

**TOWN OF GLASTONBURY/CAPITOL REGION EDUCATION COUNCIL (CREC)
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSAL
CONSTRUCTION MANAGEMENT SERVICES**

**EAST HARTFORD-GLASTONBURY ELEMENTARY MAGNET SCHOOL
RPGL # 2009-35**

The Town of Glastonbury/CREC will be accepting qualifications/proposals to provide construction management advisor services for the pre-construction, construction, and post-occupancy/warranty phases of the East Hartford-Glastonbury Elementary Magnet School to be located at 95 Oak Street, Glastonbury. Interested individuals and firms can download the Instructions for Qualification Statement and Project Details from the Town's website at www.glastonbury-ct.gov or request them from the Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033.

There will be a **MANDATORY PRE-PROPOSAL MEETING HELD AT THE PROPOSED PROJECT SITE, 95 OAK STREET, GLASTONBURY, CT. 06033 on June 12, 2009 at 10:00 AM. Attendance is mandatory.**

Proposals must be submitted to the Purchasing Agent no later than 11:00 AM on June 30, 2009. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

Mary F. Visone
Purchasing Agent

**TOWN OF GLASTONBURY/CAPITOL REGION EDUCATION COUNCIL (CREC)
PROFESSIONAL SERVICES PROCUREMENT NOTICE
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EAST HARTFORD-GLASTONBURY ELEMENTARY MAGNET SCHOOL

RPGL # 2009-35

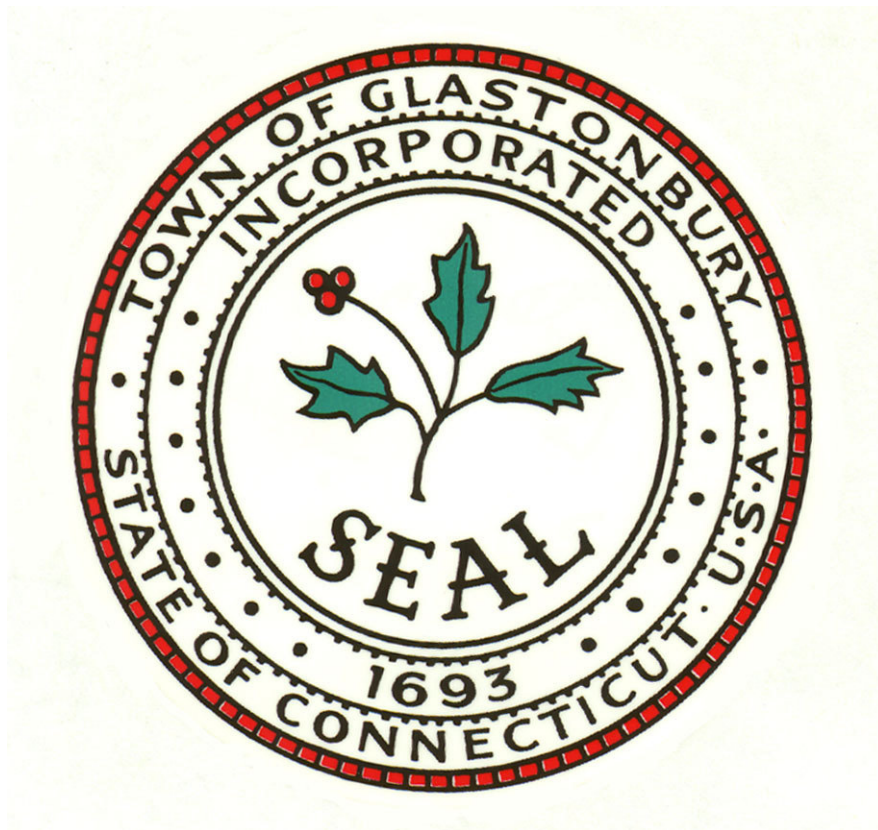


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Section 1 – General Information

A. Introduction

The Town of Glastonbury/Capital Region Education Council (CREC) will be accepting qualifications/proposals to provide construction manager (CM) adviser services for the pre-construction, construction, and post-occupancy/warranty phases of the East Hartford-Glastonbury Elementary Magnet School (EHGEMS) to be located at 95 Oak Street, Glastonbury, CT.

B. Background

The State Legislature has approved funding to construct a new K-5 interdistrict magnet school to replace the school currently operating in East Hartford. The location for the new school is a parcel of approximately 13.4± acres located at 95 Oak Street in Glastonbury, CT. The building program is expected to be approximately 67,700 square feet to support a student population of approximately 420.

C. Evaluation Criteria

Firms interested in being considered for this project shall clearly demonstrate that they meet the minimum criteria of:

- Licensed as a major contractor in Connecticut
- Served as the primary CM for a minimum of **three** projects each of which meets the following minimum characteristics:
 - Public school project (at least one elementary school project)
 - Located in the State of Connecticut
 - Included grant funding from the State Department of Education
 - Project budget of not less than \$20 million
 - Received certificate of occupancy within the last 10 years

Additional evaluation criteria beyond the minimum qualifications include:

- Recent experience managing work of similar size and scope
- Organizational and team structure including qualifications of individuals to be assigned to this project
- Past performance data including, but not limited to:
 - adherence to project schedules
 - adherence to project budgets
 - number and cost of change orders and value as a percent of original bid price
- Approach to the work
- Experience managing all (design and pre-construction, solicitation and award, construction, and post-occupancy and warranty) phases, of:
 - Elementary schools (identify any experience with magnet schools)

- Science oriented schools (identify any experience with planetaria)
- Experience managing all (design and pre-construction, solicitation and award, construction, and post-occupancy and warranty) phases, of sustainable facilities including specific requirements of the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) program
- Cost (fees and reimbursable costs)

D. Term of Service

The selected firm will be expected to commence services within 15 days of contract execution. For planning and pricing purposes, the following milestone schedule for the project shall apply (Phases referred to are described in Section 2 paragraph A, below):

- | | |
|---|-----------|
| ● Design and Pre-construction Services (Phases 1 and 2, combined) | 12 months |
| ● Solicitation and Award Services (Phases 1 and 2, combined) | 3 months |
| ● Construction Services (Demolition or Phase 1) | 3 months |
| ● Construction Services (Phase 2) | 18 months |
| ● Post-occupancy/Warranty Services | 12 months |

Construction documents for Phases 1 and 2, are expected to be complete and ready for bidding within 12 months of contract execution. The Town of Glastonbury/CREC reserves the right to cancel this proposal process at any time should any of the following conditions exist:

- Funds are not appropriated to allow continuance of this contract.
- The Town/CREC, through changes in its requirements or method of operation, no longer has a need for this service.
- The Town/CREC is not satisfied with the level of services provided under the contract or the contractor fails to comply with any of the terms and conditions outlined in the contract.
- Any other reason determined to be in the best interest of the Town/CREC

Section 2 – Scope of Services

A. Scope of Work

The purpose of this project is to meet the education related space requirements and design, construct, and equip a school facility at 95 Oak Street, Glastonbury, CT to satisfy the requirements of the attached Education Specifications. It is anticipated the project will be structured into three phases including:

Project Phases

Phase 1 – Demolition of portions of the existing structure(s) at 95 Oak Street. It is anticipated a portion of the existing basement/foundation structure of approximately 24,000 square feet will be retained and incorporated in the new structure in order to

avoid the cost of removal with the collateral benefit of providing storage space not included in the education program. Estimated cost: approximately \$750,000.

Phase 2 – Site and building construction. Estimated cost: approximately \$23,300,000.

Phase 3 – FF&E/Technology. Estimated cost: approximately \$2,250,000.

The balance of the project budget is comprised of land acquisition costs; professional fees; survey, testing, inspection, administrative and financing costs; and contingencies.

The construction manager selected will be expected to manage the design and pre-construction, solicitation and award, construction, and post-occupancy/warranty phases of Phases 1 and 2, above, including any contractors or vendors hired directly by the Town/CREC, and to coordinate with the owner and architect/consultants for the implementation of Phase 3. The intent is to construct a facility which will qualify for LEED Silver certification. The construction manager will be required to manage all pre-construction and construction phase requirements and develop and maintain all procedures and documentation necessary to qualify for the LEED Silver certification, regardless of whether the owner decides to register the project with the U.S. Green Building Council.

The work will include, as a minimum:

Work Phases

- 1) **Design and Pre-Construction Phase Services** - Site specific and general logistics plans development, “constructability” reviews, safety, quality assurance, and schedule (phasing, relocation, temporary structures, etc.) development, budget and cash flow analyses, Value Engineering services, budget reconciliation and control sessions, attendance at all design review and other special meetings through the Programming, Schematic, Design Development, and Construction Document Phases, and continuous document review to ensure documents are clear and concise in order to minimize change orders.
- 2) **Solicitation and Award Phase Services** – Development of all solicitation packages (Bid Packages) and adhere to the Connecticut D.O.E. requirements, development of a construction document estimate prior to bidding, update to construction (CPM) schedule including completion dates for issuance with bid packages and milestones for long-lead items, etc., scheduling and conducting pre-bid conferences, monitor, review, analyze and recommend awards, and monitor bidder activity to maximize bidder participation.
- 3) **Construction Phase Services** - Maintain consistent on-site staff, establish and maintain all required reporting and other control procedures, maintain and update logistics plan on a periodic basis, develop and maintain final construction schedule (CPM) after awards including delivery milestones, approvals, inspections, testing, construction, commissioning, and occupancy, conduct and record all job site and other required coordination meetings, prepare and submit change order documentation for approval by the Architect and Owner, develop and maintain shop

drawings review/approval management system, develop all monthly reports and presentations to Owner, maintain quality control and ensure conformity to the “highest” intent of the construction documents, manage all trade contractors to ensure effective and timely adherence to schedule, provide cost control according to approved schedule and contract amounts and terms, coordinate all Owner activities and post-completion activities, including assembly of guarantees, manuals and commissioning requirements, closeout documents, and Owner’s final acceptance, and manage and document compliance with all LEED measures required to achieve intended certification.

- 4) **Post-Occupancy and Warranty Phase** - Coordinate and monitor resolution of “punch list” items, coordinate, monitor, and resolve all warranty issues during the one-year general warranty period and beyond, where applicable, ensure delivery and receipt of all O & M manuals and any preventative maintenance data required, provide on-site staff to address commissioning issues during the week before school start-up and for one month after, provide or coordinate all formal owner training of all systems, and schedule and conduct a “pre-end of warranty” walk-through.

The CM shall be 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, Town or CREC offices, on site, or elsewhere, for any and all phases listed above.

B. Insurance

The Consultant shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Consultant and all of its agents, employees, sub-contractors and other providers of services and shall name the Town/BOE/CREC, its employees and agents as an Additional Insured on a primary and non-contributory basis to the Consultant’s Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Consultant’s Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best’s Rating of A-. In addition, all Carriers are subject to approval by the Town/CREC. Minimum limits and requirements are stated below:

- 1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer’s Liability
- \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee

- 2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.

- Limits of Liability for Bodily Injury and Building Damage
Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Building Damage:
Per Accident \$1,000,000

4) Errors and Omissions Liability or Professional Services Liability Policy

Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$5,000,000 each occurrence or per claim. The Town/BOE/CREC, its employees and agents shall be named Additional Insured for this specific Project. The certificate shall specify that the Town/CREC and Board of Education shall receive 30 days advance written notice of cancellation or non-renewal specific to this Project.

- The Consultant agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for five (5) years following the conclusion of the Project.

The Consultant shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, and statutory Worker's Compensation and Employer's Liability coverages.

The Consultant shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Certificate shall specify that the Town/CREC shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation. The Consultant shall provide the Town/CREC copies of any such Policies upon request.

Indemnification

To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless the /CREC and the Board of Education and their respective consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Consultant's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Consultant, or breach of its obligations herein or by any person or organization directly

or indirectly employed or engaged by the Consultant to perform or furnish either of the services, or anyone for whose acts the Consultant may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

As to any and all claims against the Town/CREC or any of its consultants, agents or employees by any employee of Consultant, by any person or organization directly or indirectly employed by Consultant to perform or furnish any of the work, or by anyone for whose acts Consultant may be liable, the indemnification obligation under this Article V shall not be limited in any way by any limitation on the amount of type of damages, compensation or benefits payable by or for Consultant under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.

The above insurance requirements are the Town's general requirements. Insurance requirements with the awarded respondent are subject to final negotiations.

Section 3– Submission Requirements & Administrative

A. Proposal Instructions

By submitting a proposal, you represent that you have thoroughly examined and become familiar with the scope of services outlined in this RFQ/RFP and you are capable of performing the work to achieve the Town's/CREC's objectives.

There will be a mandatory pre-proposal meeting held at the proposed project site, 95 Oak Street, Glastonbury, CT 06033 on June 12, 2009 at 10:00 AM. Attendance is mandatory.

All firms are required to submit a **clearly marked** original and six (6) copies of:

1. Statement of Qualifications in the format outlined in paragraph B-1 of this section.
2. Fee proposal (separate sealed envelope) as outlined in paragraph B-2 of this section.

These shall be submitted to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033 not later than 11:00 AM on June 30, 2009. Qualifications submissions will be opened and recorded as received. Proposers may be present at the opening however, there will be no public reading. Submissions received later than the time and date specified will not be considered. The fee proposal must be submitted in a separate sealed envelope or package and the outside shall be clearly marked:

**SEALED REQUEST FOR QUALIFICATIONS/PROPOSAL
CONSTRUCTION MANAGEMENT SERVICES
TOWN OF GLASTONBURY/CAPITAL REGION EDUCATION COUNCIL
EAST HARTFORD-GLASTONBURY ELEMENTARY MAGNET SCHOOL
RPGL # 2009 - 35
DATE: June 30, 2009**

TIME: 11:00 AM

Fee proposals will remain unopened until the completion of an administrative screening to determine which firms meet the minimum qualification criteria. Firms that do not meet the minimum qualification criteria will be notified of that determination and will have their fee proposals returned unopened.

B. Submission Requirements

All respondents are required to submit:

- A. Statement of Qualifications in the format outlined in subparagraph 1 of this section.
- B. Fee proposal (separate sealed envelope) as outlined in subparagraph 2 of this section.

1. The Statement of Qualifications shall provide the information and be formatted as detailed below. Responses shall be organized and presented in the order listed below to assist the Town/CREC in reviewing and rating the proposals. Each section must be addressed and shall not exceed the maximum number of pages given. The Town/CREC reserves the right to reject responses which do not follow the format given, which shall be deemed non-responsive.

▪ Table of Contents	Table of contents to include clear identification of the material provided by section and number (1 page).
▪ Letter of Transmittal	A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town/CREC in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract and must also affirm that the firm or their representative has made themselves knowledgeable of those matters and conditions in the Town which would influence this Proposal. (1 page)
▪ Executive Summary	Briefly describe the respondent, the approach to the project, staffing available and envisioned for the project, and respondent's capability to execute to the schedule while providing the services required. (2 pages)
▪ Synopsis of the Respondent	Describe the respondent's organization. Specify the personnel (including years of experience in their current position, municipalities/BoEs served and their roles providing these services) and equipment to be assigned to the project and explain their roles in the specific projects cited on the Attachment 1 form. Supply resumes of principal personnel and document the chain of command for these individuals as an appendix.

Indicate contact person for the proposal, including telephone and fax numbers and e-mail address.
(Synopsis: 2 pages, Appendix: as required)

Information provided in this section shall address the respondent's ability to meet the following specific criterion from Section 1, Paragraph C., "Evaluation Criteria."

- ***Organizational and team structure including qualifications of individuals to be assigned to this project***

- Qualifications

Provide a copy of the firm's contractor license. Complete the Attachment 1 form listing, as line items 1 through 3, the three public school projects satisfying the minimum qualifications criteria listed in Section 1, Paragraph C.

Provide, on Attachment 1, information for additional projects that demonstrate the respondent's ability to satisfy the additional criteria listed in Section 1, Paragraph C. List those projects as line items 4 and below on Attachment 1.

Provide, as an appendix, documentation to expand on how the projects listed on Attachment 1 support the criteria listed. Highlight significant accomplishments and awards as well as alliances or partnerships with other contractors, professionals, and owners.

The Town/CREC reserves the right to contact the project owner organizations regarding the services performed by the firm. (License and Attachment 1: 2 pages, Appendix: as required)

Information provided in this section shall address the respondent's ability to meet the following specific criteria from Section 1, Paragraph C., "Evaluation Criteria."

Minimum Qualifications:

- ***Licensed as a major contractor in Connecticut***
- ***Served as the primary CM for a minimum of three projects, each of which meets the following minimum characteristics:***
 - ***Public school project (at least one elementary***

-
- school project)**
 - **Located in the State of Connecticut**
 - **Included grant funding from the State Department of Education**
 - **Project budget of not less than \$20 million**
 - **Received certificate of occupancy within the last 10 years**

(Complete and provide the Attachment 1 form)

Additional criteria:

- **Recent experience managing work of similar size and scope**
- **Past performance data including, but not limited to:**
 - **adherence to project schedules**
 - **adherence to project budgets**
 - **number and cost of change orders**
- **Experience managing all (design and pre-construction, solicitation and award, construction, and post-occupancy and warranty) phases, of:**
 - **Elementary schools (identify any experience with magnet schools)**
 - **Science oriented schools (identify any experience with planetaria)**
- **Experience managing all (design and pre-construction, solicitation and award, construction, and post-occupancy and warranty) phases, of sustainable facilities including specific requirements of the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) program**

-
- **Approach to the Project** Describe the respondent's approach to the project commencing with award of consultant's contract and concluding with punch-list and final documentation completion. Detail any specific data your firm would require from the Town/CREC to implement this work. Describe the anticipated role that the Town/CREC will play in this project.(3 pages)

Information provided in this section shall address the respondent's ability to meet the following specific criteria from Section 1, Paragraph C., "Evaluation Criteria."

- **Approach to the work**
-

<ul style="list-style-type: none"> ▪ Project Site Management Structure 	<p>Provide a description of the project site management structure including personnel and other management resources. Include anticipated site staffing, equipment, communication requirements, vehicles, (2 pages)</p>
<ul style="list-style-type: none"> ▪ Code of Ethics 	<p>Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8th, 2003 and effective August 1, 2003. Respondent shall acknowledge that they have reviewed the document in the area provided on the proposal response page (BP). The selected Respondent will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgement Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click on Bids & RFPs, which will bring you to the links for the <u>Code of Ethics</u> and the <u>Consultant Acknowledgement Form</u>. If the Respondent does not have access to the internet a copy of these documents can be obtained through the Purchasing Department at the address listed within this proposal.</p>
<ul style="list-style-type: none"> ▪ Non Resident Contractor 	<p>The Town is required to report names of nonresident (out of state) Contractors to the State of Connecticut, Department of Revenue Services (DRS) to ensure that Employment Taxes and other applicable taxes are being paid by Contractors. Upon award, all nonresident contractors must furnish a five percent (5%) sales tax guarantee bond (state form AU-766), or a cash bond for 5% of the total contract price (state form AU-72) to DRS even though this project is exempt from most sales and use taxes.</p> <p>See State Notice to Nonresident Contractors SN 2005(12). If the above bond is not provided the Town is required to withhold 5% from Contractor's payments and forward it to the State DRS.</p> <p>Contractor must promptly furnish to the Town a copy of the <u>Certificate of Compliance</u> issued by the State DRS.</p>
<ul style="list-style-type: none"> ▪ Proposal Response Form 	Attachment 2
<ul style="list-style-type: none"> ▪ Signed Non-Collusion Statement 	Attachment 3

2. The fee proposal shall include all fees and general conditions costs necessary for a complete and usable facility for anticipated **project** phases broken down by **work**

phases as described in Section 2, Paragraph A. The fee proposal shall be structured as follows:

Work Phase	Basic Service Fee	Reimbursable Personnel & Construction Activity Costs	Note
Design/Preconstruction			A
Solicitation & Award			A
Construction Services (Project Phase 1 -Demolition)			B
Construction Services (Project Phase 2 –Site and Building Construction)			B
Post Occupancy & Warranty			A
Total			C

Notes:

- A.** It is anticipated all costs for this work phase shall be a lump sum basic service fee.
- B.** Provide a lump sum basic service fee plus a “not to exceed” cost for any reimbursable costs. Provide, as an attachment, an itemized list of what staff assignments and work items (equipment, services, leases, etc.) are considered reimbursable and any multipliers to be applied to the respective actual costs. Itemized cost estimates beyond the detail indicated above are not required at this time, however, a list of staff assignments and work items considered reimbursable is. Include a current hourly rate schedule for staff assignments (project managers, asst. project managers, superintendents, etc.).
- C.** Provide a total for both the Basic Service Fee column and the Reimbursable Personnel and Construction Activity Costs column.

C. Contacts

For administrative RFQ/RFP and other procurement related questions please contact:

Name: Mary F. Visone
 Title: Purchasing Agent
 Phone: (860) 652-7588
 Fax: (860) 652-7590

For technical questions please contact:

Name: Herbert L. Schwind, P.E.
Title: Facilities Director
Phone: (860) 652-7707
Fax: (860) 652-7771

Specific contract questions shall be made in writing (email acceptable). All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at www.glastonbury-ct.gov (Upon entering the website click on Bids & RFPs). It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.

Note: Responses to requests for more specific contract information than is contained in the RFQ/RFP shall be limited to information that is available to all Offerors and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

D. Access to Facilities

A tour of the site for the proposed magnet school will be held at the time of the mandatory pre-proposal meeting. Upon award, access to the site and the existing structure will be made available with advance notice.

E. Response Due Date

Statements of Qualifications and Fee Proposals must be submitted by June 30, 2009 at 11:00 AM. See Section 3, "Submission Requirements and Administrative," for details.

LATE PROPOSALS WILL NOT BE ACCEPTED.

F. Schedule of RFQ/RFP Events

Publicize RFQ/RFP	June 3, 2009
Mandatory Pre-proposal Meeting	June 12, 2009
RFQ/P Response Due Date	June 30, 2009
Admin Review of Proposals	TBD
Review of Qualifying Proposals	TBD
Interviews with Top Respondents	TBD
Selection of Consultant	TBD
Contract Effective Date	TBD

Section 4 - Selection Process

A. Selection Process

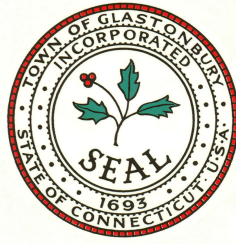
This work is being funded with the intention of applying for reimbursement from the State of Connecticut Department of Education. Therefore, in accordance with The State of Connecticut Special Bill No. 402, a two step process will be employed to select the consultant.

- Interested consultants shall submit Statements of Qualifications to best communicate the respondent's ability to meet or exceed the requirements of the RFQ/RFP. The Statement of Qualifications shall be in the format outlined in Section 3. A fee proposal, in a separate sealed envelope, shall accompany the Statement of Qualifications. A clearly marked original plus six (6) copies of the Statement of Qualifications and fee proposal shall be provided.
- Statements of Qualifications shall undergo an administrative review to determine if the minimum qualifications have been met.
- Respondents whose submissions do not meet the minimum qualifications shall be so advised and their sealed fee proposal returned unopened.
- For those submissions that meet the minimum qualifications, an evaluation committee will review the Statements of Qualifications and fee proposals, taking into account pricing and the factors necessary for faithful performance of the work based on the criteria and scope of work included in the RFQ/RFP. The committee shall develop a short list of respondents for interview.
- The committee shall interview the short list of firms and recommend a pool of the four most responsible qualified proposers to the awarding authority.
- The awarding authority may interview some or all of the four proposers and will make a final determination of award from the pool of four recommended.

This request for proposal does not commit the Town of Glastonbury/CREC to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request for proposal become the property of the Town of Glastonbury/CREC. The Town of Glastonbury/CREC reserves the right to accept or reject any or all proposals received as a result of this request, to clarify terms and conditions with the selected respondents, the right to extend the contract for an additional period, or to cancel in part or in its entirety the request for proposal, if it is in the best interests of the Town/CREC to do so.

END OF REQUEST FOR PROPOSAL TEXT

Attachment 2



**TOWN OF GLASTONBURY
 BID / PROPOSAL**

RPGL #

2009-35

DATE ADVERTISED

June 3, 2009

DATE/ TIME DUE

June 30, 2009/11:00 AM

NAME OF PROJECT

**TOWN OF GLASTONBURY/CAPITAL REGION EDUCATION
 COUNCIL
 EAST HARTFORD-GLASTONBURY ELEMENTARY
 MAGNET SCHOOL
 CONSTRUCTION MANAGEMENT SERVICES**

Insert this completed form in respondent's proposal

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I / We are selected. Yes _____ No _____ *

***Bidder is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the bidder has not agreed to the above statement.**

The Respondent acknowledges receipt of the following Addendums:

Addendum #1 _____ Date: _____

Addendum #2 _____ Date: _____

Addendum #3 _____ Date: _____

Type or Print Name of Individual

Doing Business as (Trade Name)

Signature of Individual

Street Address

Title

City, State, Zip Code

Date

Telephone Number / Fax Number

E:mail Address

SS # or TIN#

Attachment 3

**TOWN OF GLASTONBURY/CAPITAL REGION EDUCATION COUNCIL
EAST HARTFORD-GLASTONBURY ELEMENTARY MAGNET SCHOOL
CONSTRUCTION MANAGEMENT SERVICES
RPGL # 2009-35**

NON-COLLUSION STATEMENT

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____