

REQUEST FOR PROPOSAL

**CONCORD PUBLIC SCHOOLS
ALCOTT SCHOOL ZERO
EMISSIONS FEASIBILITY
STUDY**

TOWN OF CONCORD
MASSACHUSETTS

August 3, 2022

LEGAL NOTICE:

REQUEST FOR PROPOSAL (RFP)

**CONCORD PUBLIC SCHOOLS FEASIBILITY STUDY TOWN
OF CONCORD MASSACHUSETTS**

The Concord Public Schools is accepting proposals from qualified consultants for a feasibility study to explore emissions free heating solutions at the Alcott Elementary School. The consultant will provide an assessment of the current natural gas heating systems and explore zero, and near zero, emissions alternatives for those existing natural gas heating system. The report should include estimated capital costs for implementation of viable zero and near zero heating systems, as well as annual operating costs and/or savings.

Complete specifications, directions and the proposal packets are available from August 4, 2022 to through email to irhames@concordps.org

Sealed proposals will be accepted at the same address until the proposal deadline of August 31, at 10:00am Eastern Standard time. Late proposals will be rejected.

The final report is due November 15th, 2022 at 4:00PM.

Following the proposal deadline, proposals received will be immediately logged in the business office at the address listed above. The Concord Public Schools, the awarding authority, reserves the right to reject any or all proposals, waive minor informalities, and to award in the best interest of the public.

The approved budget cap for the study is \$50,000. Bid submissions must be for this amount or lower in order to be considered responsive to this RFP, and acceptable to the district for consideration.

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I. PROJECT PARAMETERS

The Concord Public Schools is accepting proposals from qualified consultants for a feasibility study to explore emissions free heating solutions at the Alcott Elementary School. The consultant will provide an assessment of the schools current natural gas heating systems and explore zero, and near zero, emissions alternatives for those existing natural gas heating system.

II. REQUEST FOR PROPOSAL INSTRUCTIONS

Proposal Instruction

The requirements set forth in these “RFP Instructions” shall become an integral part of a subsequent contractual arrangement.

Receipt of Proposals

RFP Proposals should be submitted to the Concord Public Schools office, 120 Meriam Road, Concord, MA 01742 by the proposal deadline of August 31, 2022 at 10:00 AM Eastern time. Late proposals will be rejected. Immediately following the proposal deadline, all proposals will be publicly logged at the same address in the business office.

Marking of Envelopes

Deliver proposals no later than at 10:00 AM EST to:

Concord Public Schools
Attn: Rob Conry, Assistant Superintendent of Finance and Operations
120 Meriam Road
Concord, MA 01742

Postmarks will not be considered. It is the sole responsibility of the applicant to be sure that the proposal arrives on time. Proposals should be clearly marked “**RFP- CONCORD PUBLIC SCHOOLS ALCOTT FEASIBILITY STUDY**”. The firms **Name & Address** should also be on the envelope.

Within the delivered envelope, Separate sealed envelopes must be submitted for the ‘technical’ and ‘price’ proposal:

Technical Proposal: The technical proposal envelope should be marked with the consultant’s NAME & ADDRESS followed by “RFP- CONCORD PUBLIC SCHOOLS ALCOTT FEASIBILITY STUDY, TECHNICAL PROPOSAL”. Five (5) copies of the technical proposal are requested.

Price Proposal: The price proposal should be marked with the consultant’s NAME & ADDRESS followed by “RFP- CONCORD PUBLIC SCHOOLS ALCOTT FEASIBILITY STUDY, PRICE PROPOSAL”. Include one (1) copy of the price proposal.

All technical proposals will be reviewed and evaluated first. Once the technical proposal evaluation is completed, the price proposals will be opened and reviewed.

Proposal Form

All proposals shall be received and evaluated in conformance with the requirements of Applicable Law.

Each proposer shall complete the attached minimum evaluation criteria form identified as ‘Attachment A’. The proposals will be evaluated by the evaluation committee. The proposals will be evaluated to determine if they meet the minimum evaluation criteria set herein. Failure of a proposal to meet a minimum criterion may disqualify the proposal from further consideration. There will be documentation in writing of the reason why any proposals would be disqualified.

Plan of Services

A statement and outline of the scope of the firm’s services are to be provided.

Interpretation of Contract Documents

All interpretations and supplemental instructions will be in the form of written addenda to the specifications, which, if issued, will be emailed to all proposers on record as having requested the RFP. Failure of any proposer to receive any such addendum or interpretation shall not relieve any proposer from any obligation under his/her submission. All addenda as issued shall become part of the contract documents. Any addenda will be available from the Concord Public Schools, 120 Meriam Road, Concord, MA 01742 and will be distributed through email.

Modification of Proposals

A proposer may correct or modify a proposal by written notice received by the awarding authority prior to the receipt deadline. Modifications must be submitted in a sealed envelope clearly labeled “Modification to RFP- CONCORD PUBLIC SCHOOLS ALCOTT FEASIBILITY STUDY”. The proposer’s name and address should also be documented on the envelope.

After the receipt deadline, a proposer may not change any provision of the proposal. Minor informalities will be waived or the proposer will be allowed to correct them. If there is a mistake and the intent is clearly evident on the face of the document the mistake will be corrected to reflect the intended correct proposal, and the proposer will be notified in writing; the proposer may not withdraw the proposal. A proposer may withdraw a proposal if a mistake is clearly evident on the face of the document, but the intended correct proposal is not similarly evident.

Withdrawal of Proposals

Proposals may be withdrawn prior to the time of receipt of proposals, only on written request to the awarding authority. No proposer shall withdraw their proposal within a period of sixty (60) days after the date set for the receipt of proposals.

Unexpected Closures

If at the time of the scheduled receipt deadline, the Concord Public Schools is closed due to uncontrolled events such as fire, snow, ice, wind, building evacuation, etc. the receipt of proposals will be postponed to the next normal business day at the time posted in the request for proposals. Proposals will be accepted until that date and time.

Licensing

The contractor shall possess and comply with all required and necessary licenses as may be specified by Federal, State and/or Local authorities, related to the delivery of services referred to in this RFP.

Insurance Coverage

Within (5) days after award of this contract, and prior to the commencement of any work activity, the contractor shall deposit certificates from insurers clearly stating that the insurance policies required in the following paragraphs have been issued to the contractor. The certificate must be in a form satisfactory to the Concord Public Schools. Liability policies shall name the Concord Public Schools as an additional insured.

Worker's Compensation

The contractor shall, before commencing the contract, provide by insurance for the payment of compensation, professional liability, and the furnishing of other benefits under Chapter 152 of the General Laws to all persons employed under the contract, and shall continue such insurance in force and effect during the term thereof. Statutory limits shall apply.

Comprehensive General Liability Insurance

The contractor shall carry Public Liability Insurance with an insurance company satisfactory to the Concord Public Schools so as to save the Concord Public Schools harmless from any and all claims for damages arising out of bodily injury or destruction of property caused by accident resulting from the use of implements, equipment, or labor used in the performance of the contract or from any neglect, default, or omission or want of proper care, or misconduct on the part of the contractor or for anyone in his/her employ during the execution of the work. Minimum coverage shall be as follows:

- Liability for bodily injury, including accidental death: \$500,000 for any one person and subject to the same limit for each person: \$1,000,000 on account of one accident.
- Liability for property damage: \$1,000,000 on account of any one accident and \$3,000,000 on account of all accidents.

The contractor shall not cancel, change, or revise any insurance relating to this contract without at least 15 days' prior notice. Prior to the effective date of any such cancellation, the contractor shall take out new insurance to cover the policies so canceled and shall provide certificates stating that such insurance is in effect.

The Contractor agrees to save, defend indemnify and hold harmless the Concord Public Schools against any and all suits, claims or liabilities of any name, nature or description arising out of or in consequence of the acts of its agents, servants or employees, in the performance of the obligations under this contract or by reason of its failure to fully comply with the terms of this contract, such indemnity to run to the Town officers, Agents and employees of the Concord Public Schools.

Knowledge and Enforcement of OSHA Training Requirements

Chapter 306 of the Acts of 2004 contains additional statutory requirements applicable to all construction contracts estimated to cost more than \$10,000. As of July 1, 2006 any person submitting a bid for, or signing a contract to work on, the construction, reconstruction, alteration, remodeling or repair of any building or public works project undertaken by a public awarding authority in Massachusetts and estimated to cost more than \$10,000 must certify on the bid or contract, under penalties of perjury as follow:

1. That he/she is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed at the work
2. That all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupation Safety and Health Administration of at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee

The Attorney General is empowered to enforce this requirement.

Breach of Contract

In the case of failure on the part of the contractor to execute the work as per agreement, the Concord Public School Committee reserves the right to terminate the contract, satisfying its wants through another contractor, and the Committee may collect from the original contractor any difference in price as a result of such failure on the part of the original contractor. "Failure" shall be interpreted as meaning willful non-compliance of any item included in the specifications.

Exercise of the rights herein specified shall not impair or affect the District's right to recover the damages for breach of contract.

Contractual Liability

Failure to perform when such failure is due to an act of God, public enemy, fire, strikes, labor difficulties, transportation embargoes, or other similar causes beyond the control of the contractor, shall be good and sufficient reason for excuse from contractual liability.

Good Faith, Fraud, and Collusion

The proposer hereby certifies that no officer, agent or employee of the Concord Public Schools has a special interest in the RFP; that the proposer is competing solely on their own behalf without connection with, or obligation to, any undisclosed person or firm; that this proposal is made in good faith without fraud, collusion or connection of any kind with any other bidder for the same work (See Non-Collusion form). Form must be executed and returned with proposal.

Acknowledgement of ADA and Section 504

The District acknowledges the existence of the Americans with Disabilities Act (ADA) of 1990, & Section 504 of the Rehabilitation Act of 1973. The rights guaranteed within these Acts shall apply to this contract.

Payment Schedule

The contractor will receive payment totaling 100% of the negotiated fee upon successful delivery of the Feasibility Report.

III. SCOPE OF WORK

Purpose of the study

The consultant will provide an assessment of the Alcott Elementary School current natural gas heating systems and explore zero, and near zero, emissions alternatives for those existing natural gas heating systems. The report should include estimated capital costs for implementation of viable zero and near zero heating systems, systems as well as annual operating costs and/or savings for each building.

The Feasibility Study shall take into consideration relative need and cost effectiveness of zero and near zero heating solutions. The report will provide recommendations to maximize emission reductions taking into consideration any financial or operational impacts (i.e extended school closures) of large scale capital projects to implement zero or near zero heating solutions.

For the purpose of the study, zero free emissions will include, but is not necessarily limited to, electric heating solutions. Near free emissions will include emissions free primary heating, with emission generating backup and/or supplemental/makeup heating.

Scope of Services

The following is an outline of the study tasks to be completed. The consultant's proposal should demonstrate understanding of this scope and provide suggestions for completing this scope as well as additional tasks that would enhance the information provided to the Concord Public Schools through this study. The proposal must comply with all relevant State and Federal laws, regulations, Town of Concord Bylaws, and code requirements. .

The Feasibility Study shall focus on the following elements:

- Assessment of existing conditions, including heating and hot water systems as well as consideration of the building envelope and necessary electrical upgrades.
- Exploration of viable emissions free and/or near free alternatives to the existing systems, including capital cost estimates and operational costs or savings.
- Consideration of a near emissions free solutions if deemed advantageous on a financial or operational basis.
- Other relevant information that would assist the Concord Public Schools in its pursuit of emissions free heating solutions

Committee and Report Requirements

The consultant will produce five (5) bound reports and one electronic copy with color images. The consultant will meet with Administration periodically to review progress and report drafts. The final report will be in a format to be agreed upon by Concord Public Schools Administration.

Up to two in-person (or vis ZOOM, if deemed suitable by the district) presentations summarizing the report in a public form are required.

Facility Location

Alcott Elementary School

93 Laurel Street
Concord, MA 01742

Enrollment: 399

Square footage: 81,000

Current heating system: Hydronic, natural gas

Year built: 2004

IV. PROPOSAL EVALUATION

Proposals submitted should address the following criteria. The selection of the finalist will be based on the following criteria:

1. Prior similar experience of the firm (5 years of experience is a minimum) and the experience and qualifications of the personnel assigned to the project.
2. Past performance on former facility study projects. List projects completed within the past 5 years. Provide the project name, contact, brief description, date of completion.
3. Financial Stability.
4. Availability to complete the project. If awarded the contract when can you begin? Provide specifics.
5. Identity and qualifications of the consultants and proposed staff who will be directly working on the project. Include a detailed resume and summarization of Education, professional registrations/memberships, and detailed project experience.
6. Any other criteria that the administration considers relevant for the project.
7. The Plan: Document your plan for providing the scope of services and the appropriateness to the needs of the District.
8. Quality of past work and evaluation of past clients.
9. All other criteria as listed in Attachment B.

QUALIFICATIONS

All firms must possess the following minimum qualifications. Proposals should also address the following criteria in their proposals:

1. Massachusetts registration and licensing in all applicable disciplines (list them).
2. Thorough knowledge of procedures, requirements, and practices of the Commonwealth of Massachusetts, and other agencies related to the design and construction of schools and public buildings.
3. Thorough knowledge of Massachusetts State Building Code and regulations of the Architectural Barriers Board.
4. Thorough knowledge of and familiarity with requirements of Chapter 579 of the Acts of 1980 (Omnibus Construction Reform Act) and Chapter 484 of the Acts of 1984.
5. Sufficient levels of staff to complete the project. Indicate lead staff that will be assigned to the facility study project. Include resumes and experience.
6. The proposer must present a minimum of three (3) similar facility study projects completed for Massachusetts school buildings. The proposer should provide a description of the project and the findings from the study. Indicate what makes the services and study provided highly advantageous for the District.

V. SELECTION PROCEDURES

Proposals will be evaluated by an evaluation committee. Proposals will be evaluated for 'minimum evaluation criteria' (attachment A). Those that meet the minimum evaluation criteria will be evaluated on comparative criteria (attachment B). Proposals that meet the minimum criteria will be placed on a short list of recommended proposers. From this short list the evaluation committee may select proposers to participate in an interview with the evaluation committee. Finalists will then be ranked and evaluated, and the reasons for the ranking will be documented. The contract will be awarded to the vendor who is evaluated and scored by the committee as being the most advantageous. Price proposals will then be opened. The price proposal will ultimately play a factor in determining the contract award. The contract award will be awarded the proposer who has the highest ranking Technical Proposal and Price Proposal that is deemed to be the best value for the price based on the opinion and recommendation of the evaluation committee.

VI. GENERAL AND SPECIAL PROVISIONS

1. The District reserves the right to cancel this Request for Proposal, or to accept or reject any and all proposals, waive informalities, & to award contracts in the best public interest of the public.
2. All proposals received become the property of the Concord Public Schools.
3. The firm selected shall be expected to comply with all applicable federal and state laws in the performance of services.
4. The consideration of all proposals and subsequent selection of a firm shall be made without regard to race, color, sex, age, handicap, religion, political affiliation, or national origin.
5. The successful firm shall adhere to the provisions of the Fair Employment Practices Law of the Commonwealth of Massachusetts (See Gen. Laws c. 151B).
6. The provisions relating to non-discrimination and affirmative action in employment shall flow through all contracts and sub-contracts that the successful firm may award as a result of this contract.
7. Firms and/or individuals preparing proposals may be asked to provide additional information and/or may be requested to make a presentation of their proposal.
8. Proposals must be unconditional.
9. Selection shall be subject to additional discussions and/or negotiations based on proposals received.
10. The Concord Public Schools is an equal opportunity employer. Women and minority owned businesses are encouraged to apply.
11. No protests regarding the validity or appropriateness of the specifications or of the Request for Proposals will be considered unless the protest is filed in writing with Jared Stanton, Director of Finance and Operations, prior to the closing date for proposals.

Attachment A
MINIMUM EVALUATION CRITERIA

Each applicant shall indicate their agreement with each of the following questions as part of their Technical Proposal submission.

To merit further consideration of a proposal by the evaluation committee, the applicant must indicate “yes” and comply, where appropriate, with each statement below.

1. Has the Proposer conformed in all material respects to the submission requirements as set forth in the RFP? YES___ NO___
2. Does the Proposer have the experience and competence to prepare studies, project cost estimates, bid documents, and provide project administrative services? YES___ NO___
3. Has the Proposer read this Request for Proposal and understood their role? YES___ NO___
4. Does the Proposer organization have a minimum of five (5) years of experience in producing facility studies for public school renovations in Massachusetts? YES___ NO___
5. Does the Proposer have knowledge of, and experience in, legal and administrative requirements, procedures, and practices related to the design, funding, and construction of Massachusetts public school building projects including the code compliance, State Building Code, and Massachusetts public bidding and procurement laws? YES___ NO___
6. Has the Proposer provided a detailed description of recent similar projects on which the proposer has performed similar services? YES___ NO___
7. Has the Proposer submitted five (5) references from the public sector? YES___ NO___
8. Has the Proposer provided a listing of all similar projects completed within the past five years? YES___ NO___
9. Has the Proposer included the signed technical proposal submission form in their Technical proposal (Certificate of Non-Collusion/Certificate of Tax Compliance)? YES___ NO___

Proposals will be evaluated and investigated by an evaluation committee. Proposals will be evaluated for ‘minimum evaluation criteria’ (attachment A). Those that meet the minimum evaluation criteria will be evaluated on comparative criteria (attachment B). Proposals that meet the minimum criteria will be placed on a short list of recommended proposals based on qualification and RFP evaluation. From this list the evaluation committee may select proposers to participate in an interview with the evaluation committee.

Attachment B

COMPARATIVE CRITERIA

Proposals that meet the minimum requirements (Attachment A) will be evaluated by the evaluation committee on the basis of proposal submission, qualifications, selection procedures, and other relevant criteria.

1. Relevant experience of proposer organization/firm in relation to the project scope of work:

Highly Advantageous: The proposer's organization/firm is considered to be above average to perform the scope of work required for the project, based on experience, as well as certifications, registrations and licensing.

Advantageous: The proposer's organization/firm is considered to be average to perform the scope of work required for the project, based on experience, as well as certifications, registrations and licensing.

Not Advantageous: The proposer's organization/firm is considered to be below average to perform the scope of work required for the project, based on experience, as well as certifications, registrations and licensing.

Unacceptable: The proposer's organization/firm is considered to be poor to perform the scope of work required for the project, based on experience, as well as certifications, registrations and licensing.

2. Relevant capability and experience of proposed project staff:

Highly Advantageous: The proposers professional staff experience and staff qualifications are considered to be above average. Staff are highly experienced with low energy use building design.

Advantageous: The proposers professional staff experience and staff qualifications are considered to be average.

Not Advantageous: The proposers professional staff experience and staff qualifications are considered to be below average.

Unacceptable: The proposers professional experience and staff qualifications are considered to be poor.

3. Proposer's demonstrated ability to complete projects on a timely basis:

Highly Advantageous: All five of the proposer's references indicate that the projects were completed on schedule or with minimal, insignificant delays.

Advantageous: Only one of the proposer's references indicates that the project was completed with substantial delays attributable to the proposer.

Not Advantageous: Two of the proposer's references indicate that the project was completed with substantial delays attributable to the proposer.

Unacceptable: All three of the proposer's references indicate that the project was completed with substantial delays attributable to the proposer.

4. Evaluation of the proposed plan:

Highly Advantageous: The proposal contains a clear and comprehensive plan that addresses all of the project objectives stated in the RFP.

Advantageous: The proposal contains a clear plan that addresses most of the project objectives stated in the RFP.

Not Advantageous: The proposal does not contain a clear plan that addresses most of the project objectives stated in the RFP.

Unacceptable: The proposal does not present an understanding or clear plan of the project objectives.

Proposals will be rated on these criteria as follows:

- **Highly Advantageous** - Proposal excels on specified criteria.
- **Advantageous** - Proposal fully meets the evaluation standard, which has been specified.
- **Not Advantageous** - Proposal does not fully meet the evaluation standard, is incomplete or unclear, or both.
- **Unacceptable** - Proposal does not meet the specified criteria.

COMPARATIVE EVALUATION CRITERIA

The Concord Public Schools places a premium on the applicant's approach to the project and the ability to present a program of services, which complies with the required Project Scope in a manner which is clear, concise, and complete with respect to required activities. The Concord Public Schools will find it unacceptable if such a program of services is not included, or is included in an incomplete manner. Proposals that address required items, but only in general or vague terms that do not adequately represent tasks to be performed will be given the rating of not advantageous. Each category will be assigned a point rating based on the evaluation of the committee. Award preference will originally be based on the ranking of the most highly advantageous Technical Proposal; however, the results of the price proposal will ultimately play a factor in objectively determining the contract award. The contract award will be awarded to the contractor who has the highest ranking Technical Proposal and Price Proposal that is deemed to be the best value for the price based on the opinion and recommendation of the evaluation committee.

TECHNICAL PROPOSAL - SUBMISSION FORMS

CERTIFICATE OF NON-COLLUSION: REQUIRED FORM

Pursuant to M.G.L. Ch. 30b, s10, the undersigned hereby certifies, under penalties of perjury, that this bid or proposal has been made and submitted in good faith and without fraud or collusion with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Certificate of Non-Collusion

The undersigned certifies under the penalties of perjury that this bid or bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Signature of person submitting contract/bid Date

Name of Business

CERTIFICATE OF TAX COMPLIANCE

Pursuant to M.G.L. Ch.62c, s49A, I hereby certify, under penalties of perjury that to my best knowledge and belief that the undersigned bidder has filed all state tax returns and paid all state taxes required by law.

Certificate of Tax Compliance

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

*Social Security Number or
Federal Identification Number*

*Signature of Individual or
Corporate Name*

*Corporate
Officer
(if
applicable)*

PRICE PROPOSAL – SUBMISSION FORM

**CONCORD PUBLIC SCHOOLS
CONCORD, MASSACHUSETTS**

Price Proposal: The price proposal should be in a separate sealed envelope marked with the consultant’s **NAME AND ADDRESS** followed by ‘**RFP- CONCORD PUBLIC SCHOOLS FEASIBILITY STUDY, PRICE PROPOSAL**’. Include one (1) copy of the price proposal. Price proposals should be delivered as instructed in Section II of the RFP.

The price proposal is for the completion and execution of the scope of work as indicated in section III of the RFP. All project awards are subject to the availability of funds.

BASE BID: \$ _____

TOTAL \$ _____
(Sum of: Base Bid + Alternate A + Alternate B)

PRICE PROPOSAL INFORMATION:

Company Name _____

Contact Name _____

Address _____

Phone _____

Signature _____

NOTICE:

Proposal should be signed in ink by a person having proper legal authority, and the person’s title should be given such as “owner” in the case of individual; “partner” in the case of a general partnership; “president”, “treasurer” or other authorized office in the case of a corporation.

CERTIFICATE OF CORPORATE BIDDER

I, _____, certify that I am the _____ of the Corporation named as Bidder in the attached Bid Form; that _____, who signed said Bid Form on behalf of the Bidder was then _____ of said Corporation; that I know his/her signature hereto is genuine and that said Bid Form was duly signed, sealed and executed for and on behalf of its governing body.

(Corporate Seal)

Name of Bidder

Address of Bidder

Telephone Number

By:

(Signature)

Printed Name

Printed Title

Date

This Certificate shall be completed where Bidder is a Corporation and shall be so completed by its Clerk. In the event that the Clerk is the person signing as the Bidder on behalf of the Corporation, this certificate shall be completed by another officer of the Corporation.

CERTIFICATE OF AUTHORITY

PARTNERSHIP

I, _____, a Principal of _____, do hereby certify that:
(Name) (Partnership)

- (1) I am a Principal of _____, a partnership (the "Partnership");
(Partnership)
- (2) I maintain and have custody of a copy of the Partnership Agreement of the Partnership and a list of the General Partners and Principals of the Partnership assigned;
- (3) I am duly authorized to issue certificates with respect to such Partnership Agreements and such General Partners and Principals;
- (4) I have attached hereto as Certificate Exhibit A, a true, accurate and complete excerpt of the relevant provision of the Partnership Agreement of the Partnership setting forth the authority of a Principal of the Partnership to enter into and sign agreements in the name of and on behalf of the Partnership;
- (5) _____, is on the date hereof, and since or before _____, 20____ has been
(Name) Month Year
a Principal of the Partnership as referred to in Certificate Exhibit A attached hereto;
- (6) As a Principal of the Partnership she/he is fully authorized on behalf of and in the name of the Partnership to enter into and to take any and all actions to execute, acknowledge and deliver the contract with the Concord Public Schools and the Concord Public Schools, providing for the performance by the Partnership of certain management consulting services, and any and all documents, agreements and other instruments (and any amendments, revisions, or modifications thereto) as she/he may deem necessary, desirable or appropriate to accomplish the same;
- (7) The signature of _____, as Principal of the Partnership affixed to any instrument or
(Name)
document described in or contemplated by the preceding paragraph shall be exclusive evidence of the authority of said Principal to bind the Partnership thereby;
- (8) The excerpt of the Partnership Agreement of the Partnership attached as Certificate Exhibit A has not been revoked, annulled, or amended in any manner whatsoever and remains in full force and effect as of the date hereof;
- (9) The following persons, whose signatures appear below, have been duly appointed or assigned to and now occupy the positions indicated below in the Partnership:

Signature of Partnership Representative

Partnership Representative Name & Title

Signature of Partnership Representative

Partnership Representative Name & Title

Conflict of Interest Statement

The Bidder hereby certifies:

I hereby certify that the Bidder understands that the Massachusetts Conflict of Interest Law, Chapter 268A of the Massachusetts General Laws, applies to the Bidder with respect to the transaction outlined in the Invitation for Bids. I also certify that the Bidder understands that the Bidder, his/her/its officers, employees, agents, subcontractors, and affiliated entities, shall not participate in any activity which constitutes a violation of the Massachusetts Conflict of Interest Law or which creates an appearance of a violation of the Massachusetts Conflict of Interest Law.

Name of Bidder

Address of Bidder

Telephone Number

By: _____
(Signature)

Printed Name

Printed Title

Date