

Request for Proposals

NKU-69-18



**Architectural and Engineering Design
and Contract Administration Services**

for

**Northern Kentucky University
Construct New Residence Hall**

May 23, 2018



Principal Design Professional: Architect

Project Name and Location: **Construct New Residence Hall**
Northern Kentucky University
Highland Heights, Kentucky

TOTAL Project Scope: \$20.4 million (including design, construction, CM fees, furnishings and contingencies)

Site Visit: **Thursday, May 31, 2018 (10:00 AM in University Center Room 135)**

Deadline for Questions: **Wednesday, June 6, 2018 (2:00 PM)**

Final Date for Issuance of Addenda: **Friday, June 8, 2018**

Response Deadline (Proposals Due): **Friday, June 15, 2018 (2:00 PM)**

Short List Meeting: **Wednesday, June 20, 2018**

Notification of Short Listed Firms: **Thursday, June 21, 2018**

Interviews: **Thursday, June 28, 2018**

Selection Process: SHORT LIST with INTERVIEWS

Contact regarding this project is to be directed only to Ryan Straus or Blaine Gilmore in NKU Procurement Services. Discussing this project with any other NKU staff member is grounds for disqualification of the design firm/team. All requests for information, questions or comments relative to this project should be directed to:

Ryan Straus, Procurement Services
Northern Kentucky University
Phone: (859) 572-6605
Email: strausr2@nku.edu

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, KRS 45A.085, <http://www.lrc.ky.gov/KRS/045A00/085.PDF>

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 evaluate fairly 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. 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.

II. Project Objective

Northern Kentucky University is seeking a design team for a new 300 bed residence hall. This new facility will primarily house freshmen and sophomore students. The residence hall will most likely be of modified traditional style, with double bedrooms and community type, but private, shower/restrooms. A design that provides both community and privacy is the goal. The facility should include community space such as study rooms and lounges, a laundry facility, and a community kitchen as well as an apartment for the resident director.

NKU's current residential facilities are located in two areas, the Boothe Residential Village and the East Village. This new building will be located in the Boothe Residential Village, although an exact site has not been determined. The completion of Norse Boulevard, set to fully open in August 2018 and previously identified as the "Connector Road", and located along the west side of campus as well as the west side of Boothe Village, has dramatically changed the character of the Boothe Village. A site with frontage on Norse Boulevard would provide a unique opportunity to enhance this residential area. The design team's first task will be site evaluation and analysis. A campus base map and aerial photos of Norse Boulevard can be found at: <https://www.dropbox.com/sh/3kydvg2lx9s308i/AADnuc24dWXW35kq7PDeEnMWa?dl=0>

NKU believes that new housing should be configured to encourage both planned and spontaneous interaction among students. A successful housing experience is one that builds life-long friendships among its residents, and the architecture and layout of the building should facilitate these goals. It will enhance the sense of community felt by students, increasing enrollment and retention.

NKU's Board of Regents has approved a five-year sequenced Housing Plan of renovation and new construction for NKU's housing program. Existing facilities to be renovated include Kentucky Hall, under renovation this year; Commonwealth Hall, scheduled to begin in January 2019; Woodcrest Apartments; and, Norse Hall. This new residence hall is the only new facility planned as part of this Housing Plan.

Currently, NKU has 2,004 residence hall beds with 16 different room types in nine buildings. The oldest buildings, Kentucky and Commonwealth Halls, were constructed in 1982. NKU's most recent residence halls to come online were building conversions, Callahan Hall and Northern Terrace, both located in the East Village and completed in 2008 and 2014 respectively. The dining facilities at both the Boothe Village and the East Residential Village (in Callahan Hall) have been fully modernized in the last five years.

NKU completed a student housing survey in fall 2017. The survey results can be found here: <https://www.dropbox.com/sh/3kydvg2lx9s308i/AADnuc24dWXW35kq7PDeEnMWa?dl=0>

The total scope for this project is \$20.4M. Critical decision issues in the design process include site selection, decision on room type(s), mechanical system and structural system. All residence halls in the Boothe Village are currently wood frame. The buildings in the East Village are concrete frame. The University's strong preference is to have a structural system other than wood frame for this new facility. The buildings in the Boothe Village currently have a range of HVAC systems: two-pipe, water source heat pumps, and VRF. Criteria for HVAC evaluation include cost, energy efficiency and durability/life cycle cost.

NKU plans to issue an RFP for Construction Management services for this project on a concurrent timetable to issuance of this RFP for design services. The schedule for this project will require that site evaluation and programming/schematic design proceed simultaneously. The University is committed to managing the project so as to expedite design and decision making.

In summary, 2018 is an exciting time at NKU. The new Health Innovation / Founders Hall renovation project will be dedicated this fall. NKU's new president, Ashish Vaidya, assumes leadership of the University on July 1, 2018. This project and the phased housing renovations will invigorate NKU's housing program and are key elements in helping the University achieve its strategic objectives.

III. Project Directives/Guidelines

A. Project Budgetary Scope and Funding

The total scope for this project is \$20.4 million, which includes all construction expenses, site development, A/E and CM fees, inspections, IT, furnishings, and contingencies. The construction budget scope has not been determined. This project will be financed with Agency Bonds.

B. LEED

This project must be LEED silver certified.

C. BIM

BIM is required for this project. Drawings shall be prepared in REVIT.

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. The NKU Guidelines document will be provided to the selected design team at the start of design.

E. Schedule

The architect and construction manager will be charged with design and construction of this project with a goal of a July 15, 2020 occupancy. Fast tracking of the early bid packages may be necessary. Work will commence upon selection/contract execution.

IV. RFP RESPONSE

A. Preparation and Submission of Proposal

The proposal shall be prepared double-sided on 8 ½" x 11" paper. Text type size shall be a minimum of 10 point font. Index, tab and sequentially number RFP Response sections as outlined below. Binders and covers are at respondent's discretion; however, elaborate graphics and expensive paper and binding are not necessary. All text and exhibits shall be concise and entirely relevant to the RFP requirements. Organize as follows:

Tab	Content	Page Maximum
1	Cover Letter	2
2	Design Team Organization and Key Personnel	As required
3	MBE/DBE Participation	As required
4	Narrative Content	Up to 4
5	Experience and References	As required
6	Work Load	As required
7	Project Schedule	As required
8	SF330 Parts II	As required
9	Signed and Notarized Authentication of Bid, Statement of Non-Collusion, Non-Conflict of Interest and Bidder Certifications and Reciprocal Preference	As required

NOTE: Submittals that do NOT contain the above items will be deemed a non-responsive proposal and disqualified from the selection for this project.

The respondent shall submit, via US Postal Service, courier or other delivery service:

- six bound copies;
- one unbound original of its proposal; and,
- one USB drive containing the proposal in electronic format

in a sealed package **by 2:00 PM on Friday, June 15, 2018**. Failure to provide the required number of and type of proposal copies will result in the submittal being considered non-responsive and disqualified from the selection process. Submittals shall be addressed to:

Mr. Blaine Gilmore
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 NKU-69-18
A/E Services
Construct New Residence Hall**

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 Mr. Blaine Gilmore, Interim Director of Procurement Services, and must contain at least the following:

- a. Identification of all design team member firms, including 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 results will be sent via email.
- e. Acknowledgement of receipt of RFP addenda, if any.
- f. Signature of person authorized to bind the offering firm to Proposal terms.

2. Tab 2 - Design Team Organization and Key Personnel

Architect: The University seeks an architectural firm with experience in designing student residence halls on university campuses or market rate apartments. The architect of record should be a firm physically located within 150 miles of the NKU campus.

MEP Engineering: This firm must be located within 150 miles of NKU and be experienced in working on college/university campuses.

Supporting Design Firms: The design team shall include the following firms or design disciplines within the scope of professional services represented by the team.

1. Structural Engineering
2. IT/AV/Security systems
3. Landscape Architecture and Civil Engineering
4. Geotechnical and Survey consultants

Consultants to be Retained by University: NKU will hire separately the following professional services.

- Construction manager
- Quality control, testing and inspections
- Commissioning agent

NOTE: 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.

Provide the following about your team in Tab 2 of your RFP Response:

- a. A graph-type organization chart shall identify the interrelationship of all firms.

- b. A separate list shall identify: the principal in charge; project manager; and, key professional and technical staff. Provide only the names of individuals who will actually be assigned to our project.
 - 1) Provide address/location where each firm will perform its work.
 - 2) **Provide evidence of current professional licensure in the Commonwealth of Kentucky.**
- c. Provide individual resumes of no more than 2 pages in length, designed to demonstrate personal and professional qualifications, experience and training relevant to this project **only for key professionals who will play a major project role**. Include a list of projects to which the individual is currently assigned, and describe their role. If a project for which a person claims experience occurred while employed for a different firm, identify that firm. Include the time frame for each experience item.
 - 1) **Project Manager's** resume may be 3 pages in length; provide a brief outline of the project manager's experience on similar projects with evidence of demonstrated ability to lead and manage the consultant team in an expedited design and construction process, including experience with the CM at Risk process.

3. Tab 3 – MBE/DBE Participation

The University is committed to the participation of Minority/Disadvantaged Business Enterprises (MBE/DBE) design firms in this project. Design teams will note that the University has allotted 10% of the overall rating points, 50 of the possible total of 500, for teams who include qualified MBE/DBE firms as part of their project team.

Provide certified documentation of MBE/DBE status and an outline of MBE/DBE firm's level of participation expressed as an estimated percentage of the total scope of work.

For assistance in identifying MBE/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, MBE/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 effort is to be included, briefly stating what efforts were made to seek and obtain the participation of a MBE/DBE owned professional design firm on their proposed team.

4. Tab 4 - Narrative Content

The response to the RFP will include a maximum of up to 4 pages of narrative content organized as follows:

- a. Through narrative and/or graphic discussion, outline the design team's philosophy about planning and design of this building. Explain why your team is particularly qualified for this project. Demonstrate your ability to provide NKU with an exemplary project.
- b. Include evidence of the design team's knowledge and expertise in the design and construction of buildings of this type.

5. Tab 5 - Experience and References

Provide the following about your team in Tab 6 of your RFP Response:

- a. Describe projects that best illustrate experiences that may be applicable to this project. The architect may identify five-seven projects; and the MEP engineer no more than five projects. In all cases, projects shall have been completed on or after June 1, 2008.
 1. Provide project name, location and a brief description of the work.
 2. Describe your firm's responsibility or role in the project.
 3. If a member of your team was responsible for/or actively involved in the project, identify them.
 4. Provide GSF, unit type, final construction (not total budget) budget and completion date.
 5. Indicate whether a LEED rating system was utilized.
 6. Provide a contact person, email address and telephone number for each project.
 7. Provide no more than 2 pages per project.
- b. Provide five client references, including name, email, postal address and telephone.

6. Tab 6 - Work Load

Architect and MEP firms should provide current contracts in design AND in construction, to include project name, scope in dollars, manpower assignment and current project status, with the goal to provide evidence to the Selection Committee of the Respondent's present manpower utilization and ability to meet the project's schedule (please see below for formatting example):

Firm Name's Ongoing Projects Under Contract			
PROJECT NAME	SCOPE in Dollars	Manpower Assignment (%)	Current Status
In Design			
In Construction			

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.

7. Tab 7 – Project Schedule

Provide a proposed schedule for the project. In no more than one narrative page, outline the design team's strategy to allocate time and resources to complete design to meet this schedule. Describe how your team's current work load allows for the level of

commitment required to complete the project in the desired time frame and provide a schedule that reflects your intent and commitment.

8. Tab 8 – SF330 Parts II

Respondent shall be lawfully qualified to do business with and within the Commonwealth of Kentucky. A federal form SF330 Part II must be included in the Respondent's proposal for each member of the design team.

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

- a. The Authentication of Bid, Statement of Non-Collusion, Non-Conflict of Interest and Bidder Certifications form must be signed and notarized in order for your proposal to be considered. This form is appended to this RFP.
- b. In accordance with KRS 45A.494, a resident Offeror of the commonwealth of Kentucky shall be given a preference against a nonresident Bidder. In evaluating bids, the University will apply a reciprocal preference against a Bidder submitting a bid from a state that grants residency preference equal to the preference given by the state of the nonresident Bidder. Residency and non-residency shall be defined in accordance with KRS 45A.494(2) and 45A.494(3), respectively. Any Bidder claiming Kentucky residency status shall submit with its bid a notarized affidavit affirming that it meets the criteria as set for in the above referenced statute.

B. Addenda/Clarifications

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

An optional pre-proposal meeting will be conducted on Thursday, **May 31, 2018 at 10:00 AM EDT** in University Center Room 135 on the NKU campus, in Highland Heights, Kentucky.

Questions or comments regarding this RFP must be in writing and must be received by Ryan Straus no later than **2:00 PM EDT on Wednesday, June 6, 2018**. Inquiries will not be accepted after the above listed date and time.

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's 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. 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 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 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, etc. 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. All respondents will be notified of the committee's determination of the firm best suited for this project.

E. Contact Persons

Interested firms shall have NO contact with any NKU staff member 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 point of contact for this proposal are:

Ryan Straus
Procurement Services
Phone: (859) 572-6605
Email: strausr2@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.
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/departamental_forms/PSC_INVOICE_FORM.pdf

J. Foreign Corporations

1. 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.
2. 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.
3. Domestic corporations. Domestic corporations are required to be in good standing with the requirements and provisions of the office of the Kentucky 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.

NKU owns about 425 acres and has 3.4 million GSF. With enrollment of nearly 15,000 students, Northern is the second largest university in the Greater Cincinnati area.

For general information about NKU, visit: <http://www.nku.edu/about.html>

The University's master plan can be downloaded, Executive Overview:
http://campusplan.nku.edu/content/dam/campusplanning/docs/NKU_Executive_Summary_Complete_102010.pdf

or, the full report:
http://campusplan.nku.edu/content/dam/campusplanning/docs/NKU_REPORT_Complete_102010.pdf

PROJECT: New Residence Hall Score Sheet

FIRM NAME _____

EVALUATION CRITERIA	WEIGHT	RATING 1-5	Maximum TOTAL POINTS	POINTS AWARDED
<u>Team Qualifications</u>				
1. Architect	25		125	
2. MEP Engineering Disciplines	15		75	
3. Structural Engineering	5		25	
4. Landscape & Civil Engineering	3		15	
5. Geotechnical & Survey	2		10	
6. Overall team qualifications & experience	10		50	
Subtotal			300 (60%)	
<u>Responsiveness to RFP</u>				
1. Narrative content, basic understanding of NKU's vision, goals and challenges	10		50	
2. Organization and thoroughness of RFP	5		25	
3. Methods for expedited project facilitation, project management and schedule conformance	8		40	
4. Demonstrated ability to design within budget and limit change orders	7		35	
Subtotal			150 (30%)	
<u>MBE/DBE Participation</u>				
The University has established a goal of 10% of the total procurement cost for MBE/DBE businesses for this contract.	10		50	
Subtotal			50 (10%)	
TOTAL POINTS			500 (100%)	

EVALUATOR _____

**ARCHITECTURAL SELECTION COMMITTEE
SUPPLEMENTAL RANKING FORM**

**Construct New Residence Hall
Northern Kentucky University
Highland Heights, Kentucky
RFP NKU-69-18**

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

REVIEWER: _____

FIRST CHOICE: _____

SECOND CHOICE: _____

THIRD CHOICE: _____

Reviewer Signature: _____

Date: _____

AUTHENTICATION OF BID, STATEMENT OF NON-COLLUSION, NON-CONFLICT OF INTEREST AND BIDDER CERTIFICATIONS

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 determination of a violation or failure to comply with the cited statutes for the duration of the contract, shall be grounds for the Contractor's disqualification by the University from eligibility to bid or submit

**NKU CONSTRUCT NEW RESIDENCE HALL
REQUEST FOR PROPOSAL TO PROVIDE PROFESSIONAL SERVICES
RFP NKU-69-18**

proposals to the University for a period of two (2) years. Please list any final determination(s) of violation(s) including the date of determination and the state agency issuing the determination. If no violations have occurred, type **none** in the space below.

* KRS Chapter 136 - Corporation and Utility Taxes; * KRS Chapter 139 - Sales & Use Tax; * KRS Chapter 141 - Income Taxes; * KRS Chapter 337 - Wages & Hours; * KRS Chapter 338 - Occupational Safety & Health of Employees; * KRS Chapter 341 - Unemployment Compensation; * KRS Chapter 342 - Worker's Compensation

<u>KRS VIOLATION</u>	<u>DATE</u>	<u>STATE AGENCY</u>
_____	_____	_____
_____	_____	_____

**READ CAREFULLY - SIGN IN SPACE BELOW - FAILURE TO SIGN INVALIDATES
BID or OFFER**

AUTHORIZED SIGNATURE: _____ DATE: _____
NAME (Please Print Legibly): _____
FIRM: _____
FED ID. OR SSN#: _____

PERMANENT ADDRESS:

_____	_____	_____	_____
STREET	CITY	STATE	ZIP

CONTACT PERSON: _____
TITLE: _____
TELEPHONE NO: _____ FAX NO: _____
E-MAIL: _____

State of _____)
County of _____)

The foregoing statement was sworn to me this _____ day
of _____, 20 _____, by _____.

(Notary Public)
My Commission expires: _____

THIS DOCUMENT MUST BE NOTORIZED