RFP NU-FR-01

1.0 Public Notice-Invitation for Flood-Damage Assessment Services

This Request for Proposal (RFP) is issued by:
Northwood University (hereinafter NU), 4000 Whiting Drive, Midland MI 48640.

Selected NU facilities were damaged by freshwater flooding in May 2020. NU seeks proposals to provide flood-damage assessment services of existing Mechanical, Electrical and Plumbing (MEP) systems serving the damaged facilities. The purpose of this RFP is to select and contract with a professional engineering firm to provide the necessary assessment services. A separate consultant retained by NU will assess the Architectural, Structural and Civil portions of the damaged facilities.

Proposers must be licensed by the State of Michigan as a Professional Engineer, and possess insurance coverages acceptable to NU as defined herein.

2.0 Scope of Services

Assess and report in writing on damages caused by May 2020 floodwaters to existing Mechanical, Electrical and Plumbing systems in each existing facility referenced in Exhibit A. Identify damaged systems and retain appropriate sub-consultants (including but not limited to: manufacturer representatives, maintenance tradespeople, testing companies and/or MEP subcontractors) or any other expertise required to accurately identify damage, required repairs and generate accurate cost estimations to restore systems to pre-flood condition.

Mechanical systems include any type of air-conditioning, heating, ventilation or exhaust systems including their controls.

Electrical systems include any type of normal or emergency power, normal or emergency lighting, site lighting, fire alarm, security alarm, security cameras, door access control, and/or data network systems. Connections of affected buildings to existing campus-wide fire alarm and security camera monitoring are to be included.

Plumbing systems include any type of potable water, sanitary sewer, storm drainage, or water-based fire suppression systems.

In the event recommended repairs to any existing system would result in a non-compliance with current applicable codes, the report must include and differentiate between cost to repair, and cost to replace with code-compliant system, or cost to upgrade existing system as required to cause current code-compliance.

The required deliverable for each facility includes a separate written report for each facility identifying the existing MEP systems, a description of the damages caused by floodwaters, complete set of photographs documenting all detected damages, a narrative of the recommended repair, and itemized cost estimate(s) to effect the recommended repair or replacement. Equipment model and serial numbers are to be included for any equipment assessed.

Anticipated schedule for award and commencement of assessments is indeterminate, but final deliverables are required within forty-five (45) calendar days from date of Notice-to-Proceed.
3.0 General Information

NU provides equal opportunities without regard to race, color, national origin, sex, age, disabilities, or veteran status or any other classification protected by federal constitutional statutory law in educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, employment and retention of consultants and contractors. Accordingly, all Proposers entering contracts with NU shall, upon request, be required to show proof of such nondiscrimination.

NU encourages participation from small, minority-owned, women-owned, veteran-owned and labor surplus area businesses. Incorporation of these types of firms into the Proposer’s team is encouraged.

Proposer, their consultants, sub-consultants, or other parties representing the Proposer for this solicitation may not contact any member of the NU Selection Panel concerning this project from the date of advertisement until after the date of award.

NU intends to award a single contract for entire scope to the Proposer achieving the highest overall point score total, as defined in the Evaluation section herein. NU reserves the right to reject any and/or all of the proposals, award portions of the proposed work, or award portions of the proposed work to more than one Proposer.

Since federal funding is anticipated for this effort, this solicitation and any contract arising from this solicitation is subject to compliance with all applicable federal contract clauses, including but not necessarily limited to, those included in Exhibit B. And if Proposer’s total fee exceeds $100,000, The Byrd Anti-Lobbying Certification included in Exhibit C must be executed and attached to Proposer’s Certification Statement.

4.0 Proposal

The purpose of the Proposal is to provide members of the NU Selection Panel with specific information regarding the qualifications of the Proposer and the proposed fee to complete the required services.

The Proposer’s submittal must include the following, in the order listed, with sections divided by labeled tabs. No other information is to be included. Inclusion of extraneous materials may result in rejection of Proposal.

4.1. COVER LETTER (maximum 1 page): Cover letter to be submitted on official business letterhead addressing:
- the intent of the Proposer to submit a response to this RFP.
- acknowledgment of any Addenda.
- acknowledgment that proposal is valid for ninety (90) days from submittal due date.
- acknowledgment that Proposer has no conflicts of interest that would affect its ability to enter into a contract if selected.
- the primary contact person.
- affirmation that signer is authorized to submit the proposal on behalf of Proposer.

4.2. QUALIFICATIONS & EXPERIENCE (maximum 3 pages): Proposer, and any sub-consultants anticipated to participate, should include:
- Brief history and description of Proposer, including current corporate structure.
- A summary of Proposer’s qualifications, including ability to fulfill the specific requirements of the RFP.
- Narrative describing prior experience in assessing flood-damaged facilities, if any.
- Brief resumes of personnel and sub-consultants proposed.
4.3. APPROACH & METHODOLOGY (maximum 3 pages): Provide a detailed explanation of the Proposer’s approach and methodology, and include:
- Resources, methods, systems, and technologies to accomplish the tasks, services, and deliverables specified in the Scope of Services.
- Description of Proposer’s approach to retain appropriate manufacturer representatives, maintenance tradespeople, testing companies, MEP subcontractors, or any other expertise required to accurately identify required repairs and generate accurate cost estimations.

4.4. REFERENCES (maximum 1 page): Include contact information of at least two references familiar with the professional services performed by Proposer on similar size and type of buildings, and/or similar efforts.

4.5. CERTIFICATION STATEMENT: Include executed Attachment 01 – Certification Statement. Attach executed Byrd Anti-Lobbying Certification if proposed total fee exceeds $100,000.

4.6. COST PROPOSAL: Include completed Attachment 02 – Cost Proposal.

A single lump-sum fee to assess each individual facility is required on the Cost Proposal form, even if proposed amount for an individual facility is zero. Proposer’s total overall fee (obtained by summation of individual facility fees) will be entered into the Cost Proposal calculation, and the resulting point score comprises forty-percent (40%) of total point score, as defined in the Evaluation section herein.

No compensation other than the lump-sum fee per facility will be available; Proposers are cautioned to solicit any anticipated expenditures by manufacturer’s representatives, maintenance tradespeople, testing companies and/or MEP subcontractors prior to tabulating proposed fees.

4.7 Deadline and Submittal
   A. One (1) hardcopy original in a binder and one (1) electronic version consisting of single locked .pdf file exactly matching the hardcopy version on USB drive shall be submitted to NU’s official Point of Contact not later than the date and time advertised. Proposer is solely responsible for properly labeling, mailing and/or delivering of Proposal, at Proposer’s sole cost. Proposals may be hand-delivered if preferable.

   B. The outside of the Proposal’s envelope/box (or outermost envelope/box if mailed by and delivered by United States Mail, Express Mail, Priority Mail, UPS, Federal Express, and all other similar types of carrier delivery,) must be labeled with Proposer’s Company Name and RFP Number: NU-FR-01.

4.8 Official Northwood University Point of Contact, for submission of Proposals and any correspondences related to this RFP:

   Mr. David Bender
   Northwood University Director of Asset Management
   4000 Whiting Drive.
   Midland, MI 48640
   (989) 837-4374
   rfp@northwood.edu

   Any inquiries or other correspondence regarding this RFP are to be transmitted via US Mail or email to the Official Point of Contact. DO NOT CALL – the telephone number is provided for courier delivery purposes only.

4.9 Required Review and Waiver of Objections by Proposers
Proposers should carefully review this RFP and all attachments for defects, objections, or any other matter requiring clarification or correction. Questions or comments must be received by NU in writing no later than six (6) business days prior to the RFP submission deadline, to allow issuance of any necessary addenda.

*Submittal of a Proposal shall constitute acceptance of the terms, conditions, criteria, requirements, and evaluation process of the RFP and resulting contract, and operates as a waiver of any objection.

4.10 Response Withdrawal
Proposers may withdraw a submitted Proposal at any time up to the deadline for submittal. To withdraw a Response, the Respondent must submit a written request, signed by the Proposer’s authorized representative, to the NU Point of Contact before the submission deadline. After withdrawing a previously submitted Proposal, the Proposer, may submit another Proposal at any time up to the submission deadline.

4.11 Response - Amendments and Errors
Proposers are liable for any errors or omissions contained in their Proposals. No amendments, revisions, or alterations to Proposals may be made following submission.

4.12 Property of Response
Proposals submitted in response to this RFP become the property of NU. Selection or rejection of a response does not affect this right. All submitted information shall be held in confidence during the evaluation process.

4.13 Insurance Requirements. Proposer is required to possess the following minimum insurance coverages:
- General Liability $1,000,000 per occurrence, $2,000,000 aggregate
- Automobile liability $1,000,000
- Workers’ Comp $500,000
- Umbrella $2,000,000

4.14 Addenda
Prior to the deadline for submission of proposals, NU reserves the right to issue addenda to this RFP. Proposers are responsible for ensuring receipt of all addenda and incorporating any changes into their proposal. Proposers shall acknowledge receipt of all addenda by listing those received in their cover letter. NU reserves the right to reject a proposal for failure to acknowledge receipt of any addenda. Addenda will be posted at https://www.northwood.edu/rfp

5.0 Evaluation Criteria and Selection Process

5.1 Evaluation and Selection
Proposals submitted in response to this RFP will be evaluated by the NU Selection Panel for the purpose of selecting the Proposer that provides the best value for NU, taking into consideration qualifications, experience, approach, methodologies, and proposed total fee:

A. QUALIFICATIONS & EXPERIENCE 0 to 30 points possible.
Proposers will be evaluated based on experience related to projects similar in type and magnitude of services referenced in this RFP, using information provided in the Proposal and in discussions with References. Qualifications of proposed personnel and sub-consultants is also considered. As assessment of flood-damaged systems is not a commonly-provided service, Proposer’s familiarity with existing and new Mechanical, Electrical and Plumbing building systems in buildings similar to the affected facilities will also be considered. Point score determined by each Selection Panel reviewer.

B. APPROACH & METHODOLOGY 0 to 30 points possible.
Proposers will be evaluated for their understanding of the required services, the use of any special methodologies or technologies, the use of consultants, and Proposers ability to perform all services within stated time constraint will be considered. Point score determined by each Selection Panel reviewer.

C. COST PROPOSAL  0 to 40 points possible. 
Proposer’s total overall fee (obtained by summation of individual facility fees) will be entered into the Cost Proposal calculation to derive point score. Selection Panel reviewers will be provided with lowest total fee for purposes of calculating Cost Proposal Score. The Cost Proposal calculation for this RFP:

Cost Proposal Score = (Lowest Total Fee from any responsible Proposer divided by Proposer’s Total Fee) multiplied by 40.

The highest-possible score for any one Proposal is one-hundred (100) points, obtained by adding point scores for A, B and C listed above.

5.2 Selection Process
All responsible Proposals submitted for this project will be reviewed by a Selection Panel convened by NU. The selection process shall be as follows:

A. Each Selection Panel member shall independently evaluate each Proposal submitted in accordance with the evaluation criteria listed in Section 5.1 A, B and C.

B. Based upon each member's evaluation of the Proposals, each member shall compile a total point score for each Proposal. Each member shall list their top-scoring five (5) Proposals from the list of responsible Proposers under consideration.

C. On the first ballot, each RFP Selection Panel member shall then rank their top-scoring five (5) Proposers in accordance with the following weighted voting schedule:

- Five points for the first ranked Proposer
- Four points for the second ranked Proposer
- Three points for the third ranked Proposer
- Two points for the fourth ranked Proposer
- One point for the fifth ranked Proposer
- Zero Points for all other Proposers

D. The scores of all Proposers shall then be totaled.

E. At this point the RFP Selection Panel may select the highest scoring firm/team and award the contract. The RFP Selection Panel may also choose to invite the top three (3) highest-ranking firms to make Oral Presentations to the RFP Selection Panel at a subsequent meeting.

F. If oral presentations are deemed necessary by the Selection Panel, the RFP Selection Panel shall convene to hear Oral Presentations by the top three short-listed firms. Upon completion of the Presentations each RFP Selection Board Member shall re-evaluate and complete their scoring and the RFP Selection Panel Members shall vote for one (1) or more firm(s) from the short list.

G. The RFP Selection Panel reserves the right to discuss Proposers being considered prior to any voting or balloting.
6.0 Anticipated Schedule of Events

NU anticipates the following schedule for this solicitation. NU reserves the right at its sole discretion, to adjust this schedule, as it deems necessary.

Deadline for written inquiries:............................. Wednesday Sept. 23, 2020 at 5:00 pm EDT.
Deadline for issuance of Addenda:...................... Monday Sept. 28, 2020 at 5:00 pm EDT.
Proposal Due Date: ............................................ Thursday Oct. 1, 2020 at 2:00 pm EDT.
Oral Presentations, if any: ............................... TBD.
Anticipated Date of Award: ............................... TBD.

7.0 Exhibits and Attachments

Exhibit A: List of flood damaged facilities.
Exhibit B: List of Federal Contract Clauses.
Exhibit C: Byrd Anti-Lobbying Certification form.
Attachment 01: Certification Statement form.
Attachment 02: Cost Proposal form.
<table>
<thead>
<tr>
<th>Code</th>
<th>Facility Name</th>
<th>Address (all Midland, MI 48640)</th>
<th>Area (± Sq. Feet)</th>
<th>Inundation (± In.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC</td>
<td>Bennett Sports Center Building</td>
<td>4000 Whiting Drive</td>
<td>51,673</td>
<td>12&quot;</td>
</tr>
<tr>
<td>DTB</td>
<td>DeVos Turf Building</td>
<td>4000 Whiting Drive</td>
<td>68,342</td>
<td>12&quot;</td>
</tr>
<tr>
<td>GWC</td>
<td>Griswold Communication Center Building</td>
<td>4000 Whiting Drive</td>
<td>20,236</td>
<td>36&quot;</td>
</tr>
<tr>
<td>HAC</td>
<td>Hach Athletic Center Building</td>
<td>4000 Whiting Drive</td>
<td>62,212</td>
<td>12&quot;</td>
</tr>
<tr>
<td>HSF</td>
<td>Hantz Football Stadium Building (home)</td>
<td>4000 Whiting Drive</td>
<td>6,050</td>
<td>12&quot;</td>
</tr>
<tr>
<td>HST</td>
<td>Hantz Football Stadium Building (visitor)</td>
<td>4000 Whiting Drive</td>
<td>6,050</td>
<td>12&quot;</td>
</tr>
<tr>
<td>JOH</td>
<td>Jordan Hall Building</td>
<td>4000 Whiting Drive</td>
<td>35,905</td>
<td>36&quot;</td>
</tr>
<tr>
<td>MIH</td>
<td>Miner Hall Building</td>
<td>4000 Whiting Drive</td>
<td>41,547</td>
<td>96&quot;</td>
</tr>
<tr>
<td>PPO</td>
<td>Physical Plant Office Building</td>
<td>4000 Whiting Drive</td>
<td>8,136</td>
<td>96&quot;</td>
</tr>
<tr>
<td>PRH</td>
<td>President House Building</td>
<td>5000 Warblers Way</td>
<td>±3000</td>
<td>24&quot;</td>
</tr>
<tr>
<td>PS1</td>
<td>Physical Plant Storage Bldg 01 Building</td>
<td>4000 Whiting Drive</td>
<td>2,999</td>
<td>96&quot;</td>
</tr>
<tr>
<td>PS2</td>
<td>Physical Plant Storage Bldg 02 Building</td>
<td>4000 Whiting Drive</td>
<td>2,999</td>
<td>96&quot;</td>
</tr>
<tr>
<td>PS3</td>
<td>Physical Plant Storage Bldg 03 Building</td>
<td>4000 Whiting Drive</td>
<td>2,999</td>
<td>96&quot;</td>
</tr>
<tr>
<td>RHG</td>
<td>River Road House Garage Building</td>
<td>3716 Tittibawassee River Rd.</td>
<td>528</td>
<td>96&quot;</td>
</tr>
<tr>
<td>RRH</td>
<td>River Road House Building</td>
<td>3922 Tittibawassee River Rd</td>
<td>1,404</td>
<td>96&quot;</td>
</tr>
<tr>
<td>STL</td>
<td>Strosacker Library Building</td>
<td>4000 Whiting Drive</td>
<td>24,373</td>
<td>36&quot;</td>
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<tr>
<td>WHS</td>
<td>White House Storage Building</td>
<td>4000 Whiting Drive</td>
<td>2,999</td>
<td>96&quot;</td>
</tr>
</tbody>
</table>
Since federal funding is anticipated for this effort, this solicitation and any contract arising from this solicitation is subject to compliance with all applicable federal contract clauses, including but not necessarily limited to, the following:

**Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms**
Northwood University encourages participation from small, minority-owned, women-owned, and labor surplus area business. Incorporation of these types of firms into the project team is encouraged. Additionally, prime contracts are required, if subcontracts are to be let, to take the following affirmative steps 1 through 5 of this section.

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

**Equal Employment Opportunity**
Contractor agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended the Vietnam Era of 1975, and the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices, and will render services under this Agreement and any contract entered into as a result of this Agreement, without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement and any contract entered into as a result of this agreement.

**Byrd Anti-Lobbying**
*(See Exhibit C for blank Byrd Anti-Lobbying Certification form)*

**Federal Contract Provisions applicable to any Contract resulting from this RFP:**

- Equal Employment Opportunity
- Byrd Anti-Lobbying
- Clean Water Act & Federal Water Pollution Control Act
- Clean Air Act
- Energy Efficiency
- Debarment and Suspension (Executive Orders 12549 and 12689)
- Copeland "Anti-Kickback" Act
- Record Retention, Record Ownership, & Access to Records
- No Obligation by Federal Government
- Contract will address termination for cause and convenience, administrative, contractual, or legal remedies for breach of contract, and Conflicts of Interest
Byrd Anti-Lobbying Certification
for Contracts, Grants, Loans, and Cooperative Agreements
(To be submitted with each bid or offer exceeding $100,000)

The undersigned [Proposer] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The Proposer, ____________________________________________, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Proposer understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

_____________________________________________
Signature of Proposer’s Authorized Representative

__________________
Date

_____________________________________________
Name and Title of Proposer’s Authorized Representative
The undersigned hereby acknowledges Proposer has read and understands all requirements of the above-referenced Request for Proposals (RFP), including exhibits and attachments.

OFFICIAL CONTACT: Northwood University requires the Proposer designate one person to conduct official communications regarding this RFP and Proposer’s proposal submitted in response to this RFP:

- Company (Proposer) Name: _______________________________________________________________
- Official Contact Name: __________________________________________________________________
- Email Address: ________________________________________________________________________
- Telephone Number: ____________________________________________________________________
- US Mail Address: ______________________________________________________________________

By its submission of a Proposal and authorized signature below, Proposer certifies that the information contained in its response to this RFP is true and accurate;

Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;

Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP, and;

Proposer understands that if selected as the successful Proposer, Proposer will have 10 business days from the date of delivery of final contract to execute the final contract document;

Proposer acknowledges that if submitting a Proposal that includes a Cost Proposal for $100,000 or more, that a fully-executed Byrd Anti-Lobbying Certification (blank form provided as Exhibit C) is attached to this Certification Statement; and

Proposer certifies, by signing below and submitting a Proposal that includes a Cost Proposal for $25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.epls.gov).

Proposer’s Authorized Representative:

- Printed Name: _________________________________________________________________________
- Title: _________________________________________________________________________________
- Email address: _________________________________________________________________________
- Company (Proposer) Name: _______________________________________________________________
- Address: ______________________________________________________________________________
  ______________________________________________________________________________________
- Telephone Number: _____________________________________________________________________
- State of Michigan Professional Engineer License Number(s): ________________________________________________________________________

SIGNATURE of Proposer’s Authorized Representative:

________________________________________________________
Date: _________________________________________________
Proposer to list a lump-sum fee to fulfill the required services and deliverables for each flood-damaged facility listed, in accordance with requirements of the above-referenced Request for Proposal (RFP). The summation of individual facility fees will be entered into the Cost Proposal calculation described at RFP Article 5.1.C to derive Proposer’s point score for the cost proposal portion of the response.

<table>
<thead>
<tr>
<th>Northwood University 2020 Flood Recovery</th>
<th>MEP Assessment Services</th>
<th>RFP NU-FR-01</th>
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<tbody>
<tr>
<td>Code</td>
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<td>Proposer’s Lump-sum Fee in words</td>
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<td>Bennett Sports Center Building</td>
<td>$</td>
</tr>
<tr>
<td>DTB</td>
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<td>$</td>
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<tr>
<td>PS1</td>
<td>Physical Plant Storage Bldg 01 Building</td>
<td>$</td>
</tr>
<tr>
<td>PS2</td>
<td>Physical Plant Storage Bldg 02 Building</td>
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<tr>
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<td>River Road House Building</td>
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</tr>
<tr>
<td>STL</td>
<td>Strosacker Library Building</td>
<td>$</td>
</tr>
<tr>
<td>WHS</td>
<td>White House Storage Building</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Total summation of Lump-sum Fees</td>
<td>$</td>
</tr>
</tbody>
</table>

**PROPOSER:**

_____________________________________________________________

**SIGNATURE of Proposer’s Authorized Representative:**

_____________________________________________________________

Date: ____________________________