REQUEST FOR

ARCHITECTURAL/ENGINEERING SERVICES

FOR THE PROPOSED RENOVATION PROJECT

AT THE SALEM SCHOOL

Bid #SSTPBC09-01

Due on or before October 2, 2008, at 03:30 p.m. at the:

SALEM TOWN HALL
OFFICE of the FIRST SELECTMAN
270 HARTFORD ROAD
SALEM, CT 06420

c/o TOWN PLANNING/BUILDING COMMITTEE
FOR SALEM SCHOOL RENOVATION

The Building Committee reserves the right to reject any and/or all qualification(s) and proposal(s) or any parts thereof, to accept and/or reject any alternate proposal(s), to waive any informality, technical defect or omission in any proposal(s), to require a modification of the contract terms at any time, and to select the vendor who, in the opinion of the Building Committee, will meet the best interests of the Town of Salem, provided that nothing herein shall be deemed to waive any requirement of federal, state or local law.

Appeared in: Hartford Courant on Saturday and Sunday, September 13 and 14, 2008
New London Day on Saturday and Sunday, September 13 and 14, 2008
and on the CT Department of Administrative Services website
Sealed Qualifications and Sealed Proposals will be received by the Office of the First Selectman, Salem Town Hall, 270 Hartford Road, Salem, Connecticut 06420 until October 2, 2008, at 03:30 p.m. at which time the responses to this RFQ/P will be publicly opened. The fee schedules will be opened following a determination of which firms are qualified. Each response should be clearly marked:

“Request #SSTPBC09-01 QUALIFICATIONS FOR ARCHITECTURAL/ENGINEERING SERVICES FOR THE RENOVATION PROJECT AT SALEM SCHOOL.”

And, in a separate, sealed envelope,

“FEE SCHEDULE FOR BID #SSTPBC09-01.”

For questions related to this Request, please contact:

Dinis Pimentel, Chair, Town of Salem Planning/Building Committee for Salem School Renovation
@ (860) 883-0397 or DPimentel@salem.cen.ct.gov.
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I. PROJECT SPECIFICATIONS

1. Introduction
The Town of Salem (Town) is seeking responses to this Request for Qualifications/Proposals (Request) from Architectural and Architectural/Engineering firms for the Pre-Referendum Architectural Design Services required to aid in the development of preliminary plans, project cost estimates and timelines that create the greatest utilization and most cost-effective options to address facility deficiencies at The Salem School (School) through a Building Renovation Project (Project). The School building must remain fully capable of meeting all student needs during the normally scheduled class years within the period of the Project.

The School is comprised of an original 1940 building and has been subsequently modified in additions nominally opened in 1956, 1963, 1973, 1988 and 1994. It is desired to renovate these spaces as new with a focus on the areas older than the 1994 addition. The intent of this request for qualifications is to establish a list of architectural firms that are qualified to bid on design services for the Project. Further, to meet the time requirements of the Project, it is requested that firms submit a fee schedule in a separate and sealed envelope. The fees of the qualified firms will be then evaluated.

The Town is planning for an April 2009 Referendum to support the full funding of the Project. A copy of the previously completed Facilities Study (Study) completed by Moser Pilon Nelson will be given to potential respondents for information use only. An Acknowledgment Form is included in this Request which is to be submitted on receipt of these Request documents. This form will serve as a registration of your firm’s intent to respond. A copy of the Study will be provided to firms upon receipt of the Acknowledgement Form by the Committee.

2. Scope of Services
Include but is not limited to:
   a. Preparation of a Conceptual Design for the School Renovation Project, including fully defined project definitions within a $5-10MM budget, project phasing, well defined costs, floor plans and site plans using the Study and site visits as necessary to address the electrical, mechanical, fire protection, structural, security, technology and plumbing systems.
   b. Determination and inclusion of ‘Green’ technologies into the project and the ability to certify the project to LEED Silver or other criteria as determined by the State of Connecticut to ensure that this project meets the energy and environmental requirements to obtain the maximum reimbursement levels from State, Utilities and other sources.
   c. A preparation of the estimated reimbursements, the criteria used to determine the reimbursements and the sources/agencies from which those reimbursements are paid to the Town of Salem and assistance in ensuring that the Town receives the maximum reimbursement levels from the State and other sources.
d. Preparation of the probable construction costs for the school renovation project in conjunction with a qualified Construction Estimator or other highly reliable means. Costs to be documented by project element and the basis of the cost determination to be described in the design report. Please note that the Town is subject to prevailing wage requirements in accordance with Connecticut General Statutes. Budgets developed must be comprehensive, including costs for construction, administration and inspection, permitting, printing, advertising, architectural/engineering, special inspections, materials testing, etc. A presentation of the preliminary design and cost estimates to the Town should be considered in your response.

e. Preparation of pre-referendum informational materials to be used at public presentations.

f. Attendance as required at meetings to provide support for the project with representatives of the Town for this and follow-on design phases.

g. Prepare complete construction plans, including, but not limited to, plan and profile views, cross sections, typical details and detailed cost estimate sheet. Design submissions will be required at the preliminary, semi-final, and final design stages.

h. Prepare all construction documents, including, but not limited to, notices, special provisions, and detailed bids. All construction documents shall be submitted at the semi-final stage.

i. Provide finished drawings and specifications to the Town for the bidding of the construction work; it is expected that your firm will be available for assistance in the bidding process. Your firm should assume that drawings and specifications will be made available to bidders directly by a reprographics firm providing online access and direct document handling (i.e. printing costs borne by the bidders).

j. Review and evaluate bids received, including detailed analysis of the three lowest bids and return recommendation for award of contract.

k. It is anticipated that the selected firm’s obligation during construction will involve plan and specification interpretation and clarification as necessary, attendance at job meetings, assistance in compliance throughout construction, assistance in the coordination of special inspections, review of materials testing, limited inspection of work performed by contractor(s), and approval of payment requisitions from contractor(s).

l. The fee schedule submitted with your response is to include this preliminary design phase to support the referendum and to also list the fees by each subsequent phase of the Project through to 100% completion.
3. Project Schedule
The following is the proposed schedule for the selection process and work program (please note that work program schedule is demonstrative only):

- Request for Qualifications issued – September 12, 2008
- Complete Responses due – October 2, 2008
- Qualifications Finalized & Fee Schedules opened– October 9, 2008
- Determination of winning Firm – October 21, 2008
- Preliminary designs and cost estimates – December 15, 2008

The design and Project will be vetted in the Town during the January to March timeframe in preparation for a March/April Town Meeting and Referendum. Periodic assistance from your firm is expected throughout this process. This Project may not occur beyond the Referendum and the Town reserves the right to modify, extend or cancel this Project and all associated work and contracts.

Other approximate dates include:
- Construction Documents completed – September 1, 2009
- Construction bids received – October 1, 2009
- Construction started – December 1, 2009

II. SUBMISSION REQUIREMENTS

1. Submission Due Date
Responses will be accepted at the Town of Salem 270 Hartford Road, Salem, CT 06420 until 3:30 p.m., October 2, 2008. Submittals received after that time will not be considered. Submittals may be withdrawn 90 days after opening if no award has been made.

2. Directions for Written Submission
Interested firms are required to submit one printed original, fourteen hardcopies and three (3) copies via CD media in a format suitable for web posting, no later than the date and time noted above. Submittals shall consist of the following:

   a. A transmittal letter signed by the appropriate officer of the firm offering the set of qualifications and fee schedule certifying that the submittal and all information contained therein is accurate, and that the firm does not take exception to contract considerations listed in Section III of this document.

   b. A concise and complete description of the work to be performed, including:
      1. An explanation of your firm's understanding of the project, its approach to the work, and the key issues to resolve.
      2. A detailed work program and time schedule for phases of the project, including milestones for periodic review of the work with the Committee.
c.  
1. A list of personnel who would be assigned to the project, including resumes for professionals expected to provide at least 20% of the person hours on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration.
2. The lead design team, headed by a Connecticut licensed Architect, shall have completed a minimum of five (5) public school projects in the State of Connecticut in the past five years, at least two of which shall be each an elementary, and two a middle school. Information shall include description of project, scope of services provided and two acceptable references for each project. The lead design team must have completed a minimum of two (2) renovate-as-new projects within the past five years. The lead design team to have at least one (1) LEED-EB accredited professional to be assigned to the Salem Project Team. Include relevant LEED-EB experience.
3. A summary of your firm as outlined in Section II.4. of this document.

d. Supporting documentation from the Architectural Licensing Board for the State of Connecticut Department of Consumer Protection confirming that the submitting firm is certified for the work described herein.

e. Supporting documentation from the Office of the Secretary of the State for the State of Connecticut, confirming that the submitting firm has been licensed to do business in the State of Connecticut for a period of not less than five (5) years.

f. Information for your firm’s five (5) most recently completed school projects, either for new construction or for renovation (not feasibility or conversion), where said projects have been completed within the past ten years, and said projects individually have had a project budget not less than $10MM. Such information shall include at minimum, via tabular format, the following: Date contract started; date ED049F completed; initial cost on ED049; actual completed cost; number of change orders; initial reimbursement percentage from CT State Department of Education (CSDE); actual reimbursement percentage from CSDE; and date of sign-off by CSDE auditors. Additionally, information on the detailed work program and time schedule for each phase of the five projects shall be included.

g. The Town is interested in LEED certification or equivalent and with ‘Green” technologies to be used in the Project. Information on either projects that have been certified, or staff that have been accredited, should be included for consideration. Additionally, knowledge of ADA compliance issues for the Project should be included for consideration.
h. A fee schedule for each stage of the design process is requested as part of this submittal. Submit these costs in a separate, sealed envelope with your response.

Submittals shall be delivered to the Town of Salem 270 Hartford Road, Salem, CT 06420 before 3:30 p.m., October 2, 2008, clearly marked as

“REQUEST #SSTPBC09-01 QUALIFICATIONS FOR ARCHITECTURAL/ENGINEERING SERVICES FOR THE RENOVATION PROJECT AT SALEM SCHOOL.”

And, in a separate envelope,

“FEE SCHEDULE FOR REQUEST #SSTPBC09-01.”

Unbound copies will not be considered. Responses should be delivered within a secondary packaging. The outer packaging to also be marked as indicated in this Request.

i. Proposed project approach and schedule to complete the work, include the scope of project work by system area (MEP, FP, Technology, etc.) that meets the desired project requirements and maintains the use of the building as a functioning school throughout the Project.


k. Anticipated projected reimbursement sources and typical reimbursement rates. Describe any missed opportunities or other considerations.

3. Clarifications
   a. General

1. The Town has established a Town Planning/Building Committee for Salem School Renovation (Committee) to review and recommend plans for the Project.
2. Should an A/E Firm find discrepancies or omissions in the Request, or should they question or doubt the meaning thereof and for all general questions, a singular representative of the A/E Firm shall notify the committee via email at dpimentel@salem.cen.ct.gov. All firms are requested to return the Acknowledgement Form in this Request to register as a respondent. Any addenda to the Request or responses from the Committee to inquiries will be posted on the town website and/or the State DAS website as well as be sent directly to registered respondents. If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who have registered with the Committee. Such revisions or addenda will additionally be posted on the following town website: http://www.salemct.gov/school.htm. The Town does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof. A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.
3. The Committee reserves the right to accept or reject any or all Qualifications & Proposals. The Committee shall be under no obligation to accept a response to this Request if it is so deemed in the best interest of the Town.
4. Any alleged oral agreement or arrangement made by an A/E Firm with any representative or employee of the Town or the Committee shall be disregarded.

5. The Committee reserves the right to reject any and all Proposals and to waive technical defects, irregularities, and omissions if, in the Committee's judgment, the best interest of the Town will be served.

6. The Committee reserves the sole and absolute right to reject any Proposal offering for services that, in its opinion, does not meet the standard or quality established by the specifications contained herein.

7. The Town as represented by the Committee is an equal opportunity employer and prohibits discrimination in its policies, practices and procedures on the basis of race, creed, color, national origin, age, sex, or handicap. We advise all A/E Firms of our intent to negotiate business only with other equal opportunity employers. All individuals, corporations, businesses, vendors, distributors, contractors and subcontractors with whom the Town contracts with are obligated to provide equal opportunity without regard to race, creed, color, national origin, age, sex, or handicap.

8. Responses; amendments to, or withdrawals of, Proposals received later than the time and date set for the public opening shall not be considered.

9. Conditional proposals shall not be accepted.

10. Facsimile (FAX) Proposals will not be accepted.

11. The successful A/E Firm agrees to indemnify and hold harmless the Town, the Committee, the School and The Salem School District, its officers, agents, servants and employees against any and all liability, judgments, costs, expenses and other loss, and against all claims or actions including, but not limited to, those based upon or arising out of damage or injury, including death, to persons or property caused by or sustained in connection with the negligence or intentional acts or omissions of the successful A/E Firm, its officers, agents, servants and employees in the performance, or lack of performance, of the services covered under this Proposal Package.

b. Subcontracting

The A/E Firm may utilize the services of subcontracted engineering services and other specialty consultants subject to the approval of the Committee. The A/E Firm shall not award work to any subcontractor without the prior written approval of the Committee.

All subcontractors shall be required to carry the same insurance, and under the same conditions, as specified for the A/E Firm. Nothing contained in the Contract established between the A/E Firm and the Town Salem shall create any contractual relationship between the Town Salem and any subcontractor.

c. Execution

The Committee is seeking to identify a qualified firm no later than October 21, 2008. The Town will enter into a Professional Services Agreement with the successful A/E Firm for the services requested. The Committee reserves the right to not execute an agreement if deemed in the Town's best interest not to do so. The preliminary design and pre-referendum materials shall be completed and delivered to the Committee by the 15th of December 2008. Weekly updates are anticipated during the course of the preliminary design work.
d. Materials, Services and Facilities
It shall be understood that, except as otherwise specifically stated in these specifications or otherwise specifically delineated when a Contract is executed, the A/E Firm shall provide and pay for all materials, labor, tools, equipment, transportation, and all other services and facilities of every nature whatsoever, necessary to protect, execute, complete, and deliver the work within the Contract period.

4. Vendor Information
   Please provide the following:
   • The name and location of your company, including the office location that will be serving the Town.
   • A brief general description of your business.
   • The number of years your company has been in business.
   • Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
   • The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
   • The primary line of business of your firm.

5. Qualifications Criteria
Selection of firm(s) will be the responsibility of the Committee. The evaluation process, consistent with State of Connecticut Public Act 08-169, shall be based upon the written submittals and selected presentations and interviews if determined to be warranted. The factors which will be evaluated include those outlined in Section II.2. The fee schedules of no more than the four most qualified bidders, as determined by the Committee, shall be opened and evaluated in conjunction with their qualifications to select the winning firm. The fee schedules of the other firms will be returned unopened.

III. CONTRACT CONSIDERATIONS

1. General Considerations
The sections listed below are informational only; firms submitting qualifications are hereby advised that any firm awarded a contract shall be subject to these conditions. Qualifications packages are not required to contain any documents described within this section (e.g. certificates of insurance are required solely at the time of contract execution with a contracted firm).

2. Equal Opportunity – Affirmative Action
The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.
3. Insurance

Prior to the execution of any contract, the Town requires that any awarded contractor providing materials, equipment or services to the Town, must provide to the Town a certificate of insurance (Acord or other approved format) naming the Town as additional insured, for the following:

- General liability (including completed operations coverage) in the amounts of $1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and $2,000,000 general aggregate coverage.
- Automobile Liability in the amount of $1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.
- Umbrella coverage for the above, in an amount not less than $3,000,000.00.
- Professional Liability, in an amount not less than $500,000.00 per occurrence and $3,000,000.00 aggregate.
- The A/E Firm shall carry Worker’s Compensation Insurance in accordance with the laws of the State of Connecticut, and all other applicable laws and regulations, for all employees engaged in work under the Contract between the A/E Firm and the Town of Salem. If any work is sublet, the A/E Firm shall require the Subcontractor to provide Worker’s Compensation Insurance for all of the Subcontractor’s employees engaged in such work unless such employees are covered by the protection afforded by the A/E Firm’s Worker’s Compensation Insurance and the Certificate of Insurance furnished by the A/E Firm so stipulates.

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the Town before starting work. Upon award through this Request the A/E Firm shall obtain and deliver Certificates of Insurance to the Committee. During the performance of work performed through this Request the A/E Firm shall maintain insurance of the kinds, and in the amounts, specified hereunder in a form satisfactory to the Town. Such Certificates of Insurance shall contain a provision that the Town, the School, the Committee and the School District is listed as an “Additional Insured” on the General Liability and Automobile Liability Insurance Policy or Policies. In addition, the Committee shall be given thirty (30) calendar days advance notice by registered mail of any change or cancellation of all insurance policies required by these specifications.

The insurance company must be licensed to do business in the State of Connecticut and must be satisfactory to the Town. If subcontractors are employed by the A/E Firm the same limits as named below shall apply and the Certificates of Insurance must be submitted to the Committee with listing of additional insured as described above.

4. Errors & Omissions

The A/E Firm shall carry a minimum of $2,000,000 Errors & Omissions policy under the conditions delineated above. No insurance required or furnished as required herein shall in any way relieve the A/E Firm of, or diminish any of the A/E Firm’s responsibilities, obligations and liabilities under the Contract between the A/E Firm and the Town.
IV. FORMS AND ATTACHMENTS
1. Submission Form

REQUEST FOR ARCHITECTURAL/ENGINEERING SERVICES
FOR THE PROPOSED RENOVATION PROJECT AT THE SALEM SCHOOL

Bid #SSTPBC09-01
Due on or before October 2, 2008, at 03:30 p.m.

Town of Salem
First Selectman’s Office
270 Hartford Road
Salem, Connecticut 06420

In accordance with the Town's requirements, the undersigned agrees to provide services as defined herein.

The undersigned is familiar with the conditions surrounding this Request for Qualifications, is aware that the Town reserves the right to reject any and all proposals, and is making submission without collusion with any other person, individual or corporate.

Witness        Signature

__________________________________ _____________________________________

Company Name       Printed Name

__________________________________ _____________________________________

Address       Title

__________________________________ _____________________________________

Town                             State    Zip   Date

__________________________________ _____________________________________

Federal ID #        Telephone Number

__________________________________ _____________________________________

Email address       Fax Number
2. Acknowledgement Form

RETURN THIS FORM IMMEDIATELY!

Acknowledgment: Receipt of Request Documents

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit qualifications.

Date issued: September 12, 2008
Date documents received _____/____/_____  
Do you plan to submit a response? Yes_____ No_____

Print or type the following information:

Company name: _______________________________________________
Address:                _______________________________________________
City  or Town:       _______________________________________________
Contact Person:      _______________________________________________
Phone:                  _______________________________________________
Fax:                     _______________________________________________
Email:       _______________________________________________

Note: Faxed acknowledgments are requested!  
TOLL FREE FAX (866) 810-8606  
A cover sheet is NOT necessary.  
IMPORTANT: DO NOT FAX QUALIFICATIONS NOR FEE SCHEDULE.  
RESPONSES MUST BE SUBMITTED IN SEALED PACKAGES

The deadline for responses per this Request is October 2, 2008 at 3:30 p.m. at the Salem Town Hall, First Selectman’s Office, Salem, CT 06420
3. Proposal Checklist

Town of Salem
Office of the First Selectman
270 Hartford Road
Salem, CT 06420

Proposal Check List

This form need not be returned with your submittal. It is suggested that you review and check off each action as you complete it.

____ 1. The qualifications response has been signed by a duly authorized representative of the company.

____ 2. The fee schedule you have offered has been reviewed and verified (signed by officer of the firm). It is presented in a separate sealed envelope/closure from the qualifications response.

____ 3. Standard payment terms are net 30 days. Net terms for periods less than 30 days may result in proposal rejection. (You may offer cash discounts for prompt payment).

____ 4. Any technical or descriptive literature, drawings or proposal samples that are required have been included with the submittal.

____ 5. Any addenda to this document have been acknowledged and included.

____ 6. The outer packaging has been addressed to:

Request #SSTPBC09-01
Town of Salem
First Selectman’s Office
270 Hartford Road
Salem, Connecticut 06420

____ 7. The qualifications response envelopes and the fee schedule envelopes are sealed and clearly marked with the Request number and opening date and identification as either the “Qualifications” or as the “Fee Schedule”.

____ 8. If additional copies are required as part of your response, make sure the original is clearly marked.

____ 9. The response is mailed or hand-delivered in time to be received no later than the designated opening date and time. Late responses are NOT accepted under any circumstances. Faxed responses are not accepted. Please allow enough time if mailing your submittal.
4. Fee Schedules

REQUEST FOR ARCHITECTURAL/ENGINEERING SERVICES
FOR THE PROPOSED RENOVATION PROJECT AT THE SALEM SCHOOL

Bid #SSTPBC09-01
Due on or before October 2, 2008, at 03:30 p.m.

In accordance with the Town's requirements, the undersigned agrees to provide services as defined herein for the costs as stated.

Costs by phase of the Project:

<table>
<thead>
<tr>
<th>Phase of the Project</th>
<th>as % of Project</th>
<th>Total in USD$</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Preliminary design</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>2. Semi-Final design</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Final design</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In addition to this form, your firm’s hourly fee schedule shall also be submitted with this sheet in a separate and sealed envelope from your submission of qualifications. The costs as listed above are to reflect the full set of services as delineated in the Request and also as required to fully complete each phase and the Project.

Witness        Signature
__________________________________ _____________________________________

Company Name       Printed Name
__________________________________ _____________________________________

Address       Title
__________________________________ _____________________________________

Town                             State    Zip   Date
__________________________________ _____________________________________

Federal ID #        Telephone Number
__________________________________ _____________________________________

Email address       Fax Number
__________________________________ _____________________________________
5. Addendum #1: Walkthrough Schedule

REQUEST FOR ARCHITECTURAL/ENGINEERING SERVICES
FOR THE PROPOSED RENOVATION PROJECT AT THE SALEM SCHOOL

Bid #SSTPBC09-01

An optional walkthrough will be conducted on Wednesday, September 24, 2008 at the Salem School and will start at 1:00 p.m.

It is requested that all visitors register with the school office prior to the walkthrough.

Please return this addendum sheet with your response.

__________________________________  _____________________________________
Witness        Signature

__________________________________  _____________________________________
Company Name       Printed Name