

Request for Proposals

Concord Public Schools

Facilities Conditions Assessment:

Concord Integrated Preschool (and Administrative Offices)

Alcott Elementary School

Thoreau Elementary School

Willard Elementary School

**Town of Concord
Massachusetts**

September 18, 2023

LEGAL NOTICE:

REQUEST FOR PROPOSALS (RFP)

**CONCORD PUBLIC SCHOOLS
FACILITIES CONDITION ASSESSMENT**

The Concord Public Schools is accepting proposals from qualified consultants for a for a **“Facilities Condition Assessment.”** In order for your submission to be considered responsive, it must be delivered prior to the time and at the place indicated herein. Sealed proposals for “Facilities Condition Assessment – Concord School District” will be received until October 6, 2023, at 1:00 PM at the Business Office, 120 Meriam Road, Concord, MA 01742. Proposals received after such time will not be accepted. Sealed envelopes containing proposals must be clearly marked in accordance with the Submission Instructions.

The work shall consist of written proposals from qualified Contractors to provide a Facilities Condition Assessment of four buildings as well as a 10-year Capital Plan for each building. All proposals for this project are subject to applicable bidding laws of Massachusetts. To the extent applicable, the following sections of Massachusetts General Laws are incorporated herein by reference: M.G.L. c. 30B

In the event of any inconsistency between the Request for Qualifications, Advertisement, Conditions or any other applicable statutes, by-laws or regulations existing on the date on which the proposal is submitted, then the statute, by-laws or regulations shall govern. Such inconsistency shall not be grounds for invalidating the proposals. The proposer agrees that this proposal shall be good and may not be withdrawn for a period of 60 days, Saturdays, Sundays and legal holidays excluded after the opening of proposals.

Request for Proposals (R.F.P.) documents will be available at 10:00 AM on September 18th, 2023. Documents may be requested via e-mail to the District’s Assistant Business Manager at pcollins@concordps.org. Include “Facilities Condition Assessment – Concord Public Schools” in the subject field. The Owner reserves the right to waive any informalities or to reject any or all proposals.

Project Name: **Facilities Condition Assessment**

Project Location(s): Concord Integrated Preschool (and Admin. Offices)
120 Meriam Rd, Concord, MA 01742

Alcott Elementary School
93 Laurel St, Concord, MA 01742

Thoreau Elementary School
29 Prairie St, Concord, MA 01742

Willard Elementary School
185 Powder Mill Road, Concord, MA, 01742

Awarding Authority: Concord Public Schools
120 Meriam Rd, Concord, MA 01742

Advertisement: Posted

RFP Available: September 18, 2023, at 10:00 AM
Email request to pcollins@concordps.org with subject line "Facilities Condition Assessment"

Questions Due: September 27, 2023, at 12:00 PM

Email Questions to: pcollins@concordps.org

Proposals Due: October 6, 2023, at 1:00 PM
120 Meriam Rd, Concord, MA 01742

Est. Award Date: October 20, 2023
Est. Work Start Date: November 1, 2023
Interim Report Due: February 16, 2024
Final Report Due: March 15, 2024
Public Presentation of Report: TBD

BACKGROUND INFORMATION

In accordance with Massachusetts General Law, the Concord Public Schools is seeking the services of a qualified consultant to provide professional services to conduct a comprehensive and detailed study of Concord Integrated Preschool (and Admin. Offices), Alcott Elementary School, Thoreau Elementary School, and Willard Elementary School. The District seeks candidates with experience developing an asset inventory, identifying current facility conditions and deficiencies, cost estimating and capital expense forecasting for the below school buildings:

Concord Integrated Preschool (and Admin. Offices)

120 Meriam Rd, Concord, MA 01742

Year Built: 1957
Size (in sqft): 57,000
Stories: 1

Alcott Elementary School

93 Laurel St, Concord, MA 01742

Year Built: 2004
Size (in sqft): 79,616
Stories: 1

Thoreau Elementary School

29 Prairie St, Concord, MA 01742

Year Built: 2006
Size (in sqft): 77,323
Stories: 2

Willard Elementary School

185 Powder Mill Road, Concord, MA, 01742

Year Built: 2009
Size (in sqft): 130,529
Stories: 3

Note: The above information was derived from Concord municipal building public records and shall be verified for accuracy by potential bidders.

BRIEFING SESSION

A non-mandatory briefing session **may be held** for interested parties, at the discretion of the district. All interest parties will be notified of meeting venue and date/time if this meeting is to occur.

SCOPE OF SERVICES

The service requested in the RFP for the Facilities Condition Assessment shall be completed by a qualified Assessment Team (AT) to be comprised of architectural and engineering professionals. They will conduct a comprehensive and accurate analysis of the building structure, envelope and building systems to produce an accurate analysis (through non-destructive means) of the current facilities status.

The selected Contractor shall develop a ten (10) year Capital Improvement Plan for each of the four (4) buildings on this RFP. The District seeks to understand (1) the general condition of the buildings and their major components; and (2) the timing and cost of future building component maintenance and replacement over the next ten (10) years.

The District will make available experienced maintenance personnel to escort the contractor through the various buildings. The District will also make available previous reports including building plans and recent work order history, if available, to the successful firm.

At the completion of the assessment, the firm will present its findings to the Concord School Committee and additionally, the District reserves the right to request a second presentation, if necessary. These meeting meetings may be held in the day time and/or in the evening.

A. Assessment Team (AT)

The AT will be comprised of the following:

An architecture firm will lead the facilities assessment and will be responsible for assembling a comprehensive team of supporting sub-contractors as needed to evaluate various facilities components. The Principal-In-Charge will be LEED certified.

B. On-Site Assessment

The AT will conduct an evaluation of the existing conditions of the mechanical, electrical, plumbing, fire protection, structural, and building envelope systems, as well as examine accessibility, vertical lifts and possible hazardous materials within the facility. The primary goal of the assessment is to identify all maintenance, repair and or replacement needs for both the short and long term, as well as recommend upgrades and repairs as necessary.

The assessment will include an inventory/matrix of all maintainable equipment within each facility, noting any, and all information on the equipment, and outlining the projected life expectancy. It will include entering all accessible crawl and attic spaces.

The assessment will focus on the following facility elements, which include but are not limited to:

1. Site

- Driveways, sidewalks, walking paths
- Parking capacity and vehicular circulation for cars and buses
- Storm drainage and erosion control
- Play areas and play structures
- Sewage disposal
- Landscaping
- Site lighting

2. Building Envelope

- Roof and roof drainage
- Windows, sills, and caulking
- Brick/mortar, all other exterior surfaces
- Entrance/exist doors and storefronts

- Building structure
- Thermal insulation

3. Building Interior

- Walls
- Flooring including gym floors
- Ceilings
- Interior doors and corridors
- Hazardous materials
- Code compliance issues

4. Mechanical, Electrical, Plumbing

- Electrical main services and distribution
- Interior lighting systems
- Domestic hot water systems
- Cold water services
- Piping for heating and plumbing systems
- Gas services
- Temperature control/BMS systems
- Ventilation and cooling systems
- Toilet room/sink fixtures
- Vertical lifts/elevators

5. Fire Protection/Life Safety/Emergency Systems

- Emergency lighting systems
- Back-up power/generator systems
- Fire alarm detection, notification, and suppression systems

C. Assessment Report

1. The Facilities Condition Assessment report will give a description of the existing conditions and observations noted during the on-site assessment. All noted items shall be categorized in order of priority in the following manor:

Priority 1 – Critical: Conditions in the category require immediate action, cause a safety hazard, are needed to stop further deterioration.

Priority 2 – Necessary - Not Yet Critical: Conditions in the category require attention to deter deterioration or failure.

Priority 3 – Recommended: Conditions in the category will make an improvement to the existing building systems and existing conditions.

Priority 4 – Appearance: Conditions in the category are finishes that have deteriorated and require maintenance or repair to maintain aesthetic standards.

Priority 5 – Does Not Meet Current Code – “Grandfathered”: Conditions in the category do not conform to existing codes but are “Grandfathered” in their current condition. No action is required at this time, but should work be needed on them, required corrections will need to be made to comply with current code.

The data collected shall be presented in a comprehensive report with an executive summary that identifies major areas of concern, and a recommended timeline for replacing primary systems, structures, and non-building infrastructure. The report will detail the existing conditions, support findings with annotated drawings, photographs and summarize priorities by category with the estimated cost associated with the repair or replacement along with an inventory of all maintainable equipment within the facility.

2. The Facilities Condition Assessment report will estimate the remaining useful life of existing building systems and components, for the purpose of developing a capital replacement schedule for the school building.

D. Ten (10) Year Facilities Capital Plan

The selected Contractor will create a ten (10) year facilities capital plan for each of the four (4) analyzed buildings. The Facilities Capital Plan for each site shall be inclusive of but not limited to:

- a) Detailed maintenance and/or replacement needs
- b) Recommended maintenance/replacement year
- c) Projected maintenance/replacement costs
- d) Potential State or Federal school improvement grant programs
- e) Priority category
- f) Applicable public procurement law

The ten year facilities capital plan shall be delivered in narrative as well as spreadsheet format (Microsoft Excel). The spreadsheet format should allow for capital needs to be filtered by building, systems category, priority category, projected costs [in today's dollars], applicable public procurement law, etc.

MINIMUM REQUIREMENTS

1. Proposers must have been regularly engaged for at least five (5) years prior to the date of this RFP in the business of providing facility condition assessments.
2. Proposers must be able to provide all of the system requirements and services described in the Scope of Services.
3. Proposers must have the credentialed staff as described in Assessment Team section.
4. Proposers must have performed and can demonstrate similar assessments for school districts in the past.

PROPOSAL COMPONENTS

All interested parties must include the following information in their proposal.

- 1. Experience:** List and describe the firm's past five (5) years of experience developing school facility assessment reports with a similar scope of services. Include the name and telephone number of the reference for all projects on the list.
- 2. Team:** Describe and list by name and function of all in-house staff, and sub-Contractors including engineers, and related specialists that will be used on this project. This shall include resumes and a list of their licenses and certifications where applicable. A project manager must be included as well.
- 3. Approach to Project & Proposed Schedule:** Describe in detail the firm's approach to conducting a Facilities Condition Assessment. Submit a proposed schedule for all work required with timeframes for completion showing the ability to meet target dates as outlined in the timeline section.
- 4. Report:** Submit one (1) sample report from a prior study of a similar nature that most closely depicts our requirements specified herein.

GENERAL CONDITIONS

- 1) Each firm must demonstrate that it meets minimum qualifications.
- 2) Contractor shall submit a complete list of all contracts performed in the past five (5) years that are similar in scope to this project with contact names and telephone numbers.
- 3) Contractor shall submit a minimum of three (3) references of contracts performed that are similar in scope to this project with contact names and telephone numbers.
- 4) The district reserves the right to randomly select (3) other projects to contact and obtain feedback from.
- 5) Contractor includes a project manager who has a minimum of five (5) years' experience in performing the work described in this RFP and is a registered professional engineer or architect.
- 6) The Contractor shall assure that all personnel, equipment and materials necessary to the performance of this award are available and make provision for contingencies in the scheduling of personnel and equipment necessary for performance of in a timely manner.
- 7) The Contractor agrees at all times to furnish competent and experienced employees. The District expressly reserves the right to disapprove any employee and to require the Contractor to furnish another satisfactory to the District. Liability for the Contractor's personnel while in the performance of duty under this contract shall be the sole responsibility of the Contractor.

- 8) The Contractor will indemnify, defend, and hold the District harmless from any and all claims, loss, cost, expense, or damage of any kind resulting from or arising out of performance of the contract by the Contractor, its officers, agents, or employees.
- 9) The Contractor shall keep in force at all times during the term of this contract, a policy or policies of insurance as specified in the General Laws of Massachusetts. The Contractor shall carry public liability insurance covering at least \$1,000,000 limits and property damage coverage of not less than \$100,000 or more at the discretion of the Contractor in order to protect their interest.
- 10) The Contractor shall provide Worker's Compensation insurance for the payment of compensation and the furnishing of other benefits under M.G.L. Chapter 152 to all persons to be employed under this contract and shall continue such insurance in full force and effect during the term of this contract.
- 11) This contract is subject to the laws of the Commonwealth of Massachusetts. Any clause, which does not conform to such laws, shall be void, and such laws shall be operative in lieu of said clause. All disputes shall be settled within the Commonwealth of Massachusetts.
- 12) The contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or oral. No changes or modifications to the contract shall be made thereto other than by means of a writing signed by the District.
- 13) The District reserves the right to terminate the contract if the Contractor violates the terms of the contract or when service is poor. In addition to penalties assessed, and all other rights of the District under the contract, the Contractor will be notified in writing of service that is poor or unsatisfactory and will correct such deficiency to the District's satisfaction. The District reserves the right to cancel any resulting contract at any time with 30-days written notice.
- 14) No part of any contract and/or financial interest therein resulting from the response to the Request for Proposal may be assigned to any third party in whole or in part.

SUBMISSION REQUIREMENTS

Describe in narrative form the Contractor 's approach and technical plan for accomplishing the work listed above. The Contractor shall provide a detailed summary of how the Project will be accomplished in accordance with the RFP, including describing an overall approach to performing the work.

Provide names and complete résumés for all professional members of the project team. Each member's educational background and professional experience shall be provided. Special skills should be summarized. Identify the person(s) who will be the Project Manager(s) with ultimate responsibility for the work. Team members must be available throughout the duration of the project to actively participate.

The proposal shall provide details of experience and past performance of the Project Manager and members of the team on comparable work for government entities. This section should cover, as a minimum, the substantive nature of comparable engagements, the experience of members of the team in working successfully in matters of similar complexity and the record of the members of the project team for timely performance. Contractors are requested to give sufficient information of their experience to

permit the District to understand and verify the exact nature of contribution to other projects and entities.

Identify the specific schedule you propose to follow in completing the tasks and benchmarks for evaluating progress.

Contractor shall discuss the means by which adequate and timely attention to this engagement will be assured.

The Contractor shall provide a detailed cost proposal, in a separately sealed envelope, identifying the work to be performed and the contractor or subcontractor responsible for said work. The proposal shall also identify the person hours by task, including personnel, for each section and subsection (note: proposals shall not exceed \$120,000).

The Contractor shall provide a sample report for a project of similar size and scope, inclusive of a Facilities Conditions Assessment **and** a ten (10) year facilities capital plan.

COMPARATIVE EVALUATION CRITERIA

All proposals meeting the minimum criteria/qualifications will then be evaluated based upon the specific comparative evaluation criteria. The following point schedule will be utilized:

- Highly advantageous - 5 points - Response excels on the specific criterion.
- Advantageous - 3 points - Response meets evaluation standard for the criterion.
- Acceptable - 1 point - Response does not fully meet the criterion or leaves a question or issue not fully addressed.
- Does Not Meet - 0 point - Does not address the criterion, proposal is automatically eliminated from further consideration if “0 points” is received in any category.

Note: Contractors must indicate where evidence of each comparative evaluation criteria may be found within their proposal.

1. Breadth of Company Experience/References (25%):

Highly

Advantageous:

Description and list of ten (10) or more school studies of a similar *scope* with references which have been successfully completed within the last five (5) years. Positive reference feedback.

Advantageous:

Description and list of five (5) or more school studies of a similar *scope* with references which have been successfully completed within the last five (5) years. Positive reference feedback.

Less Advantageous:

Description and list of less than five (5) or more school studies of a similar *scope* with references which have been successfully completed within the last five (5) years. Mostly positive reference feedback.

Unacceptable: Description and list of less than five (5) or more school studies of a similar scope with references which have been successfully completed within the last five (5) years. Significant negative feedback from references, or inability to obtain feedback from references.

2. Team Composition: (25%)

Highly Advantageous: Project Manager has more than 10 years experience in Facility Assessment work, and holds professional certifications (e.g. AIA’s, ED’s, Professional Engineering, Registered Architect, LEED, etc). Team members are listed and each member’s experience is clearly demonstrated by way of resume and listed qualifications.

Advantageous: Project Manager has 5-10 years experience in Facility Assessment work, and holds professional certifications (e.g. AIA’s, ED’s, Professional Engineering, Registered Architect, LEED, etc). Team members are listed and each member’s experience is clearly demonstrated by way of resume and listed qualifications.

Less Advantageous: Project Manager has less than 5 years experience in Facility Assessment work, and holds professional certifications (e.g. AIA’s, ED’s, Professional Engineering, Registered Architect, LEED, etc). Team members are listed and each member’s experience is clearly demonstrated by way of resume and listed qualifications.

Unacceptable: Project Manager has less than 2 years experience in Facility Assessment work, and holds professional certifications (e.g. AIA’s, ED’s, Professional Engineering, Registered Architect, LEED, etc.). Team members are not listed and each member’s experience is NOT clearly demonstrated, with no resume or listed qualifications.

3. Project Approach (25%):

Highly Advantageous: A well-articulated, start-to-finish project approach with details on how the assessment will be accomplished and a proposed schedule that meets our timeline for completion. Schedule shows scope of services, including milestones and meetings.

Advantageous: A well-articulated project approach and schedule but one that does not as clearly delineate the process - may not show what will happen, and when in a clear concise way.

Less Advantageous: A project approach with a schedule but may not be clearly laid out in terms of major milestones and meetings and may not illustrate specifically what will happen or when.

Unacceptable: A project approach without a clear schedule and terms of major milestones and meetings; may not illustrate specifically what will happen or when.

4. Quality of Sample Report (25%):

Submission of one (1) sample “Facilities Condition Assessment” and “Ten (10) Year Facilities Capital Plan” for review that would best exemplify the work you are capable of:

Highly

Advantageous: This report sample would include many elements: A table of contents, continuous page numbering so report can be referenced easily, data designed using a pyramid approach (summary information followed by more detailed levels of information). Each section is clearly titled for ease of use.

There would be an executive summary that provides a clear snapshot of the plan with recommendations for repairs, major replacements, and a funding schedule or multi-year Capital Plan. This section will be supported with graphs, tables, and charts to aid non-technical people in understanding the findings.

This report would provide a detailed analysis of all major building systems with easy to read schedules that clearly spell out current conditions, deficiencies, improvements and upgrades. The detailed schedules that support the executive summary are provided in an orderly, clear, and consistent layout pattern. The detailed sections align to the areas delineated in the scope of work. These sections summarize the findings for each category (electrical, plumbing, non-building infrastructure, etc.). These sections will also provide a schedule for the components that comprise the associated systems in the category that identify the current condition, estimated useful life moving forward, and any comments and cost estimates for repairs and replacement values.

The sample report would include building layouts, pictures and other graphics used to assist in communicating relevant information. This report would be provided in electronic (PDF) format and hardbound version.

Advantageous: The sample report addresses only the most key components and contains an executive summary, elements of the scope of work, summarizes findings for each category, provides a repair/replacement schedule for all areas, assesses current conditions, and projects useful life moving forward. It also incorporates photos and graphics to assist in communicating relevant information.

Less Advantageous: The sample report addresses just some of the key components but misses some of the desired elements listed above.

Unacceptable: The sample report addresses very few of the key components of the desired elements above, or is not provided.

Note: Contractors must indicate where evidence of each comparative evaluation criteria may be found within their proposal.

SUBMISSION INSTRUCTIONS

The proposal shall consist of the following items and shall be submitted by each firm desiring consideration:

1. Interested firms shall submit **two separate and sealed envelopes**;
 - **the first** clearly marked on the outside of the envelope “RFP Response: Facilities Condition Assessment -Concord Public Schools”
 - **the second** clearly marked on the outside of the envelope “RFP Price Proposal: Facilities Condition Assessment -Concord Public Schools”
2. All proposals shall be delivered to 120 Meriam Rd, Concord, MA 01742
3. Submissions must contain the required Proposal Components and supporting data to be evaluated under the Comparative Evaluation Criteria.
4. Deadline for the submission of proposals is October 6, 2023, at 1:00 PM. It is the sole responsibility of the proposer to ensure that the submission arrives on time and at the designated place. In the event the central office is closed due to inclement weather or other reasons on the date proposals are due, the deadline will be extended until the next business day, and if closed again, until such day as the central office is open again.

AWARD

A contract will be awarded to the firm that provides the most advantageous proposal, factoring in qualitative ratings, and pricing information, provided that price is within the district budgeted amount. The district reserves its right to contact proposer references and conduct interviews as part of the qualitative rating#1.

Attachment A

Comparative Evaluation Criteria Self-Rating Sheet

Number	Description	Self-Rating	Page of Evidence Location
1	Breadth of Experience/References (25%):		
2	Team Composition: (25%)		
3	Project Approach: (25%)		
4	Quality of Sample Report (25%)		

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)

CERTIFICATE OF AUTHORITY CORPORATE- MEETING OF BOARD OF DIRECTORS

At a meeting of the Board of Directors of _____ duly called
(Corporation)
and held at _____ on the _____ day of __,
20_____, (Location)
at which a quorum was present and acting, it was voted that _____
(Name)
the _____ of this corporation; and that he/she is
hereby (Title/Position) authorized to execute contracts in the name and on behalf of said company,
and affix its corporate seal thereto; and such execution of any contract or obligation in this
company's name on its behalf by such, under seal of this company shall be valid and binding upon
this company.

*I hereby certify that the above is a true and correct copy of the record, that said vote has not been amended
or repealed and is in full force and effect as of this date, and that*

_____ is duly elected _____ of this Corporation.

Clerk or Secretary of the Corporation

Date

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
SOLE PROPRIETOR

I, _____ as a Sole Owner of my Business, _____
(Name) (Business)

certify that I am authorized to enter into a contract with the Concord Public Schools on behalf of myself.

I have set my hand as the Sole Owner of the Business this

_____ day of _____, 20_____.
Day Month Year

Sole Owner Signature

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