

**Request for Proposals
Number NS-22-12
To Provide Professional Services**

Design and Contract Administration Services

For

**Northern Kentucky University's
Fine Arts Center Floor Heaving Repair**



October 25, 2011

**NKU FINE ARTS CENTER FLOOR HEAVING REPAIR
REQUEST FOR PROPOSAL TO PROVIDE PROFESSIONAL SERVICES
RFP – NS -22-12**

**Fine Arts Center Floor Heaving Repair
Northern Kentucky University
Highland Heights, Kentucky
RFP – NS-22-12**

Principal Design Professional: Architect

Project Name and Location: Fine Arts Center Floor Heaving Repair
Northern Kentucky University
Highland Heights, Kentucky

TOTAL Project Budget: TBD

Optional Site Visit: **October 28, 2011 (1:00 PM)**
Meet in Greaves Hall Lobby (Fine Arts Center)

Deadline for Questions: **October 31, 2011 (5:00 PM)**

Response Deadline (Proposals Due): **November 9, 2011 (4:30 PM)**

Short List Meeting: **November 17, 2011**

Interviews: **November 28, 2011**

Selection Process: SHORT LIST WITH INTERVIEWS – KRS45A.825(8)

Voting Selection Committee Members for this project:

Steve Nienaber Jane Goode
Rob Knarr Mary Lee Schott
Paul Hundemer

Ex-Officio Non-voting Committee Member for this project:

Mary Paula Schuh

DO NOT contact the committee members relative to this project! Contacting the selection committee members may result in disqualification of the design firm/team. All requests for information, questions or comments relative to this project should be directed to:

Non-Voting Member/Contact Person for Project Information:

Mary Paula Schuh
Northern Kentucky University
Phone: (859) 572-5122 Email schuh@nku.edu

Contact Person for General Procurement or Contract Information:

Jeff Strunk
Northern Kentucky University
Phone: (859) 572-5265 Email: strunk@nku.edu

Information relative to this project obtained from other sources, including other university administration, faculty or staff may not be accurate, will not be considered binding and could adversely effect the potential for selection of the design firm/team.

I. General Background for RFP

A. Statutory authority:

Selection of firms to provide professional services to Northern Kentucky University are governed by the provisions of the Kentucky Revised Statutes, section 45A from KRS 45A.800 to KRS 45A.835, <http://www.lrc.ky.gov/KRS/045A00/CHAPTER.HTM>

B. Responsiveness

The objective of the selection process is to provide a uniform methodology for Northern Kentucky University to procure professional architectural and/or engineering services. Members of the selection committee are asked to fairly evaluate all responses and to compare each team's qualifications with the project requirements. Selections will be determined through the unbiased and independent interaction of the members of the committee. Therefore, it is in your firm's best interest to be specifically responsive to the requirements of this solicitation.

Respondents shall be limited to one proposal per respondent per project. For the purposes herein, a "respondent" means the legal entity which responds to an RFP. Multiple respondent proposals per project will all be deemed as being non-responsive. The university prefers that the respondent (Architect of Record) have an office located within 150 miles of the Highland Heights campus and that respondent's project manager and personnel assigned to this project work from that office. By submitting qualifications, the respondent represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work to achieve the university's objectives. Note: Sub-consultants can be a member of more than one team.

II. Project Objective

In various areas of the Northern Kentucky University (NKU) campus, the floor slab-on-grade has heaved due to the presence of expansive shale in the subsoil, resulting in raising of the finished floor, cracking of walls, and other significant damage. With this project, NKU is seeking responses from design teams with expertise to design repairs to the following areas of the Fine Arts Center:

- the stage area of Greaves Concert Hall;
- the adjacent restrooms and public corridor;
- the Scene Shop;
- the stage area of Corbett Theater; and,
- room 117 (an art lab).

This area, approximately 20,000 square feet, spans the original Fine Arts Center, constructed in 1977, and the Fine Arts Expansion project, completed in 1992. The objective is to remove damaged materials and excavate subsoil materials to create a situation that precludes further damage. Because the university has limited funding available at this time, the intent is to fully evaluate and develop a design solution, cost estimates and appropriate phasing scheme for all heaved areas in the Fine Arts Center. The first phase will be the repair to the stage of Greaves Concert Hall. If funding permits, repairs to the adjacent public restrooms and repairs to the corridor that runs alongside the public restrooms will also be part of the project. The timing of future phase(s) is unknown.

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NOTE: funding is not currently available to upgrade/update finishes in Greaves Concert Hall. As currently conceived, work is restricted to removal of the stage, stage side-walls, etc. so as to access subsoil areas; excavation of below floor areas; design of a supported slab system (unless an alternate solution is devised); and, restoration of all removed finish flooring, walls etc. to as-built original condition, with particular attention to be paid to original design intent with regard to acoustics.

Background: expansive shale exists in many areas of the NKU campus, causing areas of damage; in some locations, the damage is significant. A design team is needed to develop a solution to this problem in the Fine Arts Center.

Greaves Concert Hall is located in the addition to the Fine Arts building, a project that was completed in 1992. The geotechnical reports indicated the presence of expansive shale in the addition's footprint area. To preclude expansive shale becoming a problem, all subsoil excavations (for footings, utilities, etc.) were filled with lightweight concrete. Despite this investment, expansive shale has caused severe problems, which must be rectified.

Similarly, in the original Fine Arts Center, expansive shale-related heaving in the Scene Shop and on the stage of Corbett Theater has grown progressively more problematic over the last ten years.

The university has completed only one major repair project of slab-on-grade damaged by expansive shale. In Landrum Hall, a classroom building constructed in 1977, expansive shale began to cause significant heaving within a few years of occupancy. By 1999, the heaving measured eight inches vertically; a project was completed in 2000 to address the problem in a 7,000 square feet area. The floor slab and all walls were removed. The existing structural system allowed for installation of a supported slab, with a space of about two feet between sub-grade and the underside of the new slab/deck.

No intrusive investigation of the situation in Fine Arts has been undertaken. Temporary repairs to the side walls of the stage have been completed, to stabilize the framing.

Floor plans for Fine Arts will not be provided during the selection phase of this project, but will be provided to the successful team. Also, project documentation for the Landrum Hall Floor Heaving Repair project will be provided to the successful design team.

Schedule: This project will proceed on an expedited time frame. Initial investigation and research will need to be completed quickly, as construction must begin on **May 5, 2012 and be complete by August 16, 2012.**

Information about architectural and geotechnical consultants for past projects mentioned above:
Fine Arts Expansion Project (completed in 1992)

- KZF
- Fuller Mossbarger Scott & May (geotech)
- Thelen (consulting geotech)

Landrum Hall Structural Floor Heaving Repair project (completed in 2000)

- Godsey Associates
- Thelen (geotech)

III. Project Directives/Guidelines

A. Project Budgetary Scope and Funding

The total scope for the Fine Arts Floor Heaving Repair project (Phase I) is \$455,000. There is no certainty of additional funding.

B. LEED

This project will not require LEED certification.

C. BIM

BIM is not required for this project.

D. Facilities Management Design & Construction Guidelines

The design team will be expected to incorporate all applicable items and conditions contained in the “NKU Facilities Management Design & Construction Guidelines” into the project drawings and specifications. These standards contain information and items unique to existing conditions in the facilities, systems, infrastructure, and buildings on NKU’s campus. The intent is to ensure the design and construction of all projects (new construction as well as renovation projects) conforms to and/or accommodates the existing campus systems and infrastructure. The NKU Guidelines document will be provided to the selected design team at the start of design.

E. Schedule

This project will be conducted as a design-bid-build project. The goal is to begin construction on **May 5, 2012** and achieve occupancy prior to Thursday, **August 16, 2012**.

IV. Proposal

A. Preparation and Submission of Proposal

The proposal shall be prepared double-sided on 8 ½” x 11” paper, with all text clear of binding. Text type size shall be a minimum of 10 point font. The proposals must be indexed, tabbed and all pages sequentially numbered throughout or by section. Binders and covers will be at the respondent’s discretion, however, elaborate graphics and expensive paper and binding are not necessary, nor encouraged. All text and exhibits should be concise and entirely relevant to the RFP requirements.

The RFP Response should be organized as follows:

Tab	Content	Page Maximum
1	Cover Letter	2
2	Design Team Organization and Key Personnel	n/a
3	DBE Participation	n/a

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4	Narrative Content	up to 3
5	Qualifications	10
6	Experience and References	n/a
7	SF330	n/a
8	Proposed Project Schedule	n/a
9	Signed and Notarized Authentication of Bid, Statement of Non-Collusion, Non-Conflict of Interest and Bidder Certifications	2

NOTE:

- 1) Submittals that do NOT contain the above items will be deemed a non-responsive proposal and disqualified from the selection for this project.
- 2) At the conclusion of the interview, proposal costs/fees shall be presented to the selection committee chair in a sealed envelope; this fee proposal shall be based upon a percentage of proposed construction cost (use \$350,000 as the conceptual basis for your calculation). A detailed breakdown per program/design/construction/etc. of these costs shall be included in the cost proposal. These costs/fees will be included and factored in the final selection process.

The respondent shall submit, via US Postal Service, courier or other delivery service, six bound copies and one unbound original of its proposal in a sealed package **by 4:30 PM on November 9, 2011**. Failure to provide the required number of copies and an unbound original will result in the submittal being considered non-responsive and disqualified from the selection process. Submittals shall be addressed to:

Mr. Jeff Strunk
Director of Procurement Services
621 Lucas Administrative Center
Northern Kentucky University
Highland Heights, KY 41099

Bearing respondent's name and address, and clearly marked as follows:

**RFP NS-22-12
A/E Services
Fine Arts Center Floor Heaving Repair**

1. Tab 1 - Cover Letter

The cover letter shall serve as an introduction to the Respondent's qualifications and capabilities. The letter of no more than 2 pages shall be addressed to Jeff Strunk, Director of Procurement Services, and must, at a minimum, contain the following:

- a. Identification of all member firms of the design team, as well as the project manager;

- b. Statement of extent to which team members have worked together on previous design projects of similar size, scope and complexity;
- c. Statement that an architect and a structural, mechanical, electrical and civil engineer on the team hold a professional license to practice their discipline in the Commonwealth of Kentucky;
- d. An email address---the shortlist results will be sent via email;
- e. Acknowledgement of receipt of RFP addenda, if any; and,
- f. Signature of person authorized to bind the offering firm to the terms of the Proposal.

2. Tab 2 - Design Team Organization and Key Personnel

In this section provide the following:

- a. Provide an explicit list of the proposed project team that will be assigned to this project, should your firm be selected.
 - i. The university prefers the Architect of Record to be a local firm, with 'local' defined as having an office within 150 miles of Highland Heights, KY.
 - ii. The university prefers that the prime MEP engineering firm be located within 150 miles of Highland Heights, Kentucky and be experienced in working on college/university campuses. The university will give preference to firms meeting these qualifications who have previously worked in a major capacity on the NKU campus.
 - iii. The university requests that the design team include at a minimum these disciplines:
 1. Architecture
 2. Geotechnical Engineer
 3. Structural Engineer
 4. MEP Engineer
 5. Civil Engineer
 6. Cost consultant
 - iv. Note that the university will hire separately the surveyor and/or commissioning agent, should these services be needed.
 - v. Any known, or anticipated, changes in the composition of the proposed project team shall be made known to the Selection Committee Administrator, in writing, prior to the completion of the selection process. Non-compliance with this requirement may be deemed as sufficient reason for disqualification.
- b. An organizational chart shall identify the interrelationship of all firms. A list shall identify: the principal in charge; project manager/captain; and, key professional and technical staff. Please note that the university is interesting in seeing the names of the individuals who will actually be assigned to our project. The chart and/or list shall include any special consultants and/or business entities that the submitting firm proposes to engage and use for the project.
- c. Provide address/location where each firm will perform its work.
- d. For key personnel, provide individual resumes designed to demonstrate personal and professional qualifications, experience and training that would be germane to this project. Each resume is to be no more than 3 pages in length.
 - i. Note that resumes must include clear identification of the firm for which the person worked, if a project for which a person claims experience occurred while employed for a different firm; and, in addition, the resume must include the time frame for each experience item.

- e. **Project team members identified in this section shall include registration or certification number(s) or other information evidencing current professional licensure in the Commonwealth of Kentucky when law requires such licensing.**

3. Tab 3 – DBE Participation

The University has established a goal of 10% participation by Disadvantaged Business Enterprises (DBE) firms participating in the project. Provide certified documentation of their DBE status and an outline of their level of participation expressed as an estimated percentage of the total scope of work.

For assistance in identifying DBE professional design firms, respondents may contact the Office of Equal Employment Opportunity/Contract Compliance, Room 370, Capitol Annex, Frankfort, KY 40601; phone: 502-564-2874. For purposes of this submittal, DBE firms are those firms that have been certified by one of the following: KY Transportation Cabinet or other state transportation agencies, the Kentucky Minority Supplier development Council or other state minority Supplier Development Councils, the Kentucky Certification Cooperative, or the Small Business Administration.

Evidence of respondent's full good faith efforts is to be submitted, briefly stating what efforts were made to seek and obtain the participation of a DBE owned professional design firm on their proposed team.

4. Tab 4 - Narrative Content

The response to the RFP will include a maximum of 3 pages of narrative content organized as follows:

- a. A narrative statement outlining the design team's approach to a project that requires significant problem solving in a tight time frame for both design and execution.
- b. Documentation of any previous experience with expansive shale.
- c. A brief outline of the project manager's experience on similar projects with evidence of a demonstrated ability to lead and manage the consultant team in an expedited design and construction process.

5. Tab 5 - Qualifications

Please supply the following specific information:

- a. Current listing of the following, with the goal to provide evidence to the Selection Committee of the Respondent's present manpower utilization:
 - 1. Current contracts in design – architect only, to include project name, scope in dollars, manpower assignment (FTE or %), and current project status.
 - 2. Current contracts in the construction phase – architect only, to include project name, scope in dollars, manpower assignment (FTE or %) and present project status.
 - 3. In light of the evidence outlined above, members of the respondent's team may provide an additional brief statement as a testimonial to document how the manpower requirements of this solicitation would be met.

6. Tab 6 - Experience and References

Identify similar major projects undertaken by the lead architectural firm, the geotechnical and the structural engineering firms. In particular, the selection committee is interested in each firm's experience in design of renovation projects of a similar nature to this one (to the extent possible). Document each team member's actual responsibility on each project; clearly identify the firm for which a team member worked if the firm is different than the one for which the member is currently employed. The Architect of Record, geotechnical and structural engineer shall describe no more than three projects each. In all cases, projects shall have been completed on or after July 1, 2001.

For each project, provide the client's name, email address, and telephone number for a contact person who is familiar with the firm's performance on each project listed. The contact person should be familiar with the firm's key personnel.

7. Tab 7 – SF330

Respondent shall be lawfully qualified to do business with and within the Commonwealth of Kentucky. A federal form SF330 Part I and Part II must be included in the Respondent's proposal for the lead firm and the SF330 Part II shall be included for each sub-consultant. The SF330 submittal should include ONLY the names of individuals that will comprise the project team, clearly indicating the specific role each will play in the overall project from schematic design through construction administration.

8. Tab 8 – Project Schedule

Provide a proposed schedule for the project.

9. Tab 9 – Authentication of Bid, Statement of Non-Collusion, Non-Conflict of Interest and Bidder Certifications

This form must be signed and notarized in order for your proposal to be considered.

B. Addenda/Clarifications

Any university changes to this RFP will be made by written addendum. Verbal modifications will not be binding.

Questions or comments regarding this RFP must be in writing and must be received by Mary Paula Schuh no later than **5:00 PM EDT, October 31, 2011** (see page 2 for contact information). Inquiries will not be accepted after the above listed date and time.

An optional pre-proposal meeting and site tour will be conducted on Wednesday **October 28, 2011 at 1:00 PM EDT**. The tour will begin in the lobby (1st floor) entrance to Greaves Concert Hall of the Fine Arts Center on the NKU Campus. Parking is suggested in the Welcome Center Garage (building #44 on the campus map link below) and the Fine Arts building is #10:

http://www.nku.edu/campusmaps/includes/pdf/NKU_2DMap.pdf

C. Confidentiality

In accordance with KRS 45A.085 Competitive Negotiation, all proposals received or information derived therefrom remain confidential until a contract is awarded or all proposals are rejected.

D. Proposal Evaluation Process

All proposals received will be reviewed by the University Procurement Services office for completeness of items requested in this RFP. All complete proposal responses will be afforded equal consideration by the members of the Selection Committee as created by KRS 45A.810 and whose members are identified above. All complete proposals will be evaluated using a numerical rating system designed to afford each Selection Committee member a reasonable, individual, objective standard to equate the qualifications of the Respondents.

The shortlist evaluation form is included with this RFP. Each Selection Committee member will review, consider, evaluate and assign a numerical score to each proposal. All proposals will be graded, and the three highest numerical scores will be ranked in order with the respondent having the highest score in first place, the second highest score in second place, followed by the third highest score. Each Committee Member shall then indicate, in writing, their choices for first, second and third place. Each named first choice firm will receive three points followed by each second choice firm receiving two points and each third choice firm receiving one point.

The committee shall then determine the firms receiving the three (or four) highest scores based on the points associated with the ranking of each member's first, second and third choices. These firms shall be notified of their selection and scheduled for interviews per the schedule outlined herein.

Please note that firms selected for interviews are advised to bring those individuals to the interview who will be the team members assigned to our project—we want to meet the people with whom we will be working. Following the interviews, those firms interviewed will be notified of the committee's determination of the firm best suited for this project. That firm will be asked to enter into negotiations with the university as outlined in KRS 164.590 to finalize a contract for A/E services.

E. Contact Persons

Interested firms shall have NO contact with any member of the Selection Committee about any matter relating to this solicitation. Any breach of this provision will be grounds for disqualification of the team from the selection process. The respondent's points of contact for this proposal are:

For technical, design or program information:
Mary Paula Schuh, Director of Campus and Space Planning
Northern Kentucky University
726 Lucas Administrative Center
Highland Heights, KY 41099
Ph: 859-572-5122
Fax: 859-572-1356
schuh@nku.edu

For general procurement or contract information:

Jeff Strunk
Phone: (859) 572-5265
Email: strunk@nku.edu

F. Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the respondent in:

1. preparing its proposal in response to this RFP;
2. submitting its qualifications to the university;
3. negotiating with the university any matter related to this submittal; or,
4. any other expenses incurred by a respondent prior to the date of award of a contract to the selected respondent.

The university shall not, in any event, be liable for any pre-contractual expenses incurred by the respondents in the preparation of their submittals.

G. Contract Award

Issuance of this RFP, receipt of proposals, and completion of the selection process does not commit the university to award a contract. The university reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to their RFP; to negotiate with other than the selected respondent should negotiations with the selected firm be unsuccessful or terminated; to negotiate with more than one respondent simultaneously; to cancel all or part of the RFP; and to waive technicalities.

H. Electronic Responses

Electronic responses are not permitted.

I. Personal Services Contract

This RFP is for consulting or other personal services. Kentucky law requires a Personal Services Contract to be signed by the vendor and filed with the Legislative Research Commission in Frankfort prior to any work beginning. KRS 45A.690 defines a Personal Service Contract as “an agreement whereby an individual, firm, partnership, or corporation is to perform certain services requiring professional skill or professional judgment for a specified period of time at a price agreed upon.”

After Determination but prior to award, a Personal Services Contract will be sent to the winning offeror for signature. Please be sure to sign and return the original contract promptly to Northern Kentucky University. A Notice of Award will not be issued until the signed Personal Services Contract has been received by Procurement Services and filed with the Legislative Research Commission in Frankfort, KY.

Regarding Personal Service Contract Invoicing

House Bill 387 has now amended Kentucky Revised Statute 45A.695(10)(A) with the following language, “No payment shall be made on any personal service contract unless the individual, firm, partnership, or corporation awarded the personal service contract submits its invoice for payment on a form established by the committee”. The Personal Service Contract Invoice Form shall be used for this purpose and for your convenience we have

added fields so that it can be filled in online and printed. This form can be located on Northern Kentucky University's Procurement Services website at:
http://procurement.nku.edu/departmental_forms/PSC_INVOICE_FORM.pdf

J. Foreign Corporations

- A.** Foreign Corporations are defined as corporations that are organized under laws other than the laws of the Commonwealth of Kentucky. Foreign Corporations doing business within the Commonwealth of Kentucky are required to be registered with the Secretary of State, New Capitol Building, Frankfort, Kentucky and must be in good standing.
- B.** The Foreign Corporate Proposer, if not registered with the Secretary of State at the time of the Bid submittal, shall be required to become registered and be declared in good standing prior to the issuance or receipt of a contract.
- C.** Domestic Corporations. Domestic corporations are required to be in good standing with the requirements and provisions of the Office of the Secretary of State.

K. Occupational License

Northern Kentucky University was annexed by the City of Highland Heights in 2008. All contractors performing work for NKU must possess a Campbell County Occupational License and a City of Highland Heights Occupational License (administered by Campbell County) and must also pay applicable payroll taxes. For further information call 859.292.3884 or log onto: <http://www.campbellcountky.org/home/services/occupational-license.htm>.

V. Northern Kentucky University - Overview

Northern Kentucky University, located in the Greater Cincinnati metropolitan area about 7 miles south of downtown Cincinnati, was founded in 1968. The first building on the new campus in Highland Heights opened in August 1972. The campus sits on rolling land near the intersection of I-275 and I-471. Due to topography, many locations on campus have attractive views, including views of the Cincinnati skyline.

The university has sustained consistent growth through the years; unfortunately, physical resources have not kept pace with enrollment growth. Based upon 2009 data, NKU has 71 E&G ASF per FTE; similar Kentucky public institutions have an average of 137 E&G ASF per FTE (this average includes NKU). While primarily a commuter campus, NKU has 1,850 residence hall beds.

NKU owns about 420 acres and has 3.3 million GSF. Since 2008, the following buildings have been completed:

- New Student Union - \$37 million
- Bank of Kentucky Center (10,000 seat multi-purpose arena) - \$67 million
- Parking Garage #3 and Welcome Center - \$15.4 million
- Residence Hall Renovation (former nursing home conversion, 443 beds) - \$14.5 million
- Center for Informatics (Griffin Hall) - \$52.5 million

Today, with enrollment of nearly 15,748 students, Northern is now the second largest university in the Greater Cincinnati area.

For general information about NKU, visit: <http://admissions.nku.edu/why/index.php>

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The university's master plan can be downloaded, Executive Overview: http://campusplan.nku.edu/docs/NKU_Executive_Summary_Complete_102010.pdf or, the full report: http://campusplan.nku.edu/docs/NKU_REPORT_Complete_102010.pdf

The university has a long history of master planning, with plans completed in 1970, 1979, 1987 and 1999 <http://campusplan.nku.edu/masterplan/history.php>

The NKU 2007-2012 Strategic Plan, The Talent Imperative!, is available at: <http://www.nku.edu/about/plan.php>

PROJECT: Fine Arts Center Floor Heaving Project Score Sheet

FIRM NAME _____

SHORT LIST EVALUATION CRITERIA

EVALUATION CRITERIA	WEIGHT	RATING 1-5	Maximum TOTAL POINTS	POINTS AWARDED
<u>Team Qualifications</u>				
1. Architect	15		75	
2. Geotechnical Engineer	10		50	
3. Structural Engineer	5		25	
4. Civil Engineer	3		15	
5. MEP Engineering Disciplines	3		15	
6. Cost consultant	4		20	
7. Overall team qualifications & experience	10		50	
Subtotal			250 (50%)	
<u>Responsiveness to RFP</u>				
1. Narrative content, basic understanding of project's goals and challenges	12		60	
2. Organization and thoroughness of RFP	6		30	
3. Methods for project facilitation, project management and schedule conformance	15		75	
4. Demonstrated ability to design within budget and limit change orders	12		60	
Subtotal			225 (45%)	
<u>DBE Participation</u>				
The university has established a goal of 10% of the total procurement cost for DBE businesses for this contract.	5		25	
Subtotal			25 (5%)	
TOTAL POINTS			500 (100%)	

EVALUATOR _____

**ARCHITECTURAL SELECTION COMMITTEE
SUPPLEMENTAL RANKING FORM**

**Fine Arts Center Floor Heaving Repair
Northern Kentucky University
Highland Heights, Kentucky
RFP – NS-22-12**

RFP GRADING CRITERIA:

For the purpose of arriving at the best qualified firm for this Project, as set forth in the Selection process criteria for this project, each voting member of the Selection Committee shall rank their first, second and third choices based on the numerical scoring on the Grading Sheet. Based on the following formula, the firm with the highest number of points will be considered the Committee’s collective first choice, etc.

Reviewer’s

First Choice: 3 points
Second Choice: 2 points
Third Choice: 1 point

This method of ranking will determine both the listing of the three firms to be interviewed as well as for determining which firm will ultimately be recommended for the Project.

REVIEWER: _____

FIRST CHOICE: _____

SECOND CHOICE: _____

THIRD CHOICE: _____

Reviewer Signature: _____

Date: _____

**NORTHERN KENTUCKY UNIVERSITY
PROCUREMENT SERVICES
AUTHENTICATION OF BID, STATEMENT OF NON-COLLUSION, NON-CONFLICT OF
INTEREST AND BIDDER CERTIFICATIONS
NS-22-12**

By signing below the Contractor swears or affirms, under the penalty of false swearing as provided by KRS 523.040, that he/she is in compliance with all of the following:

1. That I am the bidder (if the bidder is an individual), a partner in the bidder (if the bidder is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the bidder is a corporation).

2. That the submitted bid or bids covering the Bid Package indicated have been arrived at by the bidder independently and have been submitted without collusion with, and without any agreement, understanding or planned common course of action with any other contractor, vendor of materials, supplies, equipment or services described in the Invitation for Bid, designed to limit independent bidding or competition; as prohibited by provision KRS 45A.325;

2A. Any agreement or collusion among bidders or prospective bidders which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price, or to refrain from bidding, or otherwise, is prohibited. The provisions of KRS 365.080 and 365.090, which permit the regulation of resale price by contract, do not apply to sales to the State.

2B. Any person who violates any provisions of Kentucky Revised Statute 45A.325 shall be guilty of a felony and shall be punished by a fine not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association which violates any of the provisions of KRS 45A.325 shall, upon conviction, be fined not less than ten thousand dollars nor more than twenty thousand dollars.

3. That the content of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the official opening of the bid or bids;

4. That the bidder is legally entitled to enter into the contracts with the Commonwealth of Kentucky and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.330 to .340 and 164.390; and

5. That I have fully informed myself regarding the accuracy of the statements made, including Bid Amount.

6. Unless otherwise exempted by KRS 45.590, the Bidder intends to comply in full with all requirements of the Kentucky Civil Rights Act and to submit data required by the Kentucky Equal Employment Act upon being designated the successful bidder.

7. That the Bidder, if awarded a contract, would not be in violation of Executive Branch Code of Ethics established by KRS 11A.990.

8. Campaign Finance Laws Pursuant to KRS 45A.110 and KRS 45A.115 the undersigned hereby swears or affirms, under penalty prescribed by law for perjury, that neither he/she, individually, nor, to the best of his/her knowledge and belief, the corporation, partnership, or other business entity which he/she represents in connection with this procurement, has knowingly violated any provisions of the campaign finance laws of the Commonwealth of Kentucky, and that the award of a contract to him/her, individually, or the corporation, partnership or other business entity which he/she represents, will not violate any campaign finance laws of the Commonwealth.

9. Worker's Compensation and Unemployment Insurance Pursuant to KRS 45A.480, the undersigned hereby swears or affirms, under penalty of perjury, that all contractors and subcontractors employed, or that will be employed under the provisions of this contract shall be in compliance with the requirements for worker's compensation insurance under KRS Chapter 342 and unemployment insurance under established KRS Chapter 341.

10. Vendor Report of Prior Violations The Bidder/Owner shall reveal to the University, prior to this award of a contract, any final determination of a violation by the Contractor within the previous five (5) year period of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341, and 342. The Contractor is further notified this statute requires that for the duration of this contract, the Contractor shall be in continuous compliance and the Contractor's failure to reveal a final

