

TOWN OF SUTTON

REQUEST FOR OWNER'S PROJECT MANAGEMENT SERVICES (RFS)

1. Introduction

The Town of Sutton ("Owner") acting through its Board of Selectmen is seeking the services of a qualified "Owner's Project Manager" as defined in Massachusetts General Laws Chapter 149, Section 44A½ and as further defined by the provisions of this RFS, to provide Project Management Services for the design, construction, addition to and/or renovation of the Sutton Middle School/High School ("School") in Sutton, Massachusetts ("Project").

The Owner is requesting the services of an Owner's Project Manager to represent the Owner during the feasibility study and schematic design phases of the project initially. Subject to the approval of the Project by the Massachusetts School Building Authority (the "MSBA") and further subject to continued funding authorized by the Town, the contract between the Owner and the Owner's Project Manager may be amended to include continued Project Management Services through design development, construction documents, bid and award, construction and final closeout of the potential Project. A potential approved Project may include a renovation of the existing School facilities, a renovation and addition of the existing School facilities and/or new construction. The estimated total project costs of an approved potential project may range up to \$43M depending upon the solution that is agreed upon by the Owner and the MSBA and that is ultimately approved by a vote of the MSBA.

2. Background

The existing school facilities, located at a campus in the center district of the town, consist of five (5) contiguous buildings in an approximate northeast-to-southwest configuration. The northeastern most of these buildings is the Memorial High School, constructed in 1949. The "Core" Building, constructed in 1989, connects the Memorial High School with the Middle School, which was originally constructed as an elementary school in 1955.

A preliminary feasibility study, prepared by Flansburgh Associates, was completed in August, 2006. This study can be accessed at www.suttonschools.net/district/SchoolBuildingNeedsStudy.pdf.

3. Project Description, Objectives and Scope of Services

On or about May 15, 2007, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for High School, Core Building and Middle School facilities. The MSBA is an independent public authority that administers and funds a program for grants to eligible cities, towns, and regional school districts for school construction and renovation projects. The MSBA's grant program is discretionary, and no city, town, or regional school district has any entitlement to any funds from the MSBA. At the November 28, 2007 Board of Directors meeting, the MSBA voted to issue an invitation to the Owner to conduct a feasibility study for this Statement of Interest to identify and study possible solutions and, through a collaborative process with the MSBA, reach a mutually-agreed upon solution. The MSBA has not yet approved a Project and the results of this feasibility study may or may not result in an approved Project.

It is anticipated that the feasibility study will review the problems identified in the Statement of Interest at the Middle School/High School facilities.

Project Objectives under consideration by the Owner include:

- Address deficiencies identified in the preliminary feasibility study and Statement of Interest;
- Provide viable alternatives for construction and/or renovation with valid cost estimates;
- Factor potential municipal sewer and water utilities into alternatives, construction and operating costs;
- Project phasing given an occupied complex and possibly occupied buildings;
- Identification of community concerns that may impact study options;
- Identification of specific milestone requirements and/or constraints of the Town – e.g. town votes, swing space, occupancy issues;
- Life cycle costs of operating the School as it relates to future operational budgets;
- Massachusetts High Performance Green Schools Guidelines (MA-CHPS Guidelines);
- Project delivery on time and on budget.

The required scope of services is set forth in Article 8 of the standard contract for Owner's Project Management Services for a Design/Bid/Build project that is attached hereto as Attachment B and incorporated by reference herein. If the Owner determines to use a CM-at-Risk delivery method, this contract shall need to be amended and/or substituted. The durations of the Phases shown below are estimates only, based on the Owner's experience. Actual durations may vary depending upon the Project agreed upon by the Owner and the MSBA. The total duration of the Contract is estimated as follows:

- | | |
|---|-----------|
| 1. Feasibility Study/Schematic Design Phase; | 6 months |
| 2. Design Development/Construction Documents/Bidding Phase; and | 6 months |
| 3. Construction Phase. | 24 months |

4. Minimum Requirements and Evaluation Criteria:

Minimum Requirements:

In order to be eligible for selection, each Respondent must certify in its cover letter that it meets the following minimum requirements. Any Response that fails to include such certification in its response, demonstrating that these criteria have been met, will be rejected without further consideration.

Each Respondent must designate an individual who will serve as the Project Director. The Project Director shall be certified in the Massachusetts Certified Public Purchasing Officer Program as administered by the Inspector General of the Commonwealth of Massachusetts and must also meet the following minimum requirements:

- The Project Director shall be a person who is registered by the Commonwealth of Massachusetts as an architect or professional engineer and who has at least 5 years experience in the construction and supervision of construction and design of public buildings with a particular emphasis on school buildings:

or,

- if not registered as an architect or professional engineer, the Project Director must be a person who has at least 7 years experience in the construction and supervision of construction and design of public buildings, with a particular emphasis on school buildings.

Evaluation Criteria

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public construction projects, particularly involving the construction and renovation of K-12 schools in Massachusetts. The Owner will evaluate Responses based on criteria that shall include, but not be limited to, the following:

(Note: All Evaluation Criteria will be graded 0 = not advantageous, 1 = advantageous, 2 = highly advantageous. All Evaluation Criteria will be weighted equally on this 0 -2 scale.)

- 1) Past performance of the Respondent, if any, with regard to public, private, DOE funded and MSBA-funded school projects across the Commonwealth, as evidenced by :
 - a) Documented performance on previous projects as set forth in Attachment C, including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions;
 - b) Satisfactory working relationship with designers, contractors, Owner, the MSBA and local officials.
- 2) Thorough knowledge of the Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and all other pertinent codes and regulations related to successful completion of the project.
- 3) Thorough knowledge of current Commonwealth construction procurement laws, regulations, policies and procedures.
- 4) Management approach: Describe the Respondent's approach to providing the level and nature of services required as evidenced by proposed project staffing for a potential proposed project for new construction up to 160,000 square feet or renovation/addition of 122,000 square feet; proposed project management systems; effective information management; and examples of problem solving approaches to resolving issues that impact time and cost.
- 5) Key personnel: Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this project and that identifies the individuals and associated firms (if any) who will fill the roles of Project Director, Project Representative and any other key roles identified by the Respondent, including but not limited to roles in design review, estimating, cost and schedule control. Specifically, describe the time commitment, experience and references for these key personnel including relevant experience in the supervision of construction of several projects that have been either successfully completed or in process that are similar in type, size, dollar value and complexity to the project being considered.
- 6) Capacity and skills: Identify existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, constructability review, quality control and safety). Identify any services to be provided by Subconsultants.
- 7) Identify the Respondent's current and projected workload for projects estimated to cost in excess of \$1.5 million.
- 8) Familiarity with Massachusetts-CHPS (MA-CHPS) High Performance Green Schools Guidelines. Demonstrated experience working on high performance green buildings (if any), green building rating system used (e.g., MA-CHPS or LEED), life cycle cost analysis and recommendations to Owners about building materials, finishes etc., ability to assist in grant applications for funding and track Owner documentation for MA-CHPS prerequisites.
- 9) Thorough knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering with actual examples of recommendations and associated benefits to Owners.
- 10) Knowledge of the purpose and practices of the services of building commissioning consultants.

- 11) Financial Stability: Provide current balance sheet and income statement as evidence of the Respondent's financial stability and capacity to support the proposed contract.

In order to establish a short list of Respondents to be interviewed, the Owner will base its initial ranking of Respondents on the above Evaluation Criteria. The Owner will establish its final ranking of the short-listed Respondents after conducting interviews and reference checks.

The Owner reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion, and such other relevant criteria as the MSBA may request. The Owner may or may not, within its sole discretion, seek additional information from Respondents.

This Request for Services, any addenda issued by the Owner, and the selected Respondent's response, will become part of the executed contract. The key personnel that the Respondent identifies in its response must be contractually committed for the Project. No substitution or replacement of key personnel or change in the Subconsultants identified in the response shall take place without the prior written approval of the Owner and the MSBA.

The selected Respondent(s) will be required to execute a Contract for Project Management Services with the Owner in the form that is attached hereto as Attachment B and incorporated by reference herein. Prior to execution of the Contract for Project Management Services with the Owner, the selected Respondent will be required to submit to the Owner a certificate of insurance that meets the requirements set forth in the Contract for Project Management Services.

Prior to execution of the Contract for Project Management Services, the fee for services shall be negotiated between the Owner and the selected Respondent to the satisfaction of the Owner, within its sole discretion. The initial fee structure will be negotiated through the Feasibility Study/Schematic Design Phase. The selected Respondent, however, will be required to provide pricing information for all Phases specified in the Contract at the time of fee negotiation.

5. Selection Process and Selection Schedule

Process

- 1) The OPM Sub-Committee of the Sutton School Building Committee will perform the first level review of all responses. All responses will be reviewed to confirm that all required information has been provided and that the minimum requirements stated above are met. All references will be checked by phone interview or e-mail correspondence. All responses will then be reviewed and ranked in accordance with the weighted Evaluation Criteria stated above. The results of the reviews and ranking will be recorded on a scoring sheet.
- 2) After reviewing and ranking all respondents based on the weighted evaluation criteria identified in the RFS, the OPM Sub-Committee will prepare a list of at least three respondents that will be presented to the full Sutton School Building Committee.
- 3) The Sutton School Building Committee will schedule an interview with each selected respondent at which the respondent and committee members will have opportunity to discuss the response and ask questions. These meetings are expected to be scheduled evenings and to be about 1 hour in length. Respondents will be ranked based, in part, on the weighted Evaluation Criteria and also on information obtained during the interviews.
- 4) The first-ranked Respondent will be submitted to the Board of Selectmen and MSBA for their approval.

- 5) The first-ranked Respondent may be asked to participate in a presentation to the MSBA and/or submit additional documentation, as required by MSBA, as part of the MSBA approval process, at no additional cost to the Owner or the Authority.
- 6) Subject to the MSBA's approval, the Owner will commence fee negotiations with the first-ranked Respondent.
- 7) The OPM fee will be negotiated. All submittals, certifications and requirements of this RFS will be considered as elements of the negotiation.
- 8) If the Owner is unable to negotiate a contract with the first-ranked Respondent or if the MSBA does not approve the first-ranked Respondent, the Owner will then submit its second-ranked Respondent to the MSBA for its review and upon approval commence negotiations and so on, until a contract is successfully negotiated and approved by the Owner.
- 9) The Sutton School Building Committee may re-advertise for Project management services if fewer than three (3) responses are received or if fee negotiations fail.

The following is a tentative schedule of the selection process, subject to change at the Owner's and MSBA's discretion.

- 2/4/09 Advertise RFS in Central Register of the Commonwealth of Massachusetts and a newspaper of general circulation in the area in Worcester area
- 2/25/09 Mandatory informational meeting and site visit commencing at 3:00 PM at the Superintendent's Office, 375 Boston Road, Sutton
- 3/5/09 Last day for questions from Respondents
- 03/11/09 Responses due by 10:00 AM.
- 3/25/09 Respondents short-listed
- 3/27/09 Scheduling of interviews with selected Respondents started
- 4/15/09 Final selection submitted to the MSBA for review and approval
- 4/22/09 Negotiate with selected Respondent after MSBA approval.
- 5/7/09 Execute contract

Requests for Services may be obtained from:

James Smith
 Town of Sutton
 4 Uxbridge Road
 Sutton, MA 01590
 Telephone: 508-865-8720
 Facsimile: 508-865-8721

On or after February 26, 2009

Any questions concerning this Request for Services must be submitted in writing to:

James Smith
Town of Sutton
4 Uxbridge Road
Sutton, MA 01590
Telephone: 508-865-8720
Facsimile: 508-865-8721

by the close of business on the date stated above.

Sealed Responses to the Requests for Services for Owner's Project Manager Services must be clearly labeled "Owner's Project Management Services for Sutton Middle School/ High School" and delivered to:

James Smith
Town of Sutton
4 Uxbridge Road
Sutton, MA 01590
Telephone: 508-865-8720
Facsimile: 508-865-8721

no later than 10:00 AM, Wednesday, March 4, 2009. The Owner assumes no responsibility or liability for late delivery or receipt of Responses. All responses received after the stated submittal date and time will be judged to be unacceptable and will be returned unopened to the sender.

6. Requirements for content of response:

Submit fifteen (15) hard copies of the response to this Request for Services and one electronic version in PDF format on CD. All responses shall be:

- In ink or typewritten;
- Presented in an organized and clear manner;
- Must include the required forms in Attachment C;
- Must include all required certifications;
- Must include the following information:

1. Cover letter shall be a maximum of two pages in length and include:

- a. An acknowledgement of any addenda issued to the RFS.
- b. An acknowledgement that the Respondent has read the Request for Services. Respondent shall note any exceptions to the RFS in its cover letter.
- c. An acknowledgement that the Respondent has read the Standard Contract. Respondent shall note any exceptions to the Standard Contract in its cover letter.
- d. A specific statement regarding compliance with the minimum requirements identified in Item 4 of this Request for Services to include identification of registration, number of years

of experience and where obtained (as supported by the resume section of Attachment C), as well as the date of the MCCPO certification. (A copy of the MCCPO certification should be attached to the cover letter).

- e. A description of the Respondent's organization and its history.
 - f. The signature of an individual authorized to negotiate and execute the Contract for Project Management Services, in the form that is attached to the RFS, on behalf of the Respondent.
 - g. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.
2. Selection Criteria: The response shall address the Respondent's ability to meet the "Selection Criteria" Section including submittal of additional information as needed. The total length of the Response (including Attachment C only but excluding Attachments A, B and D) may not exceed twenty (20) single-sided numbered pages with a minimum acceptable font size of "12 pt" for all text.

Respondents may supplement their proposal with graphic materials and photographs that best demonstrate the project management capabilities of the team proposed for this project. Limit this additional information to a maximum of 3 - 8½"x 11" pages, double-sided.

Certifications: Additional required certifications are as follows:

Attachment D:	Tax Compliance Certification
Attachment E:	Non-collusion Affidavit
Attachment F:	Certificate of Vote

7. Payment Schedule and Fee Explanation:

The Owner will negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations. As construction cost is but one of several factors, a final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased Owner's Project Manager fee.

8. Other Provisions

A. Public Record

All responses and information submitted in response to this RFS are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10 and c. 4, § 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.

B. Waiver/Cure of Minor Informalities, Errors and Omissions

The Owner reserves the right to waive or permit cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondents and to take any other measures with respect to this RFS in any manner necessary to serve the best interest of the Owner and its beneficiaries.

C. Communications with the Owner

The Owner's Procurement Officer for this Request for Services is:

James Smith
Town of Sutton
4 Uxbridge Road
Sutton, MA 01590
Telephone: 508-865-8720
Facsimile: 508-865-8721

Respondents that intend to submit a response are prohibited from contacting any of the Owner's staff other than the Procurement Officer. An exception to this rule applies to Respondents that currently do business with the Owner, but any contact made with persons other than the Procurement Officer must be limited to that business, and must not relate to this RFS. In addition, such respondents shall not discuss this RFS with any of the Owner's consultants, legal counsel or other advisors. FAILURE TO OBSERVE THIS RULE MAY BE GROUNDS FOR DISQUALIFICATION.

D. Costs

Neither the Owner nor the MSBA will be liable for any costs incurred by any Respondent in preparing a response to this RFS or for any other costs incurred prior to entering into a Contract with an Owner's Project Manager approved by the MSBA.

E. Withdrawn/Irrevocability of Responses

A Respondent may withdraw and resubmit its response prior to the deadline. No withdrawals or re-submissions will be allowed after the deadline.

F. Rejection of Responses, Modification of RFS

The Owner reserves the right to reject any and all responses if the Owner determines, within its own discretion, that it is in the Owner's best interests to do so. This RFS does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Owner also reserves the right to cancel or modify this RFS in part or in its entirety, or to change the RFS guidelines. A Respondent may not alter the RFS or its components.

G. Subcontracting and Joint Ventures

A Respondent's intention to subcontract or partner or joint venture with other firm(s), individual or entity must be clearly described in the response.

H. Validity of Response

Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

FURTHER INFORMATION

At present, the Town has authorized funding only through the feasibility study and schematic design phases of the project.

The OPM will need to communicate with other town boards on the status of pending projects for municipal sewer and water supply systems to the school campus area.

ATTACHMENTS:

- Attachment A: Statement of Interest
- Attachment B: Contract for Owner's Project Management Services
- Attachment C: OPM Application Form - May 2008
- Attachment D: Certificate of Tax Compliance
- Attachment E: Non-collusion Affidavit
- Attachment F: Certification of Vote

ATTACHMENT A
STATEMENT OF INTEREST

(DISTRICT TO ATTACH)

ATTACHMENT B
MSBA STANDARD CONTRACT

Owner's Project Manager Application Form - May 2008

1. Project Name/Location for Which Firm is Filing:

1a. MSBA Project Number:

2a. Respondent, Firm (Or Joint-Venture) - Name And Address Of Primary Office To Perform The Work:

2b. Name And Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:

2c. Date Present And Predecessor Firms Were Established:

2d. Name And Address Of Parent Company, If Any:

2e. Federal ID #:

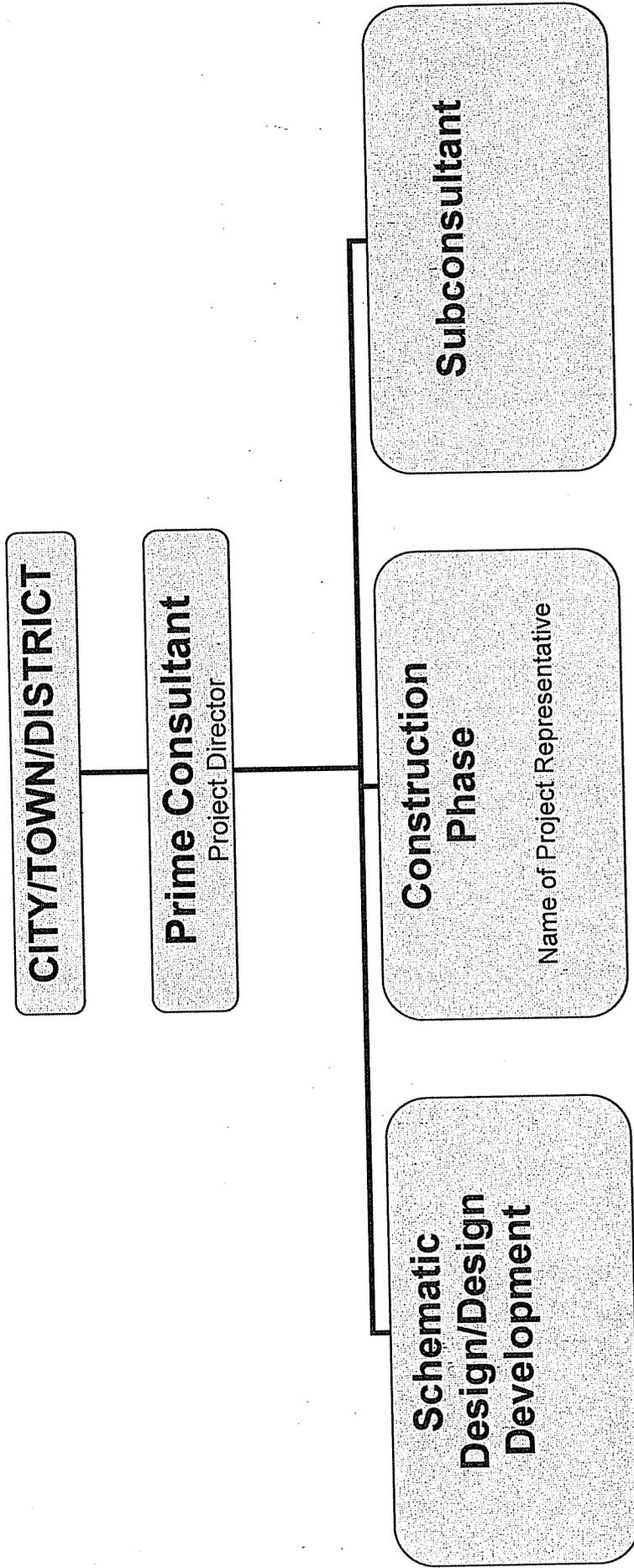
2f. Name of Proposed Project Director:

3. Personnel From Prime Firm Included In Question #2 Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline):

Admin. Personnel	_____	Cost Estimators	_____
Architects	_____	Electrical Engrs.	_____
Acoustical Engrs.	_____	Environmental Engrs.	_____
Civil Engrs.	_____	Licensed Site Profs.	_____
Code Specialists	_____	Mechanical Engrs.	_____
Construction Inspectors	_____		_____
		Total	_____

4. Has this Joint-Venture previously worked together? Yes No

5. List ONLY Those Prime and Sub-Consultant Personnel identified as Key personnel in the Response to Request for Services. This Information Should Be Presented Below In The Form Of An Organizational Chart modified to fit the firm's proposed management approach. Include Name Of Firm And Name Of The Person:



6. Brief Resume for Key Personnel ONLY as indicated in the Request for Services. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 5. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel And They Must Be In The Format Provided. By Including A Firm As A Subconsultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.

a.	Name And Title Within Firm:	
b.	Project Assignment:	
c.	Name And Address Of Office In Which Individual Identified In 6a Resides:	
d.	Years Experience: With This Firm: _____ With Other Firms: _____	
e.	Education: Degree(s) /Year/Specialization	
f.	Date of MCCPO Certification:	
g.	Applicable Registrations and Certifications:	
h.	Current Work Assignments And Availability For This Project:	
i.	Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	

7a Past Performance: List all Completed Projects, in excess of \$1.5 million, for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.

a. Project Name And Location Project Director	b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience)	c. Project Dollar Value	d. Completion Date (Actual Or Estimate)	e. On Time (Yes Or No)	f. Original Construction Contract Value	g. Change Orders	h. Number of Accidents and Safety Violations	i. Dollar Value of any Safety fines	j. Number And Outcome Of Legal Actions
(1)									
(2)									
(3)									
(4)									
(5)									

7b. Past Performance: Provide the following information for those completed Projects listed above in 7a for which the Prime Applicant has performed, or has entered into a contract to perform (cont) Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.						
a. Project Name And Location Project Director	b. Original Project Budget	c. Final Project Budget	d. If different, provide reason(s) for variance	e. Original Project Completion	e. Actual Project Completion On Time (Yes or No)	f. If different, provide reason(s) for variance.
(1)						
(2)						
(3)						
(4)						
(5)						

8. **Capacity:** Identify all current/ongoing Work by Prime Applicant, Joint-Venture Members or Subconsultants. Identify project participants and highlight any work involving the project participants identified in the response.

Project Name And Location Project Director	b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience)	c. Original Project Budget	d. Current Project Budget	d. Project Completion Date	e. Current forecast completion date On Time (Yes Or No)	f. Original Construction Contract Value	g. Number and dollar value of Change Orders	h. Number and dollar value of claims
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

9. References: Provide the following information for completed and current Projects listed above in 7 and 8 for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.				
a.	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person
1)			5)	
2)			6)	
3)			7)	
4)			8)	
			9)	
			10)	
			11)	
			12)	

9. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Subconsultants. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED.**

10. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted By
(Signature) _____

Printed Name And Title _____

Date _____

ATTACHMENT D
Tax Compliance Certification

CERTIFICATION OF COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, the undersigned, authorized signatory for the below named contractor/vendor, do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

* Signature of individual or

By: Corporate Officer

Title: _____

Corporate Name (mandatory, if applicable)

** Social Security No. (voluntary)

or Federal Identification Number

* Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.

** Your social security or tax I. D. number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of Mass. G.L. c. 62C s.49A.

ATTACHMENT E

NON-COLLUSION AFFIDAVIT OF RESPONDENT

The Respondent hereby certifies that:

(a) he/she/they have not given, offered or agreed to give any person, corporation or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award of a contract for design services;

(b) no consultant to or subcontractor for the Respondent has given, offered or agreed to give any person, corporation or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award to the consultant or subcontractor of a contractor by the Respondent;

(c) no person, corporation or other entity, other than a bona fide full time employee of the Respondent, has been retained or hired by the Respondent to solicit for or in any way assist the Respondent in obtaining the contract for Respondent services upon an agreement or understanding that such person, corporation or other entity be paid a fee or other consideration contingent upon the award of the contract to the Respondent.

By: _____

(Title)

Subscribed and sworn to before me

this _____ day of _____ 20____

(Title)

My Commission expires:

ATTACHMENT F

CERTIFICATE OF VOTE

(to be filed if Contractor is a Corporation)

I, _____, hereby certify that I am the duly elected and acting Clerk/Secretary of
(Name of Corporation) and I further certify that a meeting of the Directors of said Corporation, duly called and held on (date of
meeting), at which all Directors were present and voting, the following vote was unanimously passed:

VOTED: To authorize and empower

acting singly, to execute Forms of General Bid, Contracts or Bonds on behalf of the Corporation.

I further certify that the above vote is still in effect and has not been changed or modified in any respect.

By: _____

Clerk/Secretary of Corporation

A True Copy:

Attest: _____

(Notary Public)

My Commission Expires: _____

(Date)

ATTACHMENT G

Sutton Public School – Feasibility Report, August 16, 2006

Access at

www.suttonschools.net/district/SchoolBuildingNeedsStudy.pdf