction Administration Phase

Upon the Clinton BOE's approval to proceed:

- a. In accordance with the Construction Documents, provide administration of the contract to ensure execution of the Project Documents and observation of the Work and contract trades.

- b. Attend bi-weekly job meetings and prepare job meeting minutes.
- c. Provide on-site review as needed; the review of shop drawings, payment applications, proposed change orders, and product submittals.
- d. Observe all completed Work and reject Work that does not comply with the Contract Documents to protect the Clinton BOE against defects and deficiencies in the Work.

VI. Closeout Phase

- a. Review closeout material for compliance
- b. Conduct final inspections for final completion
- c. Prepare intermediate and final punch lists
- d. Review and advise on final application for payment
- e. Consult with and advise the Clinton BGC and/or with the Clinton BC throughout the closeout process

EXHIBIT B
SCHEDULE OF COSTS OF SERVICES (RFP)

Costs are to be based on the window wall heater replacement project as described elsewhere in this Request.

Be	Basic Design Services to include the following:	
	Schematic Design and Design Development Phase	\$
	Construction Document Phase	\$
	Bidding Phase	\$
	Construction Administration	\$
	Closeout Phase	\$
	Percentage Rate for Basic Services	\$
	Subtotal Basic Design Services in dollars	\$
	Additional Design Services - Allowances:	
	1	\$
	2	\$
	3	\$
	4	\$
	5	\$
	6	\$
	As-Built/Record Reproducible Drawings	\$
	Building Program/Ed Specs	\$
	Hourly Rate Additional Services	\$
	Subtotal Additional Services	\$
	Consultant - Allowances:	\$
	Reimbursable Expenses Allowance	\$
	Total of Table:	\$

sure to fill in all cells requiring information (if none, mark the cell n/a) and total them correctly. Math errors may cause disqualification.

EXHIBIT C
INSURANCE REQUIREMENTS

Vendor shall agree to maintain in force at all times during the contract the following minimum coverages and shall name Town of Clinton & Clinton Board of Education as an Additional Insured on a primary and non-contributory basis to all policies, except Workers Compensation. All policies should also include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's rating of "A- "VIII.

(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 Including Hired/Non Owned Auto Liability	\$1,000,000
Professional Liability	Each Claim or Each Occurrence	\$2,000,000
	Aggregate	\$2,000,000
Umbrella (Excess Liability)	Each Occurrence	\$1,000,000
	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 Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$1,000,000
	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000

Original, completed Certificates of Insurance must be presented to The Town of Clinton & Clinton Board of Education prior to contract issuance. Contractor/Vendor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the above described policies be cancelled, limits reduced or coverage altered, 30 days written notice must be given to the Town of Clinton and Clinton Board of Education.

EXHIBIT D

NON-COLLUSION AFFIDAVIT

State of _____)
County of _____)
ss

, being first duly sworn, deposes and says:

1. That he/she is a () Partner; () Officer; () Member; () Owner of the firm of:
the party making the foregoing proposal or bid;
2. He/she is fully informed respecting the preparation and contents of the attached proposal or bid and all circumstances regarding the same;
3. Said proposal or bid is genuine and is not a collusive or sham proposal or bid;
4. Neither the said bidder nor any of its officers, partners, members, owners, agents, representatives, employees, or parties-in-interest, including this affiant has in any way colluded, conspired, connived or agreed, directly or indirectly, with any bidder, or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affiance or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Regional School District 13 Board of Education or any person interested in the proposed contract;
5. The price or prices quoted in the attached proposal or bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of this Bidder or any of its agents, representatives, owners, employees, or parties-in-interest, including this affiant; and
6. All statements in said proposal or bid are true.

(Signed):

(Title):

Subscribed and sworn to me

Notary Public: My Commission Expires:

