

**COTUIT FIRE DISTRICT
PRUDENTIAL COMMITTEE**



**REQUEST FOR PROPOSALS
COTUIT ELEMENTARY SCHOOL FEASIBILITY STUDY**

**ISSUED: MONDAY, NOVEMBER 4TH, 2024 @9AM
DUE: WEDNESDAY, DECEMBER 4TH, 2024 @ 11AM**

DELIVER TO:

**COTUIT FIRE DISTRICT
PRUDENTIAL COMMITTEE
ATTN: MARK LYNCH
RE: FEASIBILITY STUDY RFP
64 HIGH STREET
COTUIT, MA 02635**

**COTUIT FIRE DISTRICT
PRUDENTIAL COMMITTEE**



**REQUEST FOR PROPOSALS
FOR
COTUIT ELEMENTARY SCHOOL FEASIBILITY STUDY**

TABLE OF CONTENTS

Section	Description
1.	Introduction
2.	General Instructions & Conditions
3.	Scope of Services (Appendix A Included)
4.	Minimum Evaluation Criteria
5.	Comparative Evaluation Criteria
6.	Price Proposal Sheet
7.	Certificate of Non-Collusion
8.	Certificate of Tax Compliance
9.	Clerk Certificate
10.	Appendix B

Section 1

INTRODUCTION

The Cotuit Fire District, acting through the Cotuit Prudential Committee, is seeking proposals for design services for a feasibility study to aid in determining the future of the Cotuit Elementary School. The Feasibility Study will include the development and evaluation of the potential rehabilitation or demolition alternatives identified by the Fire District. The primary goals of the feasibility study are to identify reasonable cost estimates for each alternative and to present these results at a public meeting to the voters of the District.

At this time, there is no estimated construction budget for the potential project(s). The Fee for Basic Services with the Design Firm will be negotiated.

Technical Assistance

The Cotuit Prudential Committee has identified a sole point of contact with bidders for the purpose of this RFP. Any attempt to contact any other individual or to circumvent these procedures in any manner may be grounds for disqualification of the bidder from the procurement process. All questions regarding this RFP and the selection process shall be directed in writing to Jannelvy Martinez.

All questions regarding this RFP and the selection process shall be directed in writing, by email, no later than **5pm on November 13th, 2024 to:**

Jannelvy Martinez
mjannelvy@gmail.com
With a copy to:
Mark W. Lynch
markwilliamlynch@yahoo.com

Anticipated Timeline

Dates and times listed on this timeline are subject to change. Changes will be announced by addenda on the Cotuit Fire District website.

RFP Issued	Monday, November 4th, 2024
Deadline for submitting questions	Wednesday, November 13th, 2024
Proposals Due	Wednesday, December 4th, 2024 before 11AM
Award of Contract	December 2024
Anticipated Study Completed	February 28th, 2025

Section 2

GENERAL INSTRUCTIONS AND CONDITIONS

The proposer shall deliver (4) four copies of its Non-Cost Proposal and (1) one copy of its Cost Proposal no later than **11AM on December 4th, 2024** (late submissions will not be considered) to:

**COTUIT FIRE DISTRICT
PRUDENTIAL COMMITTEE
ATTN: MARK LYNCH
RE: FEASIBILITY STUDY RFP
64 HIGH STREET
COTUIT, MA 02635**

Responses to this RFP must consist of two separate documents:

1. The Non-Cost Proposal; and
2. The Cost Proposal

PROPOSERS MUST NOT SUBMIT ANY COST INFORMATION ANYWHERE IN THE NON-COST PROPOSAL. NON-COMPLIANCE WITH THIS REQUIREMENT WILL RESULT IN DISQUALIFICATION.

A package containing the (4) four copies of the **Non-Cost Proposal** must be labeled and submitted as follows:

- Proposer's Name
- Non-Cost Proposal for Cotuit Elementary School Feasibility Study

A separate package containing (1) one copy of the **Cost Proposal** must be labeled and submitted as follows:

1. Proposer's Name
2. Cost Proposal for Cotuit Elementary School Feasibility Study

Pursuant to M.G.L. Chapter 30B, each proposal will be embargoed upon opening until such time as the Committee has completed the evaluation and selection process.

Proposals delivered elsewhere and not received by December 4, 2024 will not be considered and shall be refused and returned unopened to the proposer.

Delivery of the proposal documents will be at the bidder's expense. Any and all damages that may occur due to packaging or shipping of the proposal documents will be the sole responsibility of the proposer.

The proposal should be in a format where the selection committee can easily find the information needed to evaluate the proposal with the following sections:

1. Letter of application – statement of interest
2. Firm history, background and organizational structure
 - a. Firm name, address and telephone number
 - b. Year the firm was founded
 - c. Organizational structure
 - d. List of names and titles of firm officers

3. List of all personnel to be assigned to the project and their qualifications
 - a. List of firm's key project personnel, their qualifications and estimated percent of time commitment to the Cotuit Elementary School Project
4. Project approach and work plan, including proposed project timeline
 - a. Outline of project approach and work plan
 - b. Proposed project timeline
5. Examples of work, including relevant Massachusetts experience
 - a. Relevant Massachusetts school design and construction experience/client references
 - b. Executive summary of three (3) school feasibility or master plan studies completed within the past five (5) years
6. References
 - a. Three (3) references of relevant Massachusetts feasibility or master plan experience

Contract Award

The Cotuit Fire District will follow the guidelines of M.G.L. Chapter 7C, and will select the responsive and responsible proposer(s) submitting the most advantageous proposal, taking into consideration the proposer's qualifications, staff capacity, references and plan for providing the services as well as the proposal price.

Exceptions to the RFP

All exceptions to this RFP shall be clearly identified and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the committee, and a description of the advantages to be gained by the committee as a result of these exceptions.

Incurring Costs

The Cotuit Fire District shall not be liable for any cost incurred by proposers in preparing, submitting or presenting proposals, or in satisfying any demonstration or other requirements.

The Cotuit Fire District shall not reimburse any costs incurred by proposers in anticipation of being awarded the contract under this RFP.

The Cotuit Fire District shall not accept billings for additional costs except as may be otherwise specified in this RFP or the Agreement pursuant hereto.

Responsibilities of Prime Contractor

The successful proposer shall be considered as the prime contractor and shall be required to assume total responsibility for all billing and mailing services offered in its proposal, whether or not it is the manufacturer, producer, author or supplier of them.

The Cotuit Fire District shall consider the successful proposer to be the sole point of contact with regard to all contractual matters, including the performance, services of and the payment for services rendered.

Proposals Considered “Firm”

All proposals received by the Prudential Committee in response to this RFP shall be considered “firm” and may only be withdrawn as provided by M.G.L. Chapter 30B. Any proposer wishing to withdraw its proposal prior to the date and time specified in this RFP for submission shall send a letter by certified mail, return receipt requested, to **Mark Lynch, 64 HIGH STREET COTUIT, MA 02635**, advance of such withdrawal.

Firm Price

Prices offered by the proposer shall be firm and not subject to increase during the term of any contractual agreement arising between the Cotuit Fire District and the successful proposer as a result of this RFP, except as may be otherwise provided in this RFP or the contract pursuant to it with the successful vendor.

Open Procurement

1. The Cotuit Fire District reserves the right to accept any item or group of items proposed in any response, unless the proposer qualifies its offer by specific limitation.
2. The Cotuit Fire District reserves the right to negotiate with proposers regarding variations to the service plan in the original proposal, which may be in the best interest of the village.
3. The Cotuit Fire District reserves the right to accept or reject any or all proposals in whole or in part.

Terminology

Terms used in this RFP are not intended to imply or denote a particular vendor and are not to be construed as restrictive in any way. All references in this RFP to specific products or suppliers are intended for illustrative or explanatory purposes only with no endorsement intended or implied.

No Assignment

Assignment by the successful vendor to any third party of any contract based on this RFP or any monies due shall be absolutely prohibited.

Force Majeure

Neither the proposer nor the Cotuit Fire District shall be liable, nor may either cancel the Agreement pursuant to this RFP, when delays arise out of causes beyond the control and without the fault or negligence of the proposer or the Cotuit Fire District. Such causes may include but are not restricted to acts of God or the public enemy, acts of the Committee in sovereign capacity, fires, floods, lightning strikes, epidemics, quarantine restrictions, strikes, freight embargoes, wars, civil disturbances, work stoppage, power failures, laws, regulations, ordinances, acts or orders of any governmental agency or official thereof, and unusually severe weather (defined as any weather situation which requires the Governor of the Commonwealth of Massachusetts to declare a state of emergency). In every case, the delay must be beyond the control and without the fault or negligence of either party.

If the proposer is delayed in her performance as a result of the above causes, the Cotuit Fire District may either (1) extend the time for completion of such responsibilities for a period equivalent to the time lost

for completion of such responsibilities by reason of any or all of the aforesaid causes, or (2) secure substitute performance at its own cost and expense during the duration of the excusable delay and reduce performance and payment under this Agreement, or (3) terminate all or a portion of this Agreement when the delay totally precludes the proposer's performance or materially affects it and the delay continues for a delay of (30) thirty days. The Cotuit Fire District agrees that within (10) ten business days after commencement of the delay, it shall give the proposer written notice of its election as to options 1, 2, or 3.

Liability and Insurance

Proposers shall save and keep the Cotuit Fire District harmless for any and all legal liability which may be established on behalf of any person or persons or corporation, whomsoever for, growing out of the normal use of these services.

The successful proposer shall take out and maintain during the life of the contract pursuant to the RFP such Public Liability and Property Damage Insurances as shall protect him and any subcontractor performing work covered by the contract form claims for damages for injury, including accidental death, as well as for claims for property damage which may arise from operations by himself or by his subcontractor(s) or by anyone directly or indirectly employed by either of them. The successful proposer shall also take out and maintain for the term of the contract all coverage's required by statute or regulation.

General liability insurance shall be maintained in the amount of \$500,000 including property damage in the amount of \$500,000. Bodily injury insurance shall be maintained in the amount of \$1,000,000. Proof of the existence of such coverage shall be furnished to the Cotuit Fire District at the time of execution of the contract. The Cotuit Fire District shall be named as an insured. The contract between the Cotuit Fire District and the successful proposer shall have the proposer hold the Cotuit Fire District harmless and indemnify the Cotuit Fire District for damages arising from proposer's actions. No exception to this part of the contract will be accepted.

Confidentiality

Under the Massachusetts General Laws, the Cotuit Fire District cannot assure the confidentiality of any material or information, which may be submitted by a proposer in response to this RFP. Thus, proposers who choose to submit confidential material or information do so at their own risk.

Rights to Submitted Material

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits, and other documentation submitted by proposers shall become the property of the Cotuit Fire District when received. The Cotuit Fire District shall have no obligation to return any such submitted material.

Supporting technical manuals will be returned at the request of the vendor. The Cotuit Fire District retains the right to use any or all system ideas presented in any proposal in response to the RFP, whether amended or not. Selection or rejection of any proposal does not affect this right.

Non-Discrimination in Employment and Affirmative Action

1. The proposer shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion or physical or mental handicap. The proposer agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment including: Title VII of the Civil Rights Acts of 1964; the Age Discrimination in Employment Act of 1973; Massachusetts General Laws Chapter 151B Section 4 (1) and all relevant administrative orders and executive orders.
2. If a complaint or claim alleging violation by the proposer of such statutes, rules or regulations is presented to the Massachusetts Commission Against Discrimination (MCAD) the proposer agrees to cooperate with MCAD in the investigation and disposition of such complaint or claim.
3. In the event of the proposer's noncompliance with the provisions of this section, the Cotuit Fire District, shall impose such sanctions as it deems appropriate, including but not limited to:
 - a) Withholding of payments due the proposer until the proposer complies; and
 - b) Termination or suspension of any contract or agreement pursuant to this RFP.

Copy of Standard Contract

This RFP contains a sample copy of the Standard Contract that the successful bidder(s) will be required to sign, upon notification of contract award. Software license agreements may be incorporated into the Standard Contract, under Schedule A-Scope of Services, subject to the approval of the Attorney. Any software licensing agreements that are to be part of the Standard Contract must be included with the bid documents in order to allow the Attorney to review the agreement(s), prior to awarding of the contract(s).

Section 3

SCOPE OF SERVICES

Background

The Cotuit Fire District acting through its Prudential Committee is seeking a designer to conduct a feasibility study for the Cotuit Elementary School building located at 140 Old Oyster Road, Cotuit, MA 02635.

The Cotuit Fire District has recently acquired this property from the Town of Barnstable pursuant to an intergovernmental transfer. The property transferred includes approximately 8 acres of land and a building known as the Cotuit Elementary School. (CES). The CES, was declared surplus by the Town of Barnstable and has been unoccupied for several years. The building is located approximately 800 feet from Cotuit Fire District Water Department well #3. Preservation of the water quality at that well is of primary importance.

The Cotuit Fire District is currently evaluating possible scenarios for the use of the property and/or building, including demolition of the entire building or rehabilitation of all or part of it. The proposed feasibility study seeks to determine the estimated costs for several demolition or rehabilitation scenarios as outlined below. The successful bidder will determine these costs and present the costs of the alternative scenarios to the Cotuit Fire District voters at a public meeting.

TASK 1: Building and Site Evaluation and Cost Estimating

Conduct an engineering, architectural and environmental analysis of the Cotuit Elementary School building and grounds (together “the CES”) to develop cost estimates in the case of full reuse, partial reuse, and demolition of the CES, as set forth in the following scenarios: (All descriptions below are based on a schematic drawing of the CES attached as Appendix B).

- a) Demolish the entire building and restore the site to a natural state, with options for passive and active recreation and for water quality improvement projects to benefit the Cotuit Fire District, Water Department’s drinking water well #3.
- b) Demolish only the 1970s modular addition (retaining the option of building new square footage in its place), and renovate the remainder of the building.
- c) Demolish the 1970’s modular addition, toilets E and F, and classrooms 11 & 12, and renovate the remainder of the building.
- d) Demolish the south wing (including the 1970s modular wing, toilets E and F, classrooms 11 & 12, mini-library 10, conference 9, vestibule, room 8 and library 7), and renovate the remainder of the building.
- e) Demolish all of the building with the exception of the multi-purpose room (gymnasium and stage), commercial kitchen & storage, lobby, toilet C and closet, and two (2) unnumbered offices in the northwest corner of the building, and renovate the remainder of the building.
- f) Renovate the entire building.

For the above scenarios, as appropriate, estimate the cost of options to 1) link the building interior with the exterior, creating a service window/counter connecting the kitchen to the parking lot; 2) replacement of some building space with a greenhouse.

Review prior analyses and utilize as appropriate based on professional judgement; attribute prior analyses where used. Note: The Cotuit Fire District Prudential Committee webpage contains some relevant prior analyses.

Assess the state of the CES relative to applicable codes for commercial and residential use, together with recommended upgrades that may exceed applicable codes, and present a range of potential costs when appropriate. Where appropriate, sort costs into short, medium, and long-term needs.

For a full list of analyses to be conducted, see Appendix A.

TASK 1: Deliverables

For each scenario:

- Evaluate the feasible redevelopment options based on the structural integrity, load bearing wall and main utility locations. Develop schematic drawings of potential layout configurations.
- Develop cost estimates for each scenario and a description of the level of effort required to implement each scenario.

TASK 2: Use Analysis

For each scenario, as appropriate, analyze and project the impacts of the following potential uses including office, meeting space, museum, artist workspace, recreation, commercial kitchen, housing (full renovation only). Measured impacts shall include water use, wastewater generation, traffic impacts. For example:

Scenarios	Uses	Water Usage	Wastewater Gen.	Traffic
A – Reno entire				
	Office	# GPD	#GPD	# Peak hour trips
	Meeting space	# GPD	# GPD	# Peak hour trips
	Museum	# GPD	#GPD	# Peak hour trips
	Edu/Classroom	# GPD	# GPD	# Peak hour trips
	Recreation	# GPD	# GPD	# Peak hour trips
	Residential	# GPD	# GPD	# Peak hour trips

*GPD = gallons per day

Produce materials to support a public engagement process, including but not limited to public presentation slides, floor plans, site plans, and other visual representations of scenario options.

TASK 2: Deliverables

- Provide an impact analysis of listed uses under each scenario, as appropriate in both narrative and tabular format for quick reference.
- Provide floor and site plans and visual aids to support a public engagement process following the study conclusion.
- Produce public presentation materials.

TASK 3: Estimate Monthly Operation and Maintenance Expenses

For each scenario (a) through (f) listed in Task 1, and each use case identified in Task 2, estimate the monthly operations and maintenance costs for the building and grounds (e.g. heating and cooling costs, security, landscaping, etc).

TASK 3: Deliverables

Estimated monthly costs for systems and services to occupy and operate the CES property.

TASK 4: Water Quality The school building is located approximately 800 feet from one of the Cotuit Fire District drinking water wells. Protection of this water supply is a priority in any development option.

For each scenario that involves partial or full building renovation, utilize an innovative/alternative (I/A) on-site septic system. Evaluate the feasibility of locating an I/A system leach field on CES property outside of the zone of contribution (ZOC) to Cotuit Fire District Drinking Water Well #3 (at the western edge of the property along Old Oyster Road).

TASK 4: Deliverables

Identify potential siting opportunities and costs of passive water quality and potential I/A options.

TASK 5: Hazardous Material Remediation

Estimate the cost of remediating or removing and properly disposing of asbestos and other potential hazardous materials and/or conditions in the CES building in the context of each scenario.

TASK 5: Deliverables

Provide remediation and/or removal and disposal cost estimates for each scenario (a) through (f) in Task 1.

TASK 6: Presentation of Findings and Recommendations

Present the findings and recommendations of the final study at a public meeting to be held by the District or its designee; respond to questions as needed.

REQUIRED FOR ALL TASKS: The selected consultant(s) will provide the District with Deliverables in draft form for District review and comment prior to finalization. Responses to this RFP shall include a schedule for producing draft and final deliverables for all tasks.

Appendix A

List of engineering, architectural and landscape architecture analyses to be conducted

Site Analysis	Unit Ventilators
Storm Drainage	Heating and Ventilation Systems
Drives and Walks	Temperature Controls
Landscaping	
Site Improvements	Electrical
Play Areas	Distribution System
Accessible Parking and Entrance Approach	Interior Lighting
	Exterior Lighting
Building Envelope	Emergency Standby System
Roofs	Fire Alarm System/Sprinkler System
Exterior Walls	
Windows	Lighting Protection
Exterior Entrances and Doors	Security Intrusion/CCTV/Card Access
Building Structural System	
Accessible Egress and Ingress	Tel/Data System
Building Interiors	Fire Protection and Plumbing
Floor Finishes	Plumbing Fixtures
Wall Finishes	Domestic Cold Water System
Ceiling Finishes	Domestic Hot Water System
Interior Doors and Exit ways	LP Gas System
Code Compliance Issues	Drainage System
Accessibility for the Disabled	
Hazardous Material Remediation	Land Use
Mechanical	Zoning Analysis
Heating and Cooling Systems (existing boiler, new systems, etc.)	Traffic Analysis
Piping	Water Supply Needs
	Wastewater Disposal Needs

Section 4

MINIMUM EVALUATION CRITERIA

The following is a list of minimum requirements that the Prudential Committee finds essential to the satisfactory performance by the vendor providing the Cotuit Elementary School Feasibility Study. These requirements identify a vendor as responsive or non-responsive. Proposers who do not meet all of the minimum evaluation criteria will be considered non-responsive.

1. Proposal includes required information described in Section 3, including: 1) letter of application; 2) firm history, background and organizational structure; 3) list of all personnel to be assigned to the project and their qualifications; 4) project approach and work plan, including proposed project timelines; 5) examples of work, including relevant Massachusetts experience; and 6) references.

YES _____ NO _____

2. Proposal includes completed Certificate of Non-Collusion (Section 7 of RFP).

YES _____ NO _____

3. Proposer has a minimum of five (5) years' experience in producing facility studies for public school and/or public building renovations in Massachusetts.

YES _____ NO _____

FEE PROPOSAL

The Proposer must submit their Fee Proposal in a separate sealed envelope properly labeled, "Cost Proposal."

The contract will be awarded based on the overall cost of the study. The fee for services outlined above shall negotiated with the most responsive, and responsible proposer.

Section 5

COMPARATIVE EVALUATION CRITERIA

The Prudential Committee shall apply the criteria which follow in its evaluation of the proposals. The purpose of the descriptions in this section is to assist the evaluation committee in making decisions about the proposers' overall qualifications, including technical abilities and previous experience. The committee's evaluation will be based on information provided in the proposal in accordance with the specifications of Section 3.

The following ratings will be used to measure the relative merits of each proposal, which has met the Minimum Evaluation Criteria established above.

Highly Advantageous
Advantageous
Non-Advantageous

1. Technical Expertise: Recent relevant experience with engineering, architectural and environmental evaluation and cost estimation relative to full and partial renovation of a 1950's era public school and demolition and site restoration of a 1950's era public school.

Highly Advantageous: Recent relevant experience evaluating 1950's or similar era public school buildings.

Advantageous: Recent relevant experience evaluating public school and/or similar public or commercial buildings

Not Advantageous: No recent, relevant experience evaluating public or commercial buildings.

2. Knowledge of Massachusetts laws, regulations and permitting requirements regarding building, accessibility and safety codes, zoning, and environmental laws.

Highly Advantageous: At least 5 years of recent, relevant experience in code compliance analysis and permitting requirements.

Advantageous: At least 3 years of recent, relevant experience in code compliance analysis and permitting requirements.

Non-Advantageous: Less than 3 years of recent, relevant experience in code compliance analysis and permitting requirements.

3. Experience in hazardous material cost estimation, remediation and removal and materials disposal.

Highly Advantageous: At least 5 years of recent, relevant experience in hazardous material cost estimation, removal/remediation.

Advantageous: At least 3 years of recent, relevant experience in hazardous material cost estimation, removal/remediation.

Non-Advantageous: Less than 3 years of recent, relevant experience in hazardous material cost estimation, removal/remediation.

4. Water Quality Technical Expertise: Recent relevant experience with water quality improvement technologies and their anticipated performance.

Highly Advantageous: Recent relevant experience in siting, deploying, monitoring and analyzing the performance of water quality improvement technologies.

Advantageous: Recent relevant experience in monitoring and/or analyzing the performance of water quality improvement technologies.

Not Advantageous: No recent relevant experience in analyzing the performance of water quality improvement technologies.

5. Relevant capability and experience of proposed project staff:

Highly Advantageous: The proposer's organization and staff have completed more than five (5) projects of similar size and scope.

Advantageous: The proposer's organization and staff have completed three (3) to five (5) projects of similar size and scope.

Not Advantageous: The proposer's organization and staff have not completed any projects of similar size and scope.

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

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

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

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

7. 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 present an understanding or clear plan of the project objectives.

Section 6

PRICE PROPOSAL

This form will be used by the Contractor as their Price Proposal, for the purposes of compliance with Chapter 30B & Chapter 7C of the Massachusetts General Laws. Contractors must fill out this form in its entirety and submit it in a **separate envelope as their Price Proposal**. No pricing information should be included in the technical proposal.

The contract will be awarded based on the overall cost of the study.

Proposers should fill out the price sheet below for all services they are proposing to provide.

Overall cost of study _____

Your signature below acknowledges your understanding of these parameters and your willingness to live within the stated financial constraint of the project.

Company: _____

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____

Address: _____

Phone: _____

Email: _____

Section 7

This form must be completed and submitted with the Non-Cost Proposal.

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

Section 8

This form must be completed and submitted with the Non-Cost Proposal.

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)

Section 9

This form must be completed and submitted with the Non-Cost Proposal.

CLERK CERTIFICATE

Authorization to Sign Contract

At a duly authorized meeting of the Board of Trustees/Directors of the

_____ held on
Name of Organization

_____ at which all the Trustees/Directors were present and waived

Date

notice, it was VOTED, that _____,
Name **Officer**

of this organization, is authorized to execute contract in the name and behalf of said organization,

and affix its corporate seal thereto; and such execution of any contract or obligation in this

organization's name on its behalf by such _____ under the
Officer

seal of the organization shall be valid and binding upon this organization.

I hereby certify that I am the clerk of the _____
Name of Organization

and that _____ is the duly elected _____
Type name **Officer**

of said organization, and that the above vote has not been amended or rescinded and remains

in full force and effect as of this date.

Corporate Seal Here:
(if no seal, print "none")

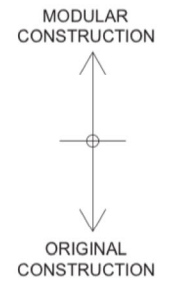
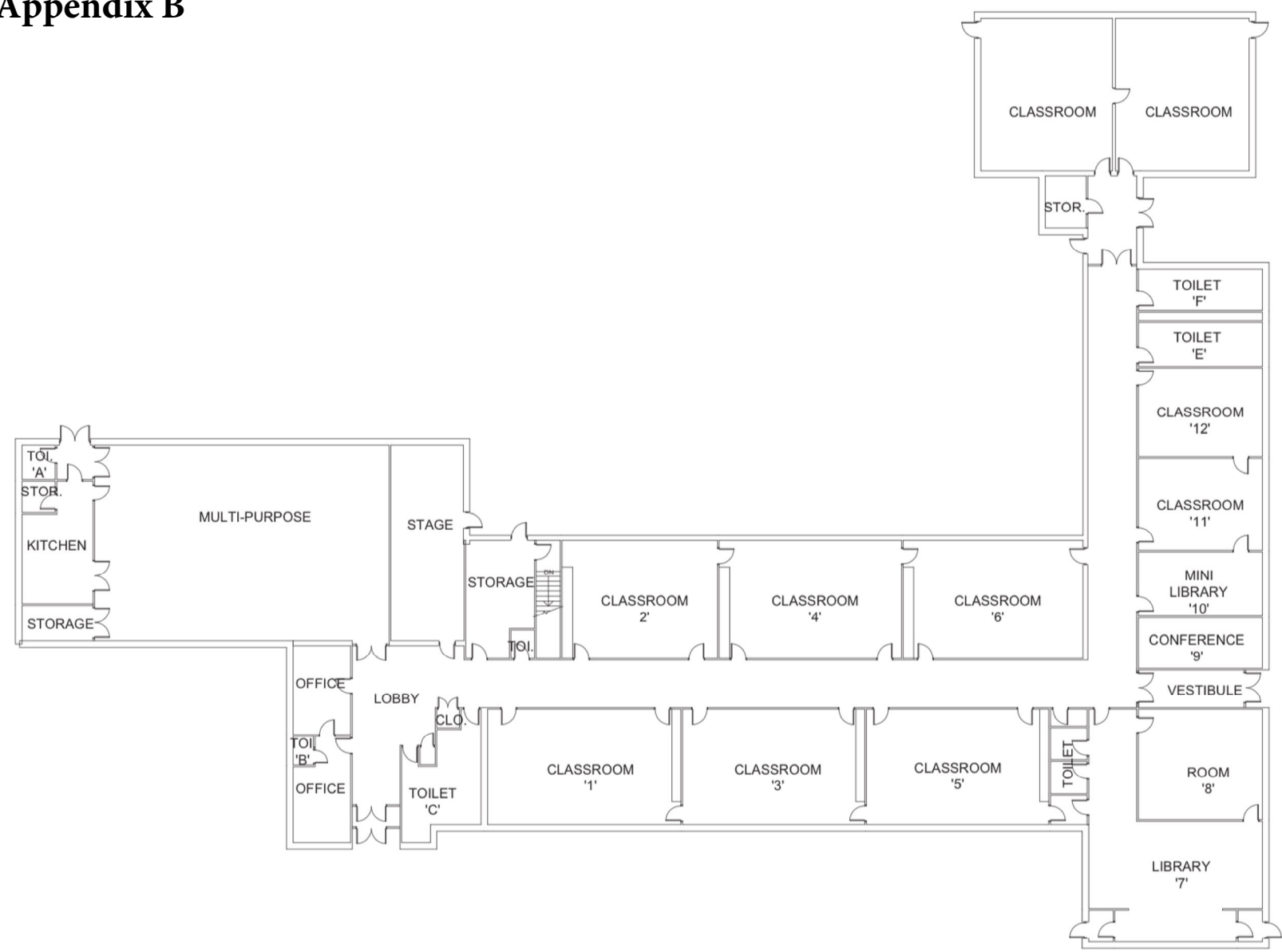
Signature

Type name

Date

Title

Appendix B



A1 FIRST FLOOR PLAN
 SCALE: 3/32" = 1'-0"
 0 5'-0" 10'-0" 20'-0"

HABEEB & ASSOCIATES
 ARCHITECTS
H&A
 100 WASHINGTON STREET
 WORCESTER, MA 01608
 508.853.1111
 habeeb.com

STAMP

CONSULTANT

**BARNSTABLE -
 COTUIT ELEMENTARY
 SCHOOL**
 140 OLD OYSTER ROAD
 COTUIT, MA

REVISED	DATE	DESCRIPTION

PROJECT NO: 1827.04
 DATE: 12/19/19
 SCALE: AS NOTED
 DRAWN BY: AMP
 CHECKED BY: EL

FIRST FLOOR PLAN

A-101