

## FEE PROPOSAL FORM

**RFQ#2-2013 Facilities and Demographic Assessment**  
**RFQ DUE 11:00AM THURSDAY, MARCH 28, 2013**  
**James Agostine, Superintendent of Schools**  
**Town of Monroe**

**375 Monroe Turnpike Monroe, CT 06468**  
**Attention: Finance Department**

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### **BIDDER**

Company Name:   DPMCT, Inc dba Diversified Project Management    
Address:   111 Founders Plaza, Suite 1404    
          East Hartford, CT 06108  

Telephone:   (860) 882-5600   Fax:   (860) 218-2006    
e-mail:   rsaleeby@dpm-inc.com    
Contact Person:   Roger N Saleeby   Title:   VP - Operations  

To the Board of Selectmen:

We submit for your consideration our bid for the Facilities Condition Assessment. We have read the bidding documents including the Town of Monroe's General Conditions and Instructions to Bidders and the bid specifications and are submitting our bid in full compliance with all terms and conditions except as noted below under "Exceptions." We have enclosed our original bid bond or cashier's check in the amount of 10% of our total base bid.

Upon notification of the award, we will provide the following within five (5) business days after receipt of such notice:

(i) the requested Certificate of Insurance from the following company:

  DPMCT, Inc (insurance coverage by Eastern Insurance);    
and

(ii) three original contracts, in a form provided by the Town, executed by authorized officer of awarded Bidder.

**FEE PROPOSAL FOR RFQ #2-2013 Facilities Condition Assessment**

We agree to perform the work described in the bid specifications within the time period set forth in the specifications for:

**Phase I. (Assessment of all five (5) schools)**

\$\_Forty Eight Thousand, Seven Hundred Ninety Six Dollars (\$\_48,796.00)  
Write amount in words Write dollar amount

**Phase II. (Data Analysis)**

\$\_Fifty Nine Thousand, Three Hundred and Sixteen Dollars (\$\_59,316.00)  
Write amount in words Write dollar amount

**Phase III. (Future Planning)**

\$\_\_Twenty Seven Thousand, Nine Hundred Seventy Six Dollars (\$\_27,976.00)  
Write amount in words Write dollar amount

**Phase IV. (Data)**

\$\_\_Thirty Nine Thousand, One Hundred Ten Dollars (\$\_39,110.00)  
Write amount in words Write dollar amount

**Total FEE PROPOSAL** amount of (total of above including any deduct for award of all four phases):

\$\_One Hundred Seventy Five Thousand, One Hundred Ninety Eight Dollars (\$\_175,198.00)  
Write amount in words Write dollar amount

**Optional Application Service Provider (ASP) model, Add/Deduct to fee proposal:**

Description: Building Files

\$\_Three Thousand, Five Hundred Dollars (\$\_3,500.00)  
Write amount in words Write dollar amount

**Yearly Fee for ASP (Price guarantee for three (3) years).**

\$ One Thousand, Two Hundred Dollars (\$\_1,200.00)/year

Write amount in words

Write dollar amount

**Alternate:**

We agree to perform the work described in the bid specifications within the time period set forth in the specifications for the listed **Town facilities** for:

**Phase I.** (~~Assessment of all 24 Town buildings which includes the 5 Schools~~)

\$ Ninety Three Thousand, Seven Hundred Eighty Two Dollars (\$\_93,782.00)

Write amount in words

Write dollar amount

**Phase II.** (~~Data Analysis all 24 Town buildings which includes the 5 Schools~~)

\$ One Hundred Eight Thousand, One Hundred Eighty Eight Dollars (\$\_108,188.00)

Write amount in words

Write dollar amount

**Phase III.** (~~Future Planning all 24 Town buildings which includes the 5 Schools~~)

\$ Forty Eight Thousand, Seven Hundred Twenty Six Dollars (\$\_48,726.00)

Write amount in words

Write dollar amount

**Phase IV.** (~~Data all 24 Town buildings which includes the 5 Schools~~)

\$ Forty Six Thousand, Eight Hundred Seventy Eight Dollars (\$\_46,878.00)

Write amount in words

Write dollar amount

~~Total PROPOSED FEE for all 24 Town Buildings which includes the 5 School Buildings~~

\$ Two Hundred Ninety Seven Thousand, Five Hundred Seventy Four Thousand Dollars

(\$297,574.00)

**Optional Deduct if awarded phase I for all six schools and the twenty nine Town buildings:**

\$ \_\_\_\_\_ (\$ \_\_\_\_\_)

Write amount in words

Write dollar amount

Please note: Proposed fees include 15% discounted hourly rates for DPM Project Executives and Senior Project Manager.

Optional Add/Deduct:

Description:   If awarded this project, a 10% deposit on the total, agreed upon fee is requested.  

\_\_\_\_\_


\$ \_\_\_\_\_ (\$ \_\_\_\_\_ )  
Write amount in words Write dollar amount

Exceptions: \_\_\_\_\_

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

The undersigned authorized representative hereby submits the above bid to the Town of Monroe.

Name of Contractor Entity:   DPMCT, Inc.  

By 

Print Name and Title:   Roger N Saleeby, VP - Operations    
Duly authorized

**VIII. EXHIBITS**

**School Buildings**

Number	Building	Address	Road Name	Square Foot
1	Monroe Elementary	375	Monroe Turnpike	63,387
2	Fawn Hollow Elementary	345	Fan Hill Road	66,537
3	Stepney Elementary	180	Old Newtown Road	57,300
4	Jockey Hollow Middle School	345	Fan Hill Road	99,837
5	Masuk High School	1014	Monroe Turnpike	282,056

669,117	Total Facility SqFt
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**Town Buildings**

Number	Building	Address	Road Name	Square Foot	Comments
1	Town Hall	7	Fan Hill Road	39,029	
2	Edith Wheeler Memorial Library	733	Monroe Turnpike	33,252	
3	Food Pantry	980	Monroe Turnpike	3,808	
4	Stepney Fire House # 2	801	Main Street	7,623	
5	Monroe Fire House # 2	54	Jockey Hollow Road	6,778	
6	Stevenson Fire House # 2	1260	Monroe Turnpike	6,708	
7	Senior Center	235	Cutlers Farm Road	9,679	
8 - 9	Highway Garage & Annex	447	Purdy Hill Road	12,974	Total Buildings SqFt
				5,774	Garage
				7,200	Annex
10	Animal Control	447	Purdy Hill Road	1,961	Total Building SqFt
				730	Canopy Covered
11	Bus Barn	447	Purdy Hill Road	2,400	
12 - 15	Wolf Park	285	Cutlers Farm Road	11,163	Total Building SqFt
				5,616	Pool House
				1,225	Bathroom/Life Guard
				3,522	Maintenance Storage Building
					(1080 s/ft Canopy Covered)
				800	Football Stand - Russ to measure
16	Great Hollow Lake	454	Purdy Hill Road	1320	Bath House & Restaurant
17	Chalk Hill School	375	Fan Hill Road	99116	Total Building SqFt
18	Police Gun Range		Garder Road	900	
19	Landfill Office	211	Garder Road	200	

236,911	Total Facility SqFt
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## FEE PROPOSAL FORM

RFQ#2-2013 Facilities and Demographic Assessment  
RFQ DUE 11:00AM THURSDAY, MARCH 28, 2013  
James Agostine, Superintendent of Schools  
Town of Monroe

375 Monroe Turnpike Monroe, CT 06468  
Attention: Finance Department

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### BIDDER

Company Name: Facility Engineering Associates, PC  
Address: 12701 Fair Lakes Circle, Suite 101  
Fairfax, VA 22033

Telephone: 703-591-5855 Fax: 703-591-4857  
e-mail: Scott.Higgins@FEApc.com  
Contact Person: Scott Higgins Title: Government Business  
Development Manager

To the Board of Selectmen:

We submit for your consideration our bid for the Facilities Condition Assessment. We have read the bidding documents including the Town of Monroe's General Conditions and Instructions to Bidders and the bid specifications and are submitting our bid in full compliance with all terms and conditions except as noted below under "Exceptions." ~~We have enclosed our original bid bond or cashier's check in the amount of 10% of our total base bid.~~

Upon notification of the award, we will provide the following within five (5) business days after receipt of such notice:

(i) the requested Certificate of Insurance from the following company:

Wave Insurance;

and  
(ii) three original contracts, in a form provided by the Town, executed by authorized officer of awarded Bidder.

The insurance requirements include a provision for not more than \$75,000 deductible per claim on the professional liability insurance coverage. FEA has made a business decision to maintain a higher deductible (\$125,000) to reduce the annual premium. FEA has the necessary financial strength to maintain the higher deductible and is willing to produce financial information to substantiate our decision.



**FEE PROPOSAL FOR RFQ #2-2013 Facilities Condition Assessment**

We agree to perform the work described in the bid specifications within the time period set forth in the specifications for:

**Phase I. (Assessment of all five (5) schools)**

\$ Eighty one thousand nine hundred thirty eight (\$ 81,938.00 )  
Write amount in words Write dollar amount

The Phase I price includes demographic study.

**Phase II. (Data Analysis)**

\$ Forty one thousand five hundred seventy five (\$ 41,575.00 )  
Write amount in words Write dollar amount

**Phase III. (Future Planning)**

\$ Twenty nine thousand nine hundred seventy (\$ 29,970.00 )  
Write amount in words Write dollar amount

**Phase IV. (Data)**

\$ Fifteen thousand eighty (\$ 15,080.00 )  
Write amount in words Write dollar amount

**Total FEE PROPOSAL** amount of (total of above including any deduct for award of all four phases):

One hundred sixty eight thousand

\$ five hundred sixty three (\$ 168,653.00 )  
Write amount in words Write dollar amount

**Optional Application Service Provider (ASP) model, Add/Deduct to fee proposal:**

Description: Not offered.

\$ \_\_\_\_\_ (\$ \_\_\_\_\_ )  
Write amount in words Write dollar amount

**Yearly Fee for ASP (Price guarantee for three (3) years).**

\$ \_\_\_\_\_ (\$ \_\_\_\_\_)/year  
Write amount in words Write dollar amount

**Alternate:**

We agree to perform the work described in the bid specifications within the time period set forth in the specifications for the listed **Town facilities** for:

**Phase I. (Assessment of all 24 Town buildings)**

\$ Fifty two thousand six hundred thirty-eight (\$ 52,638.00)  
Write amount in words Write dollar amount

**Phase II. (Data Analysis)**

\$ Thirty seven thousand nine hundred eighty five (\$ 37,985.00)  
Write amount in words Write dollar amount

**Phase III. (Future Planning)**

\$ Twenty three thousand one hundred fifty five (\$ 23,158.00)  
Write amount in words Write dollar amount

**Phase IV. (Data)**

\$ Fifteen thousand eighty (\$ 15,080.00)  
Write amount in words Write dollar amount

**Optional Deduct if awarded phase I for all six schools and the twenty nine Town buildings:**

None. Economies of scale included in alternate price.

\$ \_\_\_\_\_ (\$ \_\_\_\_\_)  
Write amount in words Write dollar amount

Optional Add/Deduct: None

Description: \_\_\_\_\_

\$ \_\_\_\_\_ (\$ \_\_\_\_\_ )  
Write amount in words Write dollar amount

Exceptions: \_\_\_\_\_  
The insurance requirements include a provision for not more than \$75,000 deductible per claim on the professional liability insurance coverage. FEA has made a business decision to maintain a higher deductible (\$125,000) to reduce the annual premium. FEA has the necessary financial strength to maintain the higher deductible and is willing to produce financial information to substantiate our decision.

The undersigned authorized representative hereby submits the above bid to the Town of Monroe.

Name of Contractor Entity: Facility Engineering Associates, PC

By T. G. Swanson

Print Name and Title: T. G. SWANSON, PRINCIPAL  
Duly authorized

**Summary of Town of Monroe FCA Fee Estimate**

<b>Phase</b>	<b>Base Fee</b>	<b>Alternate Fee</b>	<b>Total</b>
<b>Phase 1 - Assessment</b>	\$81,938.00	\$52,638.00	\$134,576.00
<b>Phase 2 - Data Analysis</b>	\$41,575.00	\$37,895.00	\$79,470.00
<b>Phase 3 - Future Planning</b>	\$29,970.00	\$23,155.00	\$53,125.00
<b>Phase 4 - Data</b>	\$15,080.00	\$15,080.00	\$30,160.00
<b>Total</b>	<b>\$168,563.00</b>	<b>\$128,768.00</b>	<b>\$297,331.00</b>



## FEE PROPOSAL FORM

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RFQ DUE 11:00AM THURSDAY, MARCH 28, 2013  
James Agostine, Superintendent of Schools  
Town of Monroe

375 Monroe Turnpike Monroe, CT 06468  
Attention: Finance Department

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### BIDDER

Company Name: Fletcher-Thompson, Inc.  
Address: Three Corporate Drive, Suite 500  
Shelton, CT 06484

Telephone: 203-225-6504 Fax: 203-225-6800  
e-mail: dcasinelli@ftae.com  
Contact Person: Daniel Casinelli, AIA, LEED AP Title: Principal

To the Board of Selectmen:

We submit for your consideration our bid for the Facilities Condition Assessment. We have read the bidding documents including the Town of Monroe's General Conditions and Instructions to Bidders and the bid specifications and are submitting our bid in full compliance with all terms and conditions except as noted below under "Exceptions." We have enclosed our original bid bond or cashier's check in the amount of 10% of our total base bid.

Upon notification of the award, we will provide the following within five (5) business days after receipt of such notice:

(i) the requested Certificate of Insurance from the following company:

Marsh & McLennan Agency LLC and Fenner & Esler ;  
and

(ii) three original contracts, in a form provided by the Town, executed by authorized officer of awarded Bidder.

**FEE PROPOSAL FOR RFQ #2-2013 Facilities Condition Assessment**

We agree to perform the work described in the bid specifications within the time period set forth in the specifications for:

**Phase I. (Assessment of all five (5) schools)**

\$ Forty-seven thousand dollars. (\$ 47,000 )  
Write amount in words Write dollar amount

**Phase II. (Data Analysis)**

\$ Thirty-five thousand dollars. (\$ 35,000 )  
Write amount in words Write dollar amount

**Phase III. (Future Planning)**

\$ Ten thousand eight hundred dollars. (\$ 10,800 )  
Write amount in words Write dollar amount

**Phase IV. (Data)**

\$ Seven thousand dollars. (\$ 7,000 )  
Write amount in words Write dollar amount

**Total FEE PROPOSAL** amount of (total of above including any deduct for award of all four phases):

\$ Ninety-nine thousand eight hundred dollars. (\$ 99,800 )  
Write amount in words Write dollar amount

**Optional Application Service Provider (ASP) model, Add/Deduct to fee proposal:**

Description: N/A

\$ \_\_\_\_\_ (\$ \_\_\_\_\_ )  
Write amount in words Write dollar amount

**Yearly Fee for ASP (Price guarantee for three (3) years).**

\$ N/A Write amount in words (\$                         )/year  
Write dollar amount

**Alternate:**

We agree to perform the work described in the bid specifications within the time period set forth in the specifications for the listed **Town facilities** for:

**Phase I. (Assessment of all 24 Town buildings)**

\$ Sixty thousand five hundred dollars. Write amount in words (\$ 60,500)  
Write dollar amount

**Phase II. (Data Analysis)**

\$ Fifty-two thousand dollars. Write amount in words (\$ 52,000)  
Write dollar amount

**Phase III. (Future Planning)**

\$ Seventeen thousand five hundred dollars. Write amount in words (\$ 17,500)  
Write dollar amount

**Phase IV. (Data)**

\$ Nine thousand five hundred dollars. Write amount in words (\$ 9,500)  
Write dollar amount

**Optional Deduct if awarded phase I for all six schools and the twenty nine Town buildings:**

\$ Seven thousand five hundred dollars. Write amount in words (\$ 7,500)  
Write dollar amount

Optional Add/Deduct:




Description: N/A

\$ \_\_\_\_\_ (\$ \_\_\_\_\_ )  
Write amount in words Write dollar amount

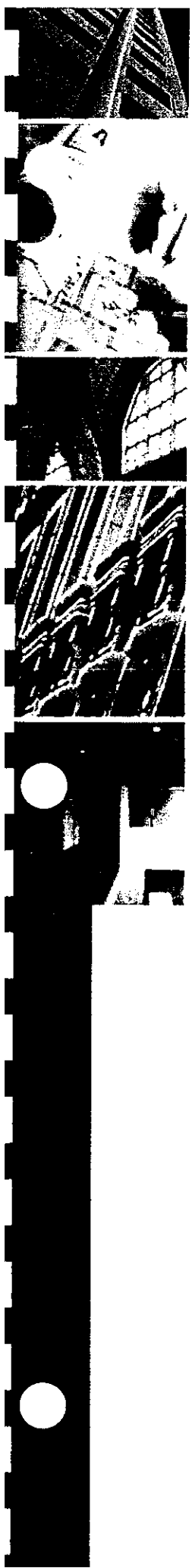
- Exceptions: \_\_\_\_\_
- Sampling or testing to determine the presence of hazardous materials or contaminants in roofing components, flooring, building materials, etc.
  - Extensive testing of mechanical equipment to determine efficiency.
  - Destructive testing to open wall or roof areas to evaluate existing conditions.

The undersigned authorized representative hereby submits the above bid to the Town of Monroe.

Name of Contractor Entity: Fletcher-Thompson, Inc.

By 

Print Name and Title: Daniel L. Casinelli, AIA, LEED AP, Principal  
Duly authorized



**Fee Proposal**  
**RFQ #2-2013**  
Town of Monroe, Connecticut

March 28, 2013

**Submitted to:**

Office of the First Selectman  
Town of Monroe  
7 Fan Hill Road  
Monroe, CT 06468

**Submitted by:**



DECISION INTELLIGENCE

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## Fee Proposal

Exhibit C can be found completely filled out on the following pages.

## FEE PROPOSAL FORM

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James Agostine, Superintendent of Schools  
Town of Monroe

375 Monroe Turnpike Monroe, CT 06468  
Attention: Finance Department

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### BIDDER

Company Name: EMG

Address: 222 Schilling Circle, Suite 275  
Hunt Valley, MD 21031

Telephone: (800) 733-0660 Fax: (410) 785-6220

e-mail: jfox@emgcorp.com

Contact Person: Jeffrey Fox Title: Vice President

To the Board of Selectmen:

We submit for your consideration our bid for the Facilities Condition Assessment. We have read the bidding documents including the Town of Monroe's General Conditions and Instructions to Bidders and the bid specifications and are submitting our bid in full compliance with all terms and conditions except as noted below under "Exceptions." We have enclosed our original bid bond or cashier's check in the amount of 10% of our total base bid.

Upon notification of the award, we will provide the following within five (5) business days after receipt of such notice:

(i) the requested Certificate of Insurance from the following company:

\_\_\_\_\_;  
and

(ii) three original contracts, in a form provided by the Town, executed by authorized officer of awarded Bidder.

**FEE PROPOSAL FOR RFQ #2-2013 Facilities Condition Assessment**

We agree to perform the work described in the bid specifications within the time period set forth in the specifications for:

**Phase I. (Assessment of all five (5) schools)**

\$ Twelve thousand five hundred (\$ 12,500.00 )  
Write amount in words Write dollar amount

**Phase II. (Data Analysis)**

\$ Nine thousand two hundred fifty (\$ 9,250.00 )  
Write amount in words Write dollar amount

**Phase III. (Future Planning)**

\$ Six thousand two hundred fifty (\$ 6,250.00 )  
Write amount in words Write dollar amount

**Phase IV. (Data)**

\$ Three thousand (\$ 3,000.00 )  
Write amount in words Write dollar amount

**Total FEE PROPOSAL** amount of (total of above including any deduct for award of all four phases):

\$ Twenty-nine thousand three (\$ 29,381.52 ) (includes discount)  
Write amount in words Write dollar amount  
hundred eighty-one and fifty-two cents

**Optional Application Service Provider (ASP) model, Add/Deduct to fee proposal:**

Description: Included

\$ \_\_\_\_\_ (\$ \_\_\_\_\_ )  
Write amount in words Write dollar amount

**Yearly Fee for ASP (Price guarantee for three (3) years).**

\$ Three thousand (\$ 3,000.00 )/year  
Write amount in words Write dollar amount

**Alternate:**

We agree to perform the work described in the bid specifications within the time period set forth in the specifications for the listed **Town facilities** for:

**Phase I. (Assessment of all 24 Town buildings)**

\$ Fifteen thousand five hundred (\$ 15,500.00 )  
Write amount in words Write dollar amount

**Phase II. (Data Analysis)**

\$ Twelve thousand five hundred (\$ 12,500.00 )  
Write amount in words Write dollar amount

**Phase III. (Future Planning)**

\$ Seven thousand nine hundred fifty (\$ 7,950.00 )  
Write amount in words Write dollar amount

**Phase IV. (Data)**

\$ Three thousand (\$ 3,000.00 )  
Write amount in words Write dollar amount

**Optional Deduct if awarded phase I for all <sup>5</sup> ~~six~~ schools and the <sup>19</sup> ~~twenty nine~~ Town buildings:**

\$ Sixty-seven thousand (\$ 67,000.00 )  
Write amount in words Write dollar amount

Optional Add/Deduct:

Description: n/a

\$ \_\_\_\_\_ (\$ \_\_\_\_\_ )  
Write amount in words Write dollar amount

Exceptions: n/a

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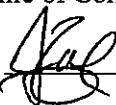
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The undersigned authorized representative hereby submits the above bid to the Town of Monroe.

Name of Contractor Entity: EMG

By  \_\_\_\_\_

Print Name and Title: Jeffrey Fox, Vice President  
Duly authorized