

**City of Kingston, NY**  
**RFP# K22-13– Architectural Services 33 Franklin, 44 Franklin and 54 Van Deusen**

**REQUEST FOR PROPOSALS**

**Architectural Services 33 Franklin, 44 Franklin and 54 Van Deusen**

Steven T. Noble  
Bartek Starodaj

Mayor of the City of Kingston  
Director of Housing Initiatives

The City of Kingston, NY ("City") is pleased to issue this Request for Proposals (RFP) from qualified architectural firms to provide to the City of Kingston architectural services for the rehabilitation of 33 Franklin St, 44 Franklin St, and 54 Van Deusen St.

**RFP# K22-13 Release Date: March 14, 2022**

**Proposals Due: April 14, 2022**

**Definitions:**

An "RFP" describes the situation or object for which the goods and or services are required, how they are expected to be used and/or problems that they are expected to be addressed. Vendors are invited to propose solutions that will result in the satisfaction of the City's objectives. The proposed solutions are evaluated against a predetermined set of criteria.

The term "Respondent" means any firm or individual submitting a response for the services listed in this RFP.

The term "response" means the material submitted by a Respondent in reply to this RFP.

**RFP/Project Contact Person:**

Bartek Starodaj  
Director of Housing Initiatives  
City Hall, 420 Broadway  
Kingston, NY 12401

**Telephone:** (845) 334-3928    **Email:** bstarodaj@kingston-ny.gov

## **RECEIPT CONFIRMATION FORM**

**PLEASE COMPLETE AND RETURN THIS CONFIRMATION FORM WITHIN 5 WORKING DAYS OF RECEIVING THIS RFP SPECIFICATION TO:**

Bartek Starodaj  
City Hall, 420 Broadway  
Kingston, NY 12401  
Telephone: (845) 334-3928  
bstarodaj@kingston-ny.gov

***Failure to return this form may result in no further communication or addenda regarding this RFP.***

Company Name/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ EXT: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

I have received a copy of the above noted RFP Specification. Mark one choice below.

\_\_\_\_ We plan to submit a PROPOSAL.

\_\_\_\_ We DO NOT plan to submit a PROPOSAL (please indicate reason below).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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**1.0 PROJECT PURPOSE**

The City of Kingston seeks a qualified architectural firm to provide outside architectural services to the City of Kingston for the substantial construction and rehabilitation of three city-owned properties: 33 Franklin (SBL: 56.92-3-26), 44 Franklin, (SBL: 56.93-2-3), and 54 Van Deusen (SBL: 56.109-1-49), all three located in Kingston, New York. 33 Franklin and 54 Van Deusen are both single family homes. 44 Franklin is a two-unit home.

Respondents must provide a proposal for all three homes, with a separate price for each property.

33 Franklin (SBL: 56.92-3-26)



44 Franklin, (SBL: 56.93-2-3)



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54 Van Deusen (SBL: 56.109-1-49)



## **2.0 SCOPE OF WORK**

It is the goal of the City of Kingston to produce high quality, energy efficient homes and that the rehabilitation preserves or restores any historic elements. In particular, the cornice at 33 Franklin features a detailed chain ornamentation with custom carved corbels.

All three homes will be sold to first time homeowners with an AMI of between 60-80% in partnership with [RUPCO](#). As the renovation process may have to be broken up into multiple bids, the architect will be expected to work with the City to produce a work plan and list of priorities. Further, due to the funding structure for the renovation of the properties, the respondent may have the option with working with RUPCO to complete the construction process.

The scope of work shall include:

**TASK 1-** Production of plans and specifications to rehab the three properties and production of as-completed renderings of the front of the three properties. As applicable to each property, expected deliverables should include:

- Demolition floor plan for each floor including basement and attic and details for any structural work needed
- Plumbing and mechanical plan for each floor including basement and attic
- Floor plan for each floor
- Front porch and entryway
- Reflected ceiling plan of first and second floor
- Exterior Elevations
- Interior elevations of kitchen and all bathrooms
- Floor plan detail of kitchen and all bathrooms
- Door and Window Schedule plus Finish Schedule
- Electrical Plan for each floor including basement and attic

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The goal of this task is to finish with a complete set of bidding and contract documents.

As part of the creation of plans and specifications, the City of Kingston is also interested in energy efficiency strategies that would reduce energy costs for homeowners. Potential strategies for each home that the architect could include within the plan for each property as applicable:

- (1) Employing continuous insulation throughout the entire envelope without any thermal bridging;
- (2) Designing an airtight building envelope to reduce infiltration of outside air;
- (3) Installing high-performance windows (double or triple-paned);
- (4) Using some form of balanced heat- and moisture-recovery ventilation; and
- (5) Installing a high performance heat pump system.

**TASK 2** – Proposal to serve as Architect of Record during construction of both properties, from commencement through final punch list and issuance of Certificates of Occupancy.

As part of this task, the architect shall contact the City for solutions to special problems or changes necessitated by conditions encountered in the course of construction and promptly notify the City of any defects or deficiencies in the work or of any matter of dispute with the Contractor. Architect shall act as Initial Decision Maker listed in the General Contract (AIA format) and must be available for regular or emergency consultations. A separate price should be provided for each property and an hourly rate for work outside of the general scope must be provided.

### **3.0 BUDGET REQUIREMENTS**

The respondent shall provide a separate cost proposal for Task 1, the production of plans and specifications, and Task 2, a quote for construction inspection/management part of the work.

Prior to completion of plans and specs, architect shall work with the City to produce an estimated hard cost budget for the rehab of all three properties.

### **4.0 CONTRACT PERIOD**

The successful Respondent will execute a contract with the City of Kingston in substantial conformance with this RFP and the City of Kingston Agreement for Professional Services. The award term will commence on or about May 2, 2022.

## **5.0 SCHEDULE OF PERTINENT DATES**

Listed below are specific and estimated dates and times of actions related to this RFP. In the event it is necessary to change the return date, the City will issue a supplemental addendum.

<b>Dates</b>	<b>Milestone</b>
March 14, 2022	RFP advertised
March 29, 2022	Site Walkthroughs #1
April 1, 2022	Site Walkthroughs #2
April 8, 2022	Last day to submit written inquiries
April 11, 2022	Addendum issued if any questions
April 14, 2022, 2:00PM	Due Date for Proposals
Week of April 18, 2022	Selection Committee evaluates proposals
Week of April 18 & April 25, 2022	Possible Interviews
Week of May 2, 2022	Anticipated Contract Award
Week of May 2, 2022	Contract Signing
June 15, 2022 (estimated)	Bid Plans, Specs and Renderings Due

## **6.0 SUBMISSION REQUIREMENTS**

All Respondents to this RFP are required to submit detailed information as set forth below. Responses that do not materially conform to this outline will not be considered. Additional material and information, as deemed appropriate by the Respondent, may be included in the submission package.

6.1 Receipt confirmation form which follows the cover page of this RFP should be completed and sent to the City of Kingston immediately if planning on submitting a proposal. Failure to file this form may result in no further communications regarding this RFP.

6.2 RFP submissions must be in a sealed envelope addressed to:

Bartek Starodaj  
Director of Housing Initiatives  
City Hall - 420 Broadway  
Kingston, NY 12401

On the face of the envelope, please include:

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- 1) Name and Address of Respondent
- 2) RFP Number & Name: RFP# K22-13

6.3 Responses are due and must be received no later than **April 14 at 2:00 p.m.** after which they will be publicly opened. Responses will not be accepted after the due date and time. It is recommended that proposals be submitted in advance, at least one business day prior to the specified date and time to allow for timely receipt.

6.4 General Submission Guidelines:

- Respondents who plan to deliver their proposals on the deadline date should make a delivery appointment by emailing Bartek Starodaj.
- Proposal must be sent electronically via a thumb drive. Printed proposals will not be accepted. Proposals sent via email will not be accepted.
- Respondents are required to complete, and include within their RFP submission, the Information Sheet and Affidavit of Non-Collusion that are included in this RFP.
- Pages should be paginated.
- Illustrations may be included.
- The response will be evaluated on the basis of its content, not length. The proposal shall be clear, concise and include sufficient detail for effective evaluation.
- The City of Kingston will not be liable for any costs incurred by Respondents in the preparation of responses or for any work performed in connection therein.

## **7.0 PROPOSAL CONTENT**

The proposal should include the following information in the order specified:

- **TITLE PAGE:** Showing RFP number, responder's name, address, telephone, and Identification of the person(s) with the authority to represent and make legally binding commitments for the Respondent. Responder should also clearly identify the name(s) of the contact person responsible for inquiries, if different.
- **COVER LETTER:** A cover letter signed by the duly authorized member of the Respondent identified above.
- **QUALIFICATIONS AND EXPERIENCE:** Information about the Respondent and its qualifications for this project. Include information about prior engagements similar to that being solicited herein by the City. Provide names, resumes, and roles of all staff who will be involved in the project, including a description of the experience of each employee who has worked on similar projects. Provide the Respondent's NYS Architectural License number.
- **PROPOSED PLAN:** Describe your approach to these three properties and proposal for the production of plans and specifications. Describe why your firm would be a good fit given the intended objective of creating affordable home ownership opportunities.

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- **REFERENCES:** Provide a minimum of three (3) references, excluding the City of Kingston, for similar projects completed. Include contact name, telephone number, date of contract, dollar value of contract and brief description of the program.
- **TIMELINE:** Project Timeline: A schedule showing the Respondent's proposed timeframes for completing the tasks defined in the Scope of Work.
- **FINANCIAL CONDITON:** Provide information regarding the Respondent's financial condition along with bank and credit references and three most recent audited financial statements. Also include a list of any prior debts involving monetary defaults, bankruptcies or foreclosures; a description of any current or outstanding litigation pending against the Respondent or any of its members; and a description of any litigation brought by or against any individual involved with the project during the last five years.
- **FEE/COST PROPOSAL:** Fee Proposal: An itemized budget including all costs associated with each of the tasks identified in the Scope of Work. The respondent shall provide a separate cost proposal for Task 1, the production of plans and specifications, and Task 2, a quote for construction inspection/management part of the work.
- The fee schedule supplied will include all items of labor, materials, travel, equipment and other costs necessary to fully provide the service. Administrative costs for printing, postage, next-day mail, photocopying, telephone, printing, and other reimbursable expenses must be detailed. Include a not-to-exceed estimate for completing the work described in the RFP. The Fee Proposal must be a document separate from the other parts of the proposal and appropriately identified as such.

Submittal Checklist - Submissions should include:

- 1) Proposal with content as described above;
- 2) One (1) copy in digital format (pdf on thumb drive);
- 3) Fee proposal in a separate document and identified as such.
- 4) Completed Affidavit of Non-Collusion found at the end of this RFP;
- 5) Completed Information Sheet found at the end of this RFP.

Restrictions

- 1) Proposal submitted via fax or email will not be accepted;
- 2) Submissions received after the scheduled time and date will not be accepted.

Architect Selection

- 1) The City of Kingston will only consider proposals that meet satisfactory levels of the above criteria.
- 2) Incomplete proposals that do not address all of the requested components will not be accepted for review and consideration.
- 3) The City is not required to accept the proposal that includes the lowest fee offer.
- 4) The City will review all proposals received as a result of the RFP.
- 5) Based on the reviews of the proposals, the City will prepare a list of the top-ranked candidates. The City may organize and conduct interviews of the top-ranked candidates.
- 6) The Architect will be selected by the City.



## **8.0 Property Walk-Throughs**

Site walkthroughs of both homes shall be conducted on March 29 and April 1, 2022. Parties interested in attending the walkthroughs must RSVP by March 28 to Bartek Starodaj at [bstarodaj@kingston-ny.gov](mailto:bstarodaj@kingston-ny.gov). The location of the walk-throughs will be sent to RSVP respondents. Depending on the volume of interest, additional walk-through dates may be added.

## **9.0 EVALUATION CRITERIA**

Only those proposals that contain complete information and required certifications will be considered. All proposals will be evaluated and examined by a committee of City of Kingston representatives using multiple criteria. The project will be awarded to a qualified Respondent who, based on the committee's evaluation, submits the proposal that best meets the City's needs. The selected firm will have extensive experience and comprehensive technical skills, and work collaboratively with the City to implement the project.

Proposals will be evaluated in accordance with applicable City of Kingston procurement policies and procedures. Evaluation will be performed to determine each Respondent's understanding of work to be performed, technical approach, and potential for completing the work as specified in the RFP components and ranking with competing Respondents.

The Selection Committee will choose the Architect based upon an evaluation of proposals using the following criteria:

- Respondent's demonstrated expertise (40%);
- Respondent's capacity to achieve the City's goals within the specified time period (30%);
- Cost factors (30%)

Minority and women-owned business enterprises are encouraged to apply.

## **10.0 METHOD OF AWARD**

The City will award this project to the Respondent whose total proposal, in the opinion of the City of Kingston, best meets the above-listed criteria.

A notice of award will not be binding upon the City until the contract has been fully executed by both parties; and the City's ability to enter into a contract with the notice of award recipient is contingent upon funding available to the City.

The successful Respondent will execute a memorandum of understanding with the City of Kingston in substantial conformance with this RFP.

## **11.0 INQUIRIES**

All questions pertaining to this RFP are required to be made in writing no later than **April 8, 2022** and must be submitted using the questionnaire form included within this specification. All questions must be **emailed to Bartek Starodaj at [bstarodaj@kingston-ny.gov](mailto:bstarodaj@kingston-ny.gov)**.

All substantive questions received by the above-mentioned deadline will receive a response in the form of an addendum issued no later than **April 11, 2022**.

The addendum will be sent to all Respondents who have registered to receive the RFP. Only an addendum from the City of Kingston will be considered official. Respondents are advised that the City of Kingston cannot ensure a response to any inquiries received after the due date for question submissions.

## **12.0 TERMS AND CONDITIONS**

**Instructions to Respondents:** All submissions must be in accordance with this Request for Proposals.

**RFP Information:** The information provided for Respondents is for informational purposes only. It may not be relied upon and does not constitute a representation or warranty by the City of Kingston, its representatives, employees, officers, agents, or consultants that the information contained therein is accurate or complete. No legal commitment, obligation, or liability of the City of Kingston or its representatives, employees, officers, agents, or consultants will arise by use of, or the information relating to, any of these materials.

**Revisions, Interpretations, Corrections:** Revisions, interpretations, or corrections of specifications made by the City of Kingston will be by addendum issued before the date set forth for the submission of responses to this RFP. Interpretations, corrections, or changes made in any other manner will not be binding, and Respondents will not rely upon such revisions, interpretations, corrections or changes.

**Conflict of Interest:** The City of Kingston's employees and the immediate family of City of Kingston employees are not permitted to submit a response to this RFP. Furthermore, no official or employee of the City of Kingston will have any personal interest, direct or indirect, in this transaction, nor will any such elected or appointed official, department head, agent, or employee having such an interest participate in any decision, meeting, or evaluation or exert any opinion or influence relating to this transaction that affects his or her personal interests or the interests of any person or entity in which he or she is directly or indirectly interested.

**RFP Award Acceptance:** The City of Kingston reserves the right at all times to accept or reject in their sole discretion, any or all responses and to waive any defects or technicalities or advertise for new RFP responses where the acceptance, rejection, waiving, or advertising of such would be in the best interest of the City of Kingston. The RFP process may be terminated or modified without notice at any time.

**Notice of Acceptance or Rejection:** Notice by the City of Kingston regarding either acceptance or rejection of a response to this RFP will be deemed to have been sufficiently given when mailed to the Respondent, or his or her duly authorized representative, at the address indicated in the cover letter accompanying Respondent's submission of a response to this RFP.

**Postponement or Cancellation:** The City of Kingston reserves the right to postpone or cancel this RFP, or reject all responses if, in its judgment, it deems such action to be in the best interest of the City.

In the event of a postponement or cancellation of this RFP, the City of Kingston will not be liable for any costs incurred by the Respondent in the preparation of their response or for any work performed in connection therein.

## **13.0 INTERVIEWS**

If the Evaluation Committee determines necessary, interviews may be scheduled with selected Respondents as soon as possible after the initial evaluation. This will permit further evaluation and allow the Evaluation Committee to inquire further into the experience the Respondent has had on similar

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projects, willingness and ability to work closely with City of Kingston Staff and others, understanding of the various aspects of the requirements, ability to maintain a schedule and complete the services on time, and other matters deemed pertinent.

### **14.0 ALTERNATE PROPOSALS**

The City of Kingston reserves the right to consider alternatives that are submitted by Respondents and that provide enhancements beyond the RFP requirements. Proposal alternatives may be considered if deemed to be in the best interest of the City. Respondents will clearly identify and explain in detail where such alternatives deviate from, or qualify the terms of, the proposal and specifications as issued.

### **15.0 COMPLIANCE WITH LAWS, LICENSES AND PERMITS**

The Respondent(s) agree that they will fully comply with all applicable Federal, State and City policies, procedures, standards and laws, rules and regulations.

### **16.0 PERSONNEL IDENTIFICATION**

All personnel must carry on their person photo identification (*e.g.*, City of Kingston Municipal Identification Card, New York State driver's license, employee identification badge, etc.) while on City of Kingston property, and must promptly show such identification when requested to do so by any City employee. Representatives of the City reserve the right to reject and bar from the facility, for good and sufficient reason, in the sole discretion of the City, any employee hired by the Respondent.

### **17.0 INSURANCE**

The successful Respondent will bear sole liability for any claims of legal malpractice, professional misconduct or ethics charges arising out of its performance of duties specified herein.

The successful Respondent will agree to indemnify and hold the City of Kingston, its elected officials, and employees harmless against all loss, cost, or damage, on account of injury to person or damage to property as a result of any action or inaction of the successful Respondent or its representatives or agents or subcontractors in performance of this contract and against all fines, penalties or any other losses which the City will be obliged to pay or incur in connection with the performance of the work under the contract.

In addition, the successful Respondent will procure and maintain at his/her own expense and without expense to the City, insurance for liability for damages imposed by law, of the kinds and amounts hereinafter provided, in insurance companies authorized to do business in the State of New York covering all operations under the contract whether performed by the successful Professional or his/her subcontractors. Before the inception of this contract, the successful Professional will furnish to the City a Certificate of Insurance form(s) satisfactory to the City exhibiting compliance with this paragraph and providing that the policies will not be changed or canceled until thirty (30) days written notice has been given to the City. The types and limits of insurance will be as follows:

- a) Workers Compensation as required by Law
- b) Disability Benefits as required by Law

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- |                                      |   |
|--------------------------------------|---|
| c) Professional Liability<br>policy) | \$2,000,000.00 (identified as a claim made or an occurrence |
|--------------------------------------|---|

## **18.0 DISQUALIFICATION**

The City reserves the right to refuse to issue an award to Respondents that fail to comply with any pre-qualification regulations of the City, if any such regulations or requirements are cited, or otherwise included in the Request for Proposal.

Proposals received from Respondents who have previously failed to complete contracts within the time required, or who have previously performed similar work in an unsatisfactory manner, may be rejected. A proposal may be rejected if the Respondent cannot show that it has the necessary ability, resources, and qualified employees to commence the work at the time prescribed and thereafter to perform and complete the work at the rate or within the time specified. A proposal may be rejected if the Respondent is already obligated for the performance of other work that would delay the commencement, performance, or completion of the work described in this RFP.

## **19.0 FREEDOM OF INFORMATION**

The Respondent agrees that the contents of any client file and all work product generated in performance of the duties specified herein shall be made available to the City upon request.

The Respondent further agrees to comply with the Freedom of Information Law (FOIL) and such rules and regulations as the City and the State may from time to time make, including, but not limited to, such rules as may be devised governing access to public documents pursuant to Article 6 of the Public Officers Law, popularly known as the Freedom of Information Law.

Proposals submitted in response to this RFP will be considered public documents and, with limited exceptions, all proposals, including proposals that are recommended for award, will be available for inspection and copying by the public.

All RFP submission materials become the property of the City of Kingston. Proposal submission material will generally be made available for inspection and copying by interested parties upon written request, except when exempted from disclosure under the New York State Freedom of Information Law. The City of Kingston is subject to the New York State Freedom of Information Law, which governs the process for the public disclosure of certain records maintained by the City of Kingston. Individuals or firms that submit proposals to the City of Kingston may request that the City except all or part of such a proposal from public disclosure, on the grounds that the proposal contains trade secrets, proprietary information, or that the information, if disclosed, would cause substantial injury to the competitive position of the individual or firm submitting the information. Such exception may extend to information contained in the request itself, if public disclosure would defeat the purpose for which the exception is sought. The request for exception must be in writing and state, in detail, the specific reasons for the requested exception. It also must specify the proposal or portions thereof for which the exception is requested. If the City of Kingston grants the request for exception from disclosure, the City will keep such proposal or portions thereof in secure facilities.

## **20.0 AFFIDAVIT OF NON-COLLUSION**

The completion AND submission of the Affidavit of Non-Collusion, which is included with this RFP and is required with the submittal, certifies that the prices in the submitted proposal have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Respondent or competitor.

## **21.0 SUSPENSION AND DEBARMENT**

By submitting a proposal in response to this RFP, each Respondent warrants that neither it nor any of its officers, employees, subcontractors, or agents is excluded or in any other manner barred from doing business with any federal, state, or local agency, municipality, or department. Any misrepresentation or false statement related to a Respondent's status in this regard will result in rejection of such Respondent's submission.

In addition, if the successful Respondent or any of its officers, employees, subcontractors, or agents become excluded or barred in any manner from doing business with any federal, state, or local agency, municipality, or department, during the period in which goods and/or services are provided pursuant to this RFP, the successful Respondent agrees to immediately notify the City's Corporation Counsel of such status. Any misrepresentation or false statement related to the successful Respondent's status in this regard, or any failure by the successful Respondent to immediately notify the City's Corporation Counsel of any change in such status, will result in immediate termination of the City's business relationship with the successful Respondent in addition to such other remedies as may be provided by law, in equity, pursuant to the terms and conditions of this RFP document, or the conditions of the contract, if any, resulting from this RFP.

## **22.0 IMPLIED REQUIREMENTS**

Products and services which are not specifically requested in this RFP, but which are necessary to provide a complete program/project as described herein, will be included in the submitted proposal.

**QUESTIONS FORM**

Please submit all questions pertaining to this RFP in writing no later than **April 8, 2022**. Please use this form and email questions to Bartek Starodaj at [bstarodaj@kingston-ny.gov](mailto:bstarodaj@kingston-ny.gov). All substantive questions will be responded to in the form of an addendum no later than **April 11, 2022**.

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Questions:

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**PLEASE RETURN THE FOLLOWING SHEETS**  
**WITH YOUR PROPOSAL**



**INFORMATION SHEET**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TYPE OF ENTITY:** Corp. \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_ LLC \_\_\_\_\_

***If a non-publicly owned Corporation:***

**NAME OF FIRM:** \_\_\_\_\_

**DATE OF ORGANIZATION:** \_\_\_\_\_

***If an LP, LLP, or LLLP:***

**PARTNERS:** \_\_\_\_\_

\_\_\_\_\_

**NAME OF PARTNERSHIP:** \_\_\_\_\_

**DATE OF ORGANIZATION:** \_\_\_\_\_

*\* If the business is conducted under an assumed name, a copy of the certificate required to be filed under the New York General Business Law must be attached.*

**AFFIDAVIT OF NON-COLLUSION**

**NAME OF  
RESPONDENT:** \_\_\_\_\_  
\_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby attest that I am the person responsible within my firm for the final decision as to the prices(s) and amount of this proposal or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm.

I further attest that:

1. The price(s) and amount of this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition with any other contractor, Respondent or potential Respondent.
2. Neither the price(s), nor the amount of this proposal, have been disclosed to any other firm or person who is a Respondent or potential Respondent on this project, and will not be so disclosed prior to proposal opening.
3. No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from responding to this RFP, or to submit a proposal higher than the proposal of this firm, or any intentionally high or non-competitive proposal or other form of complementary proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from any firm or person to submit a complementary proposal.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by an firm or person to refrain from responding to this RFP or to submit a complementary proposal on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any project, in consideration for my firm's submitting a complementary proposal, or agreeing to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's proposal on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this affidavit.

**8. By submission of this proposal, I certify that I have read, am familiar with, and will comply with any and all segments of these specifications.**

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The person signing this proposal, under the penalties of perjury, affirms the truth thereof.

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Company Name

Date Signed \_\_\_\_\_ Federal ID \_\_\_\_\_