


# **Request for Proposal**

## **Architectural Services for Riverside School**



**Greenwich  
Public  
Schools**

**GREENWICH BOARD OF EDUCATION  
Purchasing Department  
290 Greenwich Avenue  
Greenwich, Connecticut 06830  
(203) 625-7411  
eugene.watts@greenwich.k12.ct.us**

**EUGENE H. WATTS**  
Manager of School Procurement

March 31, 2026

Dear Sir/Madam:

You are hereby invited to submit a Proposal from qualified Architects and Planners to conduct Architectural Services for Greenwich Board of Education. The attached Request for Proposal (RFP) documents outline the scope of services and submission requirements.

Proposers are strongly encouraged to review all documents carefully and provide all information requested. Proposals that are incomplete, unclear, conditional, or that contain irregularities of any kind may be rejected for failure to comply with the requirements of this RFP.

Each Proposal must include one (1) original, seventeen (17) copies, and one (1) electronic copy submitted on a USB flash drive. Proposals must be clear, concise, and legible to facilitate proper evaluation. Faxed or emailed submissions will not be accepted. Hand-delivered or carrier delivered Proposals will be accepted Monday through Friday between the hours of 8:30 a.m. and 3:30 p.m.

The original Proposal and required copies must be received no later than the date and time specified below and must be submitted in a sealed envelope clearly marked:

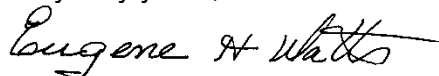
**Request for Proposals Architects and Planners (Riverside School)**

**Opening Date**           **April 23, 2026**  
**Opening Time:**       **1:00 p.m.**  
**RFP:**                   **2570-26**

**Mandatory walk-through will be held at 10:00 a.m. on April 7, 2026 at Riverside School, 90 Hendrie Ave. Riverside, CT 06878.**

The RFP opening will be held in person at 290 Greenwich Avenue, Greenwich, CT on April 23, 2026 at 1:00 p.m. All proposers and other interested people are invited to attend.

Very truly yours,



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Eugene H. Watts

**Riverside School Building Committee  
Greenwich, CT  
Request for Proposals (RFP)  
Architectural Services**

**BACKGROUND**

The Town of Greenwich, Connecticut, is situated approximately 30 miles northeast of New York City along the shores of Long Island Sound and is home to roughly 62,000 residents. The community is widely recognized for its strong tradition of civic engagement and its enduring commitment to educational excellence.

Greenwich Board of Education (BOE) maintains a national reputation for rigorous academic standards, comprehensive educational programming, and consistently strong student outcomes. The District benefits from broad and sustained community support, which plays a vital role in advancing the success of its schools and students.

The District operates fifteen public schools serving approximately 8,600 students. These include eleven elementary schools (grades K–5), three middle schools (grades 6–8), and one comprehensive high school (grades 9–12). In addition, the District offers select pre-kindergarten programming and alternative high school pathways designed to address the diverse academic and social-emotional needs of its student population.

**REQUEST FOR PROPOSAL**

The goal of the Project is to renovate Riverside School using the guidelines set forth within this document and the attachments. The scope of the engagement is to review the original approved educational specifications for Riverside (approved February 2025 by BOE), the current multi-piece funding appropriations, and the proposed capital plan for the school and turn it into a cohesive plan and design. In addition, within this context, the primary initial charge of the selected vendor will be the design and placement of an elevator, as well as other ADA compliance components, all within the context of the educational specifications, with an understanding and appreciation of the funding limitations in place and coordinating the work that is funded so as not to impede or restrict other work that may be funded. There is limited funding for doors, windows, ceilings, lights as well as outdoor lighting and painting that should be included. Other areas that may be funded and must be considered in the design and planning are a new secure ADA compliant front entrance as well as a cafeteria expansion or relocation. Please provide line item estimates for the various components of the project, that is, the funded projects and the other two that may be funded: the secure front entrance and the cafeteria expansion or relocation.

This is intended to be a multi-year engagement, contingent upon future funding appropriations.

The Project shall be designed and constructed to reflect best practices in technology integration, energy efficiency, and accessibility. It must comply with all applicable Connecticut State Department of Education (CSDE) requirements, Connecticut

building codes governing school construction, and the policies and procedures of the Town of Greenwich and Greenwich Board of Education, as well as all other applicable federal, state, and local laws and regulations.

The Project shall also fully comply with the Americans with Disabilities Act of 1990, as amended (“ADA”), and all accessibility requirements outlined in the Educational Specifications.

## **PROJECT DESCRIPTION, SCOPE**

The Project consists of a comprehensive evaluation, renovation, addition, or potential replacement of the existing Riverside School public school facility, and associated site improvements in accordance with the Educational Specifications and programmatic requirements provided by the Town and Greenwich Board of Education.

The Architect, and consulting engineers (Design Team) shall review all available background materials, including, but not limited to, the Educational Specifications, original and as-built drawings, prior studies, recently completed comparable school projects, municipal growth projections, and any additional materials provided by the Town of Greenwich, Board of Education (the “BoE”), or Riverside School Building Committee (the “Building Committee”).

The Architect shall collaborate with the Building Committee to evaluate viable long-term solutions and develop a recommended path forward consistent with projected enrollment growth, facility lifecycle considerations, regulatory requirements, sustainability mandates, and available funding.

The design team shall provide complete design and construction-phase services, including all necessary civil, traffic, electrical, mechanical, geotechnical, and structural engineering disciplines, cost estimating, including replacement or new building, lifecycle cost analysis, phasing analysis, sustainability documentation, permitting support, and any as needed specialties. Monthly progress reports shall be prepared and submitted outlining project milestones, critical activities, durations, sustainability benchmarks, and schedule updates throughout the duration of the Project.

## **REGULATORY AND HIGH-PERFORMANCE BUILDING REQUIREMENTS**

The Project shall comply with all applicable local, state, and federal regulations, including, but not limited to:

- Connecticut Department of Administrative Services, Division of Construction Services requirements
- Office of School Construction Grants Review requirements to maximize reimbursement eligibility
- Diversity School Grant requirements pursuant to C.G.S. §10-286h (as applicable)
- All applicable building, fire, life safety, accessibility, environmental, and energy codes
- Connecticut State Building Code 2022

- Connecticut High-Performance Building Standards

The Architect shall incorporate environmentally responsible design and construction practices with an emphasis on:

- Energy efficiency and reduced energy consumption
- Enhanced indoor air quality
- Daylighting and occupant comfort
- Water conservation
- Sustainable site design
- Reduced-lifecycle environmental impact of materials
- Climate resilience and stormwater management

Connecticut High-Performance Building Standards, similar to LEED, will be followed. The design of the building envelope, HVAC, and lighting systems shall be reviewed with Eversource during design to allow the project to take advantage of potential rebates related to energy efficiency. Life cycle cost considerations shall be incorporated to support long-term operational efficiency.

Design teams shall demonstrate experience delivering high performance, energy efficient educational facilities. The team will be required to provide documentation, energy modeling (as required), commissioning coordination, and sustainable material tracking throughout design and construction. (Energy modeling will be required for Building Department, Planning and Zoning, and other reviews and approvals)

## **EXISTING CONDITIONS ASSESSMENT AND FACILITY ANALYSIS**

The Architect shall:

### **1. Existing Conditions Documentation**

- Conduct a comprehensive site visit(s) and building assessment to verify existing conditions
- Prepare updated existing condition drawings sufficient to evaluate renovation, addition, or replacement options

### **2. Capacity and Functional Obsolescence Analysis**

- Utilize Town-provided enrollment projections to determine when the existing facility will become functionally obsolete due to capacity, programmatic deficiencies, infrastructure limits, or code requirements
- Identify short-, mid-, and long-term facility requirements over 5-, 15-, and 30-year horizons

### **3. Code, Accessibility, and Compliance Review**

- Evaluate accessibility compliance and identify minimum improvements necessary to meet accessibility requirements.
- Identify building, fire, life safety, and security deficiencies requiring corrective action.
- Integrate compliance needs into risk mitigation and capital planning projections.

### **4. Building Systems and Lifecycle Evaluation**

- Assess the condition and remaining useful life of major systems, including:
  - Roofing and building envelope systems
  - Structural systems
  - HVAC systems
  - Electrical infrastructure
  - Fire protection and life safety systems
- Identify vulnerabilities and deficiencies.
- Provide high-level order-of-magnitude cost estimates for maintaining the facility at minimal building and code compliance standards over 5, 15, and 30 years.

### **5. Structural Analysis**

- Evaluate structural integrity and durability of existing structure
- Identify deficiencies and analyze impacts of proposed renovations or additions

### **6. Historic Review**

- Determine whether State Historic Preservation Office review may be required
- Identify historically sensitive features impacting potential design solutions.

## **EDUCATIONAL SPECIFICATIONS AND PROGRAM REVIEW**

The Architect shall:

- Review and evaluate the adopted Educational Specifications
- Identify any necessary revisions or additions to the Educational Specifications or the Project required to meet code, safety, security, sustainability, or high-performance building standards
- Ensure classroom sizes, number of spaces, and spatial adjacencies conform to Educational Specifications

- Maximize natural daylighting in instructional spaces
- Incorporate secure entry and controlled circulation design strategies
- Evaluate pedestrian, bicycle, and vehicular circulation and recommend improvements to traffic patterns and safety
- Prepare all required on-site and off-site pedestrian, traffic, parking, and roadway studies necessary for permitting and approvals

Where applicable, proposals shall separately define:

1. Restoration and modification work to the existing building
2. Design of new construction areas and repurposed exterior spaces

### **Pre-Kindergarten Programming Investigation**

The Architect shall develop, in addition to the design guidelines described herein, the option to add two Pre-Kindergarten classrooms to the Project, including an evaluation of additional capacity and facility requirements to incorporate into the larger building needs as an additional, separate line item. It will be at the discretion of the BoE to include this additional space into the project beyond this initial investigation.

### **SCHEMATIC DESIGN PHASE**

The Architect shall develop a minimum of three (3) conceptual alternatives:

#### **Concept A – Minimal Intervention**

Preservation of a substantial portion of the existing structure with targeted upgrades.

#### **Concept B – Complete New Construction**

Full replacement facility designed for a minimum of 50-year performance expectations.

#### **Concept C – Hybrid Solution**

Significant renovation and addition, maintaining key architectural or structural elements.

Each concept shall include:

- Massing studies
- Site intervention analysis
- Traffic and pedestrian movement diagrams
- Utility demand projections
- Sustainability and LEED feasibility assessment
- Structural strategy overview

- Construction phasing strategy
- Conceptual construction schedule
- Order-of-magnitude cost comparison
- Preliminary energy performance considerations
- Preliminary construction phasing plan

High-quality 3D renderings shall be provided to support public meetings and municipal review processes.

The Architect shall present to the Building Committee at 50% and 90% Schematic Design milestones and provide materials for a minimum of three (3) public meetings.

The Architect shall include an option for all concepts to include a Pre-Kindergarten program as an additional line item cost, including additional building system needs to accommodate this additional component. With final approvals of the Pre-Kindergarten program to be determined by the BoE.

#### MUNICIPAL APPROVALS

Provide services & materials for land use and design review of the project including but not limited to :

- Development of Municipal Improvement documents (survey / site plan / architecture)
- Attendance at a minimum of 4 public hearings
- Application coordination and submittal to:
  - Planning and Zoning Committee
  - Architectural Review Committee
  - Inland Wetland and Watercourse Agency
- Coordination of Zoning and Planning SO

#### **DESIGN DEVELOPMENT PHASE**

The Architect shall refine the selected design, incorporating:

- Architectural materials and envelope strategies consistent with high-performance building standards
- Detailed mechanical, electrical, plumbing, and fire protection systems
- Energy performance optimization strategies
- Structural engineering
- Civil engineering and grading
- Traffic and site circulation
- Vertical transportation systems

- Security systems
- Recommend interior finishes and identify fixtures and furnishings and coordinate with the BoE and the Building Committee on any specification requirements. As needed, interior design services including but not limited to, selection of interior materials, colors, graphics, and specific recommendations for specialty spaces
- LEED documentation and sustainability benchmarks - Energy modeling (if required under state standards or LEED certification goals) shall be incorporated during this phase. Cost estimates shall be updated in coordination with the Construction Manager. (Energy modeling will be required for Building Dpt. / Planning and Zoning Committee / EMAC review)

Presentations to the Building Committee shall occur at 50% and 90% Design Development milestones, with materials provided for public engagement meetings.

### **CONSTRUCTION DOCUMENTS**

The Architect shall prepare complete Construction Documents incorporating:

- Applicable codes and standards
- Connecticut High Performance Building requirements
- Energy and efficiency documentation requirements to coordinate with commissioning
- Energy and sustainability measures
- All engineering disciplines which are required for permitting and bidding

### **BIDDING AND NEGOTIATION**

The Architect shall support bidding, including preparation of documents, issuance of addenda, responses to inquiries, and evaluation of proposals.

### **PERMITTING**

Provide complete documentation and drawings as required for Town of Greenwich building permit including but not limited to :

- CSBC Code analysis
- Complete architectural / structural / mechanical systems
- Health Department Food Service systems
- GFD Alarm / Life safety systems
- DPW Sewer discharge systems

## **CONSTRUCTION ADMINISTRATION**

The Architect shall provide full construction phase services, including:

- Submittal and shop drawing review
- Responses to RFIs
- Site observation and review
- Change order review
- Coordination with Construction Manager
- Sustainability documentation review
- LEED credit tracking and submission coordination (if certification pursued)

## **PROJECT CLOSEOUT, COMMISSIONING, AND FACILITY TRANSITION**

The Architect shall provide:

- Review of as-built documentation
- Commissioning coordination (as required)
- Energy and efficiency documentation completion and submission (if and relevant documents if energy certification pursued)
- Systems training and turnover
- Final inspections and punch list administration
- Maintenance and facility transition coordination

## **AWARD OF CONTRACT**

The contract will be awarded by the Building Committee and/or the Board of Education to the firm or individual determined to be most qualified and responsive to the requirements of the solicitation. Compensation shall be negotiated and established at an amount deemed fair and reasonable, taking into careful consideration the project budget, the scope of work, the complexity of the services to be provided, prevailing market conditions, and the overall nature and quality of the goods and/or professional services proposed.

In making its determination, the Building Committee and/or Board of Education will evaluate qualifications, experience, demonstrated expertise, past performance, and the proposer's ability to successfully deliver the required services within the established financial and operational parameters.

## **I. INTENT**

The Building Committee is soliciting proposals from qualified architectural firms to assemble and lead a comprehensive, multidisciplinary design team for the Project. The selected firm shall provide, either directly or through qualified subconsultants, all professional services necessary to complete the design and engineering of the Project.

The design team shall include, at a minimum, architect, mechanical/electrical/plumbing (MEP) engineers, a civil engineer, a structural engineer, and a landscape architect, along with any additional specialty consultants deemed necessary to fully and successfully execute the Project.

The scope of services may include, but is not limited to, Schematic Design, Design Development, Construction Documents, Bidding and Award, and Construction Administration phases. The selected firm will be expected to coordinate all disciplines, ensure full integration of design components, and provide leadership throughout the duration of the Project.

This engagement will be structured as a phased, multi-year contract. Authorization to proceed from one phase to the next shall be contingent upon written approval and the issuance of a formal Notice to Proceed by the Owner. The Architect shall not commence work on any subsequent phase without such written authorization.

The Board of Education has approved the Educational Specifications for the Project, which may be viewed at:

<https://resources.finalsite.net/images/v1742838841/greenwich/nobpcgydw6ofittzfuae/2025-03-08-RiversideEdSpecswEstimateandDrawings-Greenwich.pdf>

These Educational Specifications include schematic design plans and elevations created and proposed by Antinozzi Associates Architecture during a 2025 Feasibility Review of the Project. Bidding firms are advised to consider the design solutions proposed by Antinozzi Associates Architecture, but should not feel limited or constrained to follow the proposed solution. All firms are requested to submit at least five (5) examples of previous education related work with an emphasis on K-12 public projects as part of their proposal, and list the role(s) the firm played in those building projects.

## **II. PROPOSED SCHEDULE**

As of February 2026, & subject to revision:

4/7/26	Mandatory walk through at Riverside
4/14/26	Questions from proposers due
4/17/26	The Purchasing Dept. will post all answers
4/23/26	Opening Proposal date
TBD	Interviews of top candidates

TBD Present top candidate for Architect to BOE  
TBD Execute agreements for Architect

### **III. QUESTIONS**

Questions concerning this RFP will be received only by email directed to [bid\\_department@greenwich.k12.ct.us](mailto:bid_department@greenwich.k12.ct.us) In the "Subject" line you must put RFP #2570-26 Architectural Services for Riverside School. All questions must be received no later than April 14, 2026 12:00 noon EST and all responses will be posted to the website no later than April 17, 2026 at 12:00 noon. Failure to comply with these conditions will result in the proposer waiving his/her right to dispute the proposal specifications and conditions.

### **IV. SPECIAL INSTRUCTIONS**

- A. Respondents are hereby notified that all proposals submitted and information contained therein and attached thereto shall become public information upon selection.
- B. The work to be performed under this contract is publicly funded and subject to the prevailing wage laws of the State of Connecticut.
- C. The construction phases of this Project are contingent on the approved funding by the Town being appropriated appropriate fiscal years:
  - **Construction Funds Appropriated & Managed by RIVERSIDE Building Committee**  
  
Appropriated & Ready - \$1 M
- D. Municipal approvals for this Project will be sought as an initial total design after the Schematic Design phase is completed.
- E. State of Connecticut review, funding and waivers may be sought for this Project.

### **V. ADDITIONAL INFORMATION**

The Project has an established budget. The selected architect will be required to review the Educational Specifications, the attached Kick-Off Memorandum, and the FY25 BOE Capital Budget, and collaborate with the Building Committee to develop a clear and strategic path forward that achieves the highest quality outcome within the allocated funding.

Design teams shall provide full design and construction phase services, including geotechnical engineering and cost estimating. The detailed scope of services is

outlined in Section 2 of the enclosed draft agreement, which also specifies the required insurance provisions.

All firms should consider the following when preparing their proposals:

### **A. Regulatory Compliance**

The Project must comply with all applicable codes and standards, including, but not limited to, the Connecticut Department of Administrative Services, Division of Construction Services, Office of School Construction Grants Review requirements, in order to maximize state reimbursement. The District also intends to pursue funding under the Diversity School Grant (C.G.S. §10-286h).

### **B. Accessibility**

Accessibility is a central priority of this Project. Riverside School is currently not ADA-compliant and lacks accessible entry at the main entrance and between floors. Proposed designs must achieve full ADA compliance and reflect industry standards and best practices for accessibility and inclusivity.

[https://www.greenwichct.gov/DocumentCenter/View/13533/Greenwich\\_POCD\\_v10](https://www.greenwichct.gov/DocumentCenter/View/13533/Greenwich_POCD_v10)

Specific attention should be given to Guidelines 3 (Provide Top-Quality School Facilities), 4 (Sustain and Improve Our Natural Environment and Landscape), and 6 (Provide High-Quality Infrastructure, Municipal Facilities, Cultural Institutions, and Health Services).

## **VI. SUBMITTAL REQUIREMENTS**

Firms shall submit separate Technical and Fee Proposals. The Fee Proposal must not be included on the USB flash drive. Seventeen (17) hard copies of the Technical Proposal shall be delivered to the location by the date and time specified in Paragraph III.

Cover letter  
Team Experience  
Organizational Chart  
Resumes for Key Design Team Members  
Detailed Narrative of Approach  
Conceptual Design Sketches  
Schedule Addressing Phasing  
ADA/Accessibility Experience  
Cost Estimate & Proposals  
Firm List of Services

## **1. Cover Letter**

Provide a cover letter summarizing the firm's understanding of the Project, highlighting the key features of the proposal, and identifying the proposed Project design team and its qualifications.

## **2. Team Experience**

Provide a brief overview of the firm, including its capabilities and areas of expertise. Identify five (5) recently completed projects, with emphasis on public-sector work, particularly K–12 school projects of similar scope and/or complexity.

For each project, include:

- The firm's role
- Project location
- Construction cost
- Owner reference (contact name and phone number)
- Identification of proposed team members who participated in the referenced project

Preference should be given to Connecticut-based projects where possible.

## **3. Organizational Chart**

Provide an organizational chart identifying all proposed team members, their roles on this Project, the firm they represent, and their tenure with that firm.

## **4. Resumes of Key Design Team Members**

Provide resumes for all key design team members. For purposes of this submission, key personnel include any principal, partner/officer, project executive, project manager, project architect, job captain, discipline manager, or other individual with primary responsibility for the successful delivery of the required services.

## **5. Project Approach**

Describe the firm's overall approach to the Project, including discussion of anticipated design and construction challenges. Specifically address:

(a) How the firm will integrate the Educational Specifications, current funding appropriations, and the proposed multi-year capital plan for Riverside into a comprehensive, phased design and construction strategy.

(b) The firm's approach to cost control and budget management.

(c) Comments on the proposed design schedule, particularly as it relates to the local approvals process in Greenwich and building permit requirements.

(d) The firm's approach to project management, including:

- Assessment of existing conditions
- Quality assurance/quality control
- Sustainable design integration
- Budget and schedule management
- Stakeholder communication
- Coordination with state and local agencies
- Post-occupancy services

## **6. Conceptual Design Materials**

Include conceptual sketches, drawings, or photographs illustrating design elements that reflect the architect's vision for the Project.

## **7. Phasing Schedule**

Provide a proposed project schedule detailing anticipated phasing of all major stages of the Project. Address how the firm would manage construction while the school remains fully operational, including strategies for noise mitigation and student/staff safety.

## **8. ADA Accessibility**

Provide preliminary thoughts on how the firm would approach the creation of an accessible and inclusive facility within the constraints of the proposed funding.

## **9. Cost Estimates**

Provide preliminary construction cost estimates (both hard and soft costs), which will serve as the basis for future capital budget funding requests. The itemized estimate shall include landscaping, site improvements, playground equipment, and associated construction.

Provide a detailed explanation of the firm's methodology for estimating both hard and soft costs.

## **10. Firm List of Services**

Provide a detailed list of services the firm will perform during the construction phase.

## **B. Fee Proposal Requirements**

Firms shall complete and submit the enclosed Fee Proposal Form (Exhibit A). The fee proposal shall include attendance at state and municipal meetings, presentations, and all required presentation materials and graphics.

One (1) copy of the Fee Proposal must be submitted in a separately sealed envelope to the Building Committee at the same time and location as the Technical Proposal.

## **VII. SELECTION CRITERIA**

The Building Committee will award the Project based on its evaluation of the written submissions, presentations, interviews (if conducted), and overall best value to the Town, as determined in the sole discretion of the Building Committee.

Evaluation criteria include, but are not limited to:

- A. Specialized experience of the firm and assigned personnel on similar projects, particularly in Connecticut.
- B. Demonstrated understanding of and technical approach to the Project.
- C. Knowledge of State funding processes, including experience supporting Boards of Education with Connecticut School Construction Grant applications.
- D. Qualifications and cohesiveness of the firm's team, including consultants and support staff, and demonstrated ability to collaborate effectively with the Town, Building Committee, construction team, and other stakeholders.
- E. Proposed project schedule and key milestones.
- F. Ability to complete the work in a timely and efficient manner.
- G. Quality assurance/quality control (QA/QC) procedures.
- H. Commitment to sustainable design and demonstrated experience with accessible and inclusive design.
- I. Clarity, organization, and overall quality of the submitted proposal.
- J. References.
- K. Demonstrated ability to produce high-quality design, as evidenced by prior completed projects.
- L. Proposed fee schedule or methodology. While qualifications are the primary basis for selection, the proposed fee is a consideration.
- M. Detailed approach to estimating hard and soft construction costs.
- N. Quality and thoughtfulness of submitted conceptual design materials.

The Building Committee anticipates shortlisting select firms for interviews based on its review of the written submissions. The Committee may, at its sole discretion, request responses to supplemental questions.

The selection process will follow a two-step procedure. First, firms will be evaluated based on qualifications and interviews (if conducted). Only after completion of this phase will the Building Committee open and review the separately sealed Fee Proposals.

**GENERAL TERMS AND CONDITIONS:**

a. Sealed proposals for an Architectural Firm for the Project, as specified on the attached proposal specification sheets, will be received at the time and date above. Faxed or electronically transmitted (scanned/mailed) Proposals will not be accepted.

b. The Building Committee reserves the right to waive any informality in the proposal or reject any or all proposals or to accept any proposal, which appears to be in the best interest of the Project. Any proposal may be withdrawn prior to the opening time and date. Any proposal received after the time and date as specified will not be considered.

c. The Building Committee may consider proximity of vendor's service as a factor in determining the lowest responsible proposal.

d. If the Building Committee deems it necessary, it may postpone the date for the opening of these proposals by notifying each proposer by telephone, mail or by the issuance of an addendum.

e. The Building Committee shall have the right to take such steps as it deems necessary to determine the ability of the proposer to perform the work and the proposer shall furnish the Building Committee with information and data for this purpose as the Building Committee may request. The right is reserved to reject any proposal where, on investigation, the evidence or information submitted by such proposers does not satisfy the Building Committee that the proposer is qualified to properly carry out the terms of the contract.

f. The Town of Greenwich, Riverside School Building Committee and the Greenwich Board of Education reserves the right to reject any and all responses not deemed to be in the best interest of the Town of Greenwich. Each also reserves the right to waive any informalities in or reject any or all proposals or any part of any proposal.

g. Consumption or use of alcohol and/or drugs is prohibited on school property. Any individual with alcohol or drugs will be removed from said property. Smoking is prohibited in all school buildings and on school grounds.

h. The Proposer is required to do Employee Background Checks as imposed by Section 2 of Public Act 16-67, which amended Conn. Gen. Stat. 10-222c.

i. The Town of Greenwich, Riverside School Building Committee and the Board of Education reserves the right to cancel the contract at the end of each fiscal year if the Riverside School Building Committee and the Board of Education does not budget

sufficient funds to extend the contract.

- j. No amount shall be added for the Connecticut Sales Tax or Federal Tax. The Building Committee/Board of Education is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Taxes must not be included in the proposal price.

**OPTION TO EXTEND:**

The proposer may be asked to extend the period of this agreement for the school if agreeable to both parties. The proposer shall be notified in writing by the Purchasing Department if Greenwich Board of Education intends to extend the contract period.

**PROPOSAL EVALUATION:**

A committee composed of the Riverside School Building Committee, the Superintendent and the GPS Manager of School Procurement, may evaluate proposals.

**COLLUSION AMONG PROPOSERS**

- a. More than one offer from an individual, firm partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a proposer is interested in more than one proposal for the work contemplated will cause rejection of all proposers in which the proposer has an interest. Any or all proposers will be rejected if there is any reason for believing that collusion exists among the proposers.
- b. Participants in such collusion may not be considered in future offers for the same work. Each proposer, by submitting a proposal, certifies that it is not a part of any collusive action.

**EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED:**

- a. The successful proposer will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The successful proposer agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause. The successful proposer in all solicitation or advertisements for employees, placed by or on behalf of the contractor, will state that such successful proposer is an Equal Opportunity Employer.
- b. Notices, advertisements, and solicitations placed in accordance with Federal Law, rules or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section

Firm Name \_\_\_\_\_

**Fee Proposal Form**

Including, but not limited to, the following scope of services: Civil Engineering, Geotechnical Survey and Borings, Demolition and Abatement Design, Structural Design, Landscape Design, Architectural Design, MEP Design, Acoustical Design, FF&E Design, Technology Design, Security Design, Traffic Study, Parking Analysis 3D computer simulation modeling, and Cost Estimating Services; this firm requests the following Lump Sum Fee for the design of the Riverside School Project. *Vendors should feel empowered to submit alternative fee proposals on a separate page, based on stated goals of this RFP.*

\$ \_\_\_\_\_

The fee will be billed in accordance with the following Progress Payment Schedule:

<b>Service</b>	<b>Fee</b>
Land Use (Municipal Improvements and other Town Approvals)	\$ _____
Demolition & Abatement	\$ _____
Schematic Design	\$ _____
Design Development	\$ _____
Construction Documents	\$ _____
Bidding & Award	\$ _____
FF&E	\$ _____
Technology Design	\$ _____
Construction Administration	\$ _____
Close Out	\$ _____
<b>TOTAL LUMP SUM FEE</b>	<b>\$ _____</b>

List any services that are specifically excluded from your scope of service

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**Hourly Billing Rates**

<b>Title</b>	<b>Hourly Rate</b>
Principal	\$ _____
Department Manager / Senior Project Manager	\$ _____
Senior Project Architect /\$ Engineer	\$ _____
Project Manager / Architect	\$ _____
Designer / CAD Operator	\$ _____

**Reimbursable Costs**

Expense with transportation in connection with the Project; living expenses in connection with out-of-town travel, long distance communications; postage and handling of drawings (other than in-house); specifications and fees paid for securing approval of authorities having jurisdiction over the Project, will be charged at \_\_\_\_ times the cost incurred.

Estimate of Anticipated reimbursable Costs \$ \_\_\_\_\_

**This cost sheet must be placed in a *separate sealed envelope* marked “cost” with the proposer’s name and address on the envelope. Do not put the cost in your proposal.**

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINT NAME & TITLE

**INSURANCE PROCEDURE**

PLEASE NOTE:

**THIS PAGE MUST BE RETURNED WITH YOUR BID/PROPOSAL. FAILURE TO DO SO MAY RESULT IN YOUR BID/PROPOSAL BEING REJECTED.**

Please take the insurance requirements of the Contract to your agent/broker immediately upon receipt of the bid documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in this Request for Bid/Proposal. Any bids/proposals with deficient insurance requirements will be rejected. The firm who is awarded the Bid/Proposal must return the contract, agent/broker and insurance form within two (2) weeks from the date on the award letter.

**PLEASE CHECK THE APPROPRIATE BOX**

**YES**

**NO**

1. General Liability \$2,000,000.00 general aggregate \$1,000,000 per occurrence
2. Town of Greenwich, Greenwich Public Schools, The Greenwich Board of Education and Riverside School Building Committee as Additional Insured
3. Automobile Liability \$1,000,000.00
4. Excess Liability \$5,000,000.00
5. Professional Liability \$1,000,000.00
6. Worker's Compensation and Employer's Liability
7. Ability to Return Contract and Insurance Documents Within Two (2) Weeks
8. Able to Provide the Town with Thirty (30) Days Prior Written Notice of Cancellation

STATEMENT OF VENDOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. The bid/proposal cost reflects any additional costs relating to insurance requirements for this work.

Signature

Print Name

Date

Contractor

**GREENWICH BOARD OF EDUCATION**

**REQUEST FOR PROPOSAL # 2570-26 DEADLINE: 4/23/26 at 1:00 o'clock**

**Riverside School Architects and Planners**

**REPLY SHEET (Page 1 of 2)**

**PROPOSERS INFORMATION:**

**STATEMENT OF NON-COLLUSION**

In submitting this bid/proposal, the undersigned declares that this is made without any connection with any persons making another bid/proposal on the same contract; that the bid/proposal is in all respects fair and without collusion, fraud, or mental reservation; and that no elected or appointed official of the Town, or any person or entity in the employ of the Town, is directly or indirectly interested in said bid/proposal or in the supplies or work to which it relates, or in any portion of the profits thereof, except as permitted under the Town of Greenwich Code of Ethics.

**CODE OF ETHICS**

In submitting this bid, the undersigned further declares and certifies that a) it has not, and will not induce or attempt to induce any Town of Greenwich employee or officer to violate the Town of Greenwich Code of Ethics in connection with its offer to provide goods or services under, or otherwise in the performance of, such contract, and b) if an elected or appointed official or any person in the employ of the Town has a direct or indirect interest in Vendor or any supplier or Subcontractor expected to be involved with the contract, such person or entity is in compliance with the safe harbor procedures established by the Town of Greenwich Board of Ethics or has received an advisory from the Town's Board of Ethics with respect to such involvement.

The undersigned further understands that the above declarations are material representations to the Town of Greenwich made as a condition to the acceptance of the bid/proposal. If found to be false, the Town of Greenwich retains the right to reject said bid/proposal and rescind any resulting contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said bid/proposal and contract or purchase order.

The Town of Greenwich Code of Ethics can be found at [www.greenwichct.gov](http://www.greenwichct.gov). Relevant provisions of the Town's Code of Ethics state:

**Section 2. DEFINITIONS.** (1) Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the Town and the interest of any person or his immediate family in any corporation, firm, or partnership which has a direct or indirect interest in any transaction with the Town. (2) Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal, and which is not common to the interest of other citizens of the Town. (3) Town officer shall mean and include any official, employee, agent, consultant, or member, elected or appointed, of any board, department, commission, committee, legislative body, or other agency of the Town. (4) Transaction shall mean and include the offer, sale, or furnishing of any real or personal property, material, supplies, or services by any person, directly or indirectly, as Vendor, prime contractor, subcontractor, or otherwise, for the use and benefit of the Town for a valuable consideration, excepting the services of any person as a Town officer.

**Section 3. GIFTS AND FAVORS.** No Town officer or his immediate family shall accept any valuable gift, thing, favor, loan, or promise that might influence the performance or nonperformance of his official duties.

**Section 4. IMPROPER INFLUENCE.** No Town officer having a substantial financial interest in any transaction with the Town or in any action to be taken by the Town shall use his office to exert his influence or to vote on such transaction or action.

**By signing below, the undersigned acknowledges reviewing and understanding the Non-Collusion and Code of Ethics statements contained herein and confirms compliance with the contents:**

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**BIDDER'S COMPANY NAME:** \_\_\_\_\_

GREENWICH BOARD OF EDUCATION

**REQUEST FOR PROPOSAL # 2570-26 DEADLINE: 4/23/26 at 1:00 o'clock**

Riverside School Architects and Planners

REPLY SHEET (Page 2 of 2)

**PROPOSERS INFORMATION:**

BIDDER'S COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

WEBSITE \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

TITLE \_\_\_\_\_

STATE OF CT TAXPAYER ID # \_\_\_\_\_

FEDERAL TAXPAYER ID # \_\_\_\_\_

INCORPORATED IN THE STATE OF \_\_\_\_\_ Corporate Seal Yes No

**AWARD/CONTRACT SIGNATURE**

The Bidder shall indicate below, the full name, title, and the complete mailing address of the authorized person (i.e., **officer of the company**) who will sign the contract (if applicable) for this procurement:

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

**THE FOLLOWING PAGES ARE A SAMPLE COPY OF THE TOWN OF GREENWICH CONTRACT FOR YOUR REVIEW. YOU MUST BE ABLE TO SIGN THIS CONTRACT AND MEET THE NECESSARY INSURANCE AS REQUIRED BY THE TOWN OF GREENWICH IN ORDER FOR YOUR PROPOSAL TO BE CONSIDERED.**

**State of Connecticut  
Town of Greenwich  
Contract**

Town Department: Greenwich Board of Education  
Division:

Contract No.:  
Account Name:

Name and  
Address  
Of  
Contractor

Account Code  
Total Amount  
of Contract

This Agreement made this \_\_\_\_ day of \_\_\_\_\_ 2026 between Greenwich Board of Education Town of Greenwich, hereafter called the Owner and \_\_\_\_\_ hereafter called the Contractor.

Witnessed as follows:

1. The Contractor agrees to furnish materials and perform services as shown in specifications and contract documents hereto attached and made a part hereof, and consisting of numbered pages from 1 to \_\_\_\_\_.
2. The Owner agrees to pay the price designated for such materials and services upon certification by the proper agent of the Owner.
3. This contract shall not be valid until approved by the Town Attorney and countersigned by the Town Comptroller.

GREENWICH BOARD OF EDUCATION,  
TOWN OF GREENWICH

By \_\_\_\_\_  
Its Chairman, Riverside School Building Committee  
Stephan Pezdek

CONTRACTOR

By \_\_\_\_\_  
Its \_\_\_\_\_

Approved as to legal sufficiency

Date \_\_\_\_\_

\_\_\_\_\_  
Assistant Town Attorney

I hereby certify that the estimated amount of this contract does not exceed the unencumbered balances of amounts duly appropriated and against which this contract is chargeable as indicated hereon.

Date \_\_\_\_\_

\_\_\_\_\_  
Comptroller

**PERSONAL SERVICE AGREEMENT**

**Contract No.**

THIS AGREEMENT made and entered into this day of \_\_\_\_\_, by and between Greenwich Board of Education, Town of Greenwich, Connecticut, (hereinafter referred to as "Owner"), acting herein by the undersigned official, and \_\_\_\_\_ (hereinafter referred to as "Contractor"), whose principal office is located at \_\_\_\_\_, acting herein by \_\_\_\_\_ its \_\_\_\_\_, hereunto duly authorized. Owner and Contractor are sometimes referred to herein individually as a "Party" and collectively as the "Parties."

**WITNESSETH:**

WHEREAS, the Owner contemplates:

WHEREAS, the Owner desires to retain the services of the Contractor to perform the following work:

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. Describe services to be performed: Services as described in the attached Exhibit(s) \_\_ and \_\_\_\_.

2. Describe method and terms of payment: Terms of Payment as set forth in Exhibit \_\_. Contractor shall invoice the Owner on a service rendered basis. Contractor shall send all invoices via electronic mail to [accountspayable@greenwich.k12.ct.us](mailto:accountspayable@greenwich.k12.ct.us). Contractor agrees to accept payment through Electronic Funds Transfer (EFT) via Automatic Clearing House (ACH) for all services rendered. Such payments will be made by the Owner net 30 days after receipt of invoice and acceptance and approval by the Owner, for all services actually rendered.

3. This Contract consists of:

Personal Service Agreement (pp.1-7);

Exhibit A, Insurance Requirements & Certificate of Insurance (pp.8-10);

Other exhibit(s) (yes/no) entitled B (pp. );

Other attachment(s) (yes/no) entitled (pp. );

for a total number of \_\_\_\_\_ numbered pages, hereinafter collectively referred to as the "Contract."

4. Any conflict between this Agreement and any invitation to bid, request for proposal, bid or response to request for proposal, including any accompanying addenda, shall be resolved in favor of this Agreement, with the exception that any provision in any invitation to bid, request for proposal, bid or response to request for proposal, including any accompanying addenda, that is attached as an exhibit to this Agreement, which exhibit provides for a higher standard of obligation of service by Contractor, shall control as to the standard of obligation and service required of the Contractor and shall thereby supplement this Contract.

5. The Owner may at any time, and for any reason, direct the discontinuance of the services and work contemplated under this Contract for a period of time. Such direction shall be in writing and shall specify the period during which the work shall be discontinued. The work shall be resumed on the dates specified in such direction, or upon such other date as the Owner may thereafter specify in writing. The period during which such work shall have been discontinued shall be deemed added to the time for performance. Stoppage of work under this article shall not give rise to any claim against the Owner.

6. The service and work contemplated under this Contract shall be completed in full on or before .

7. Owner shall designate in writing a person to act as the Owner's representative with respect to the work to be performed under this Agreement. Owner's designated representative shall have complete authority to transmit instructions, receive information, interpret, and define the Owner's policies and decisions with respect to materials, equipment, elements, and systems pertinent to the work covered by this Agreement.

8. Owner may at any time and for any reason terminate this Contract by written notice specifying the termination date, which shall be not less than seven (7) days from the date such notice is given. In the event of such termination, services shall be paid for in such amount as shall compensate for the portion of the work satisfactorily performed prior to termination. Such amount shall be fixed by the Owner after consultation with the Contractor and shall be subject to audit by the Owner's Comptroller. Termination under this section shall not give rise to any claim against the Owner for damages for compensation in addition to that provided hereunder.

9. It is the intent of this Contract to secure the personal services of the Contractor or a duly authorized and competent representative(s) of the Contractor acceptable to the Owner. Failure of the Contractor for any reason to make the personal service of such a person available to the Owner to the extent necessary to perform the services required, skillfully and promptly, shall be cause for termination of this Contract.

10. The Contractor shall not assign this Contract without prior consent of the Owner in writing.

11. In the event of death or disability of the principal of the Contractor, any qualified partner or associate of the Contractor may be authorized, at the option of the Owner, to continue to perform and complete all the terms, covenants and provisions contained in this Contract.

12. If the Contractor has been delayed and as a result will be unable, in the opinion of the Owner, to complete performance fully and satisfactorily within the time allowed herein, the Contractor, upon submission of evidence of the cause of the delay, satisfactory to the Owner, shall

at the discretion of the Owner, be granted an extension of time for performance equal to the period that the Contractor was actually and necessarily delayed.

13. When the Owner shall have reasonable grounds for believing that a) the Contractor will be unable to perform this Contract fully and satisfactorily within the time fixed for performance, or b) a meritorious claim exists or will exist against the Contractor or the Owner arising out of the negligence of the Contractor or the Contractor's breach of any provision of this Contract, then the Owner may withhold payment of any amount otherwise due and payable to the Contractor hereunder. Any amount so withheld may be retained by the Owner for such period as

it may deem advisable to protect the Owner against any loss and may, after written notice to the Contractor, be applied in satisfaction of any claim herein described. This provision is intended solely for the benefit of the Owner. No person shall have any right against the Owner or claim against the Owner by reason of the Owner's failure or refusal to withhold monies. No interest shall be payable by the Owner on any amounts withheld under this provision. This provision is not intended to limit or in any way prejudice any other right of the Owner.

14. The acceptance by the Contractor, his successors or assigns, of any payment made on the final requisition under this Contract, or of any final payment due on termination of this Contract, shall constitute a full and complete release of the Owner from any and all claims, demands and causes of action whatsoever which the Contractor, his successors or assigns, have or may have against the Owner under the provisions of this Contract.

15. The Contractor shall not assert any claim arising out of any supervisory act or omission by any agent, officer, or employee of the Owner in the execution or performance of this Contract against any such agent, officer, or employee. The Contractor shall require each person supplying labor or materials to the Contractor to agree in writing to the Contractor not to make any claim against the Owner, its officers, agents, or employees by reason of such labor or materials, or by reason of any acts or omissions of the Contractor.

16. The Contractor shall indemnify and save harmless the Owner and its officers, agents, servants and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, on account of bodily injury, sickness, disease, death or other damages, sustained by any person or persons; injury or damage to or destruction of any property, directly or indirectly arising out of, relating to, or in connection with the work called for in the Contract, whether or not due or claimed to be due in whole or in part to the active, passive or concurrent negligence, fault, or contractual default of the Contractor, its officers, agents, servants or employees, any of its subcontractors, the Owner, any of its respective officers, agents, servants, or employees and/or any other person or persons, and whether or not such claims, demands, suits or proceedings are just, unjust, groundless, false, or fraudulent. The Contractor shall and does hereby assume and agrees to pay for the defense of all such claims, demands, suits and proceedings, provided, however, that the Contractor shall not be required to indemnify the Owner, its officers, agents, servants, or employees, against any such damages occasioned solely by acts or omissions of the Owner, its officers, agents, servants or employees, other than supervisory acts or omissions of the Owner, its officers, agents, servants, or employees, in connection with the work called for in the Contract.

17. The Contractor shall take out and maintain during the life of this Contract the types and amounts of insurance as are set forth in the attached Exhibit A. Before commencing the work called for in this Contract, the Contractor shall furnish the Owner with a completed certificate of

insurance on the Acord form that is referenced in the attached Exhibit A evidencing such coverage. If the professional liability insurance procured by the Contractor provides coverage on a “claims made” basis, the Contractor agrees to maintain said insurance for as long as a claim may legally be made for errors and omissions relating to the work performed under this Contract, provided the Consultant may seek a waiver of this maintenance from the Owner’s Risk Management Director, that will not be unreasonably denied, on grounds documented by its insurance agent/broker, that such insurance or tail coverage no longer remains commercially and reasonably available.

18. Contractor represents that it is authorized to do business in the State of Connecticut. Contractor agrees to comply in every respect with applicable Federal, State, and local laws, regulations, and ordinances.

19. Contractor shall at all times be deemed to be an independent contractor and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Contract. Nothing herein contained shall be construed as creating the relationship of employer and employee or principal and agent, between the Owner, its agencies, employees, and agents, and Contractor, its employees, and agents. Contractor assumes exclusive responsibility for the acts of its employees and agents as they relate to the services to be provided during the course and scope of their employment. Contractor, its agents, and employees shall not be entitled to any rights and privileges of the Owner’s employees and shall not be considered in any manner to be employees of the Owner. Contractor, its employees, and its agents, shall not hold itself out in any manner as being anything but an independent contractor of the Owner, and may not use the Owner name for any purpose and in any manner without the express permission of the Owner.

20. If the Contractor makes claims for any damages alleged to have been sustained by breach of contract or otherwise, he shall, within ten (10) days after occurrence of the alleged breach, or within ten (10) days after such damages are alleged to have been sustained, whichever date is the earlier, file with the Contracting Officer a written, itemized statement of the details of the alleged breach and the details and amount of the alleged damages. The Contractor agrees that unless such statement is made and filed as so required, his claim for damages shall be deemed waived, invalid, and unenforceable, and that he shall not be entitled to any compensation for any such alleged damages. Within ten (10) days after the timely filing of such statement, the Contracting Officer shall file with the appropriate department of the Owner, one copy of the statement, and shall file with the Owner and the Contractor his determination thereon. The Contractor shall not be entitled to claim any additional compensation for damages by reason of any direction, instruction, determination or decision of the Owner or its agents, nor shall any such claims be considered, unless the Contractor shall have complied in all respects with the provisions of this paragraph.

21. No person, firm, or corporation, other than the Contractor, who signed this Agreement, shall have any interest herein or rights hereunder. No claim shall be made or be valid either against the Owner, or any agent of the Owner, and neither the Owner nor any agent of the Owner shall be liable for or be held to pay any money except as herein provided. The acceptance by the Contractor of the payment as fixed in the final estimate shall operate as and shall be a full and complete release of the Owner and of every agent of the Owner of and from any and all claims, demands, damages and liabilities of, by or to the Contractor for anything done or furnished for, or arising out of, or relating to, or by reason of the Work, or for or on account of any act or neglect of the Owner, or of any agent of the Owner, or of any other person, arising out of, relating to, or

by reason of the Work, except the claim against the Owner for the unpaid balance, if any there be, of the amounts retained as herein provided.

22. The Owner may, at any time, retain from any moneys which would otherwise be payable hereunder, so much thereof, as the Owner may deem necessary to complete the Work hereunder, and to reimburse it for all costs, expenses, losses, and damages chargeable to the Contractor hereunder.

23. It is agreed that this is an entire contract for one whole and complete Work or Result, and that neither the Owner's entrance upon or use of the Work, or any part thereof, nor any partial payments by the Owner, shall constitute an acceptance of the Work or any part thereof, before its entire completion and final acceptance.

24. The laws of the State of Connecticut shall govern this Contract and any and all litigation related to this Contract. In the event of litigation related to this Contract, the exclusive forum shall be the State of Connecticut and the exclusive venue for such litigation shall be the Judicial District for Stamford/Norwalk at Stamford.

25. Each and every provision of law and clause required by law to be inserted in the Contract shall be deemed to be inserted herein, and the Contract shall be read and enforced as though they were included herein. If through mistake or otherwise, any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion.

26. If any provision of this Contract is declared or found to be prohibited, unenforceable or void, the Parties will negotiate in good faith to agree upon a substitute provision that is valid, binding, and enforceable, and is consistent with the intentions underlying the original provision. If the Parties are unable to agree upon such substitute provision, the original provision will be stricken. If the remainder of this Contract is not materially affected by such declaration or finding and is capable of substantial performance, then the remainder shall be enforced to the extent permitted by law.

27. This Agreement, including any referenced Exhibits, constitutes the entire contract between the Parties. No modification, amendment, or waiver of any provision of this contract will be effective unless in writing and signed by both parties hereto. This Agreement represents the entire understanding between the parties and supersedes and replaces all other agreements related to this subject matter.

28. No delay or failure by either Party to exercise any right or power under this Contract will constitute a waiver of that right, unless expressly provided otherwise herein. A waiver by any Party of any of the covenants, conditions, or agreements to be performed by the other Party, or any breach thereof, will not be construed to be a waiver of any succeeding breach thereof, or of any other covenant, condition, or agreement herein contained. No change, waiver, or discharge hereof will be valid unless in writing and signed by an authorized representative of the party against which such change, waiver, or discharge is sought to be enforced.

29. Contractor acknowledges that Owner is subject to the Connecticut Freedom of Information Act ("FOIA"). No information provided to Owner by Contractor or any Subcontractor, shall be considered confidential, irrespective of any representation to the contrary, with the exception of the provisions contained in C.G.S. §1-210(b). The Owner shall have full authority as to whether it will invoke an exemption to a FOIA request. Contractor agrees that they will comply with any and all FOIA requests placed upon the Owner that involve this Contract and any work conducted in relation thereto. In no event shall Owner have any liability for the disclosure of documents or information in its possession which Owner believes it is required to disclose pursuant to FOIA or any other law.

30. The Parties may execute this Agreement in multiple counterparts, each of which constitutes an original as against the Party that signed it, and all of which together constitute one agreement. The signatures of all Parties need not appear on the same counterpart. The delivery of signed counterparts by facsimile, email or other electronic transmission that includes a copy of the sending Party's signature is as effective as signing and delivering the counterpart in person. The Parties may affix their signatures electronically to this Agreement by typing their names on the signature lines below ("Electronic Signature"). A Party who executes this Agreement by Electronic Signature agrees that such signature is the legal equivalent to a hand-written signature on this Agreement, which shall have the same binding legal effect as if the Party had personally signed his or her name to paper.

31. Contractor is required to perform Employee Background Screening as imposed by Section 2 of the Public Act 16-67, which amended Conn. Gen. Stat. section 10-222c. All signed and completed background checks are to be submitted to Greenwich Board of Education via secure email link: [background\\_department@greenwich.k12.ct.us](mailto:background_department@greenwich.k12.ct.us).

Dated at Greenwich, Connecticut,

---

**GREENWICH BOARD OF EDUCATION,  
TOWN OF GREENWICH**

By: Stephan Pezdek

Chairman, Riverside Building  
Its: Committee

**THE CONTRACTOR**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Insurance Requirement Sheet

EXHIBIT A

**Insurance Requirements** Before starting and until final completion and acceptance of the work called for in the Contract and expiration of the guarantee period provided for in the Contract, the Contractor and its subcontractors, if any, shall procure and maintain insurance of the types and amounts checked in paragraphs A through F below for all Contract operations. If any of the required insurance is on a claims made basis and does not include an extended reporting period of at least 36 months, contractor shall maintain either tail coverage or continuous claims made liability coverage, provided the effective date of the continuous claims made coverage is on or before the effective date of the contract with the Town, for a minimum of months following the later of (i) contractor's completion and Town's acceptance of all services required under the contract, or, (ii) Town or contractor termination of contract, or, (iii) the expiration of the claims made policy. The Town of Greenwich shall be given thirty (30) days prior written notice of cancellation, lapse or restrictive amendment (except ten days' notice of nonpayment) of the policies listed in the Acord form.

- A. General Liability, with minimum coverages for combined bodily injury and property damage liability of \$2,000,000 Aggregate and \$1,000,000 per occurrence including:
  - 1. Commercial General Liability which meets or exceeds the coverage in Commercial General Liability ISO Form CG 00011001 or CG 00010413, including contractual liability.
  - 2. Town of Greenwich as additional insured. Contractor's insurance must be primary and non contributory – and stated as such in the Description of Operations section of the Acord form.
  - 3. Owners and Contractors Protective Liability (separate policy in the name of the Town).
- B. Comprehensive Automobile Liability, with minimum coverages of \$1,000,000 combined single limit for bodily injury and property damage, including, where applicable, coverage for any vehicle, all owned vehicles, scheduled vehicles, hired vehicles, nonowned vehicles and garage liability.
- C. Excess Liability, with minimum coverage of \$5,000,000 in umbrella form, or such other form as approved by Town Department Head and Risk Management Director.
- D. Workers' Compensation and Employer's Liability, with minimum coverages as provided by Connecticut State Statutes.
- E. Professional Liability (for design and other professionals for Errors and Omissions), with minimum coverage of \$1,000,000. If the policy is on a claims made basis, coverage shall be continually renewed or extended for three (3) years after work is completed under the Contract.
- F. Other: \_\_\_\_\_.
- G. **CERTIFICATE HOLDER: TOWN OF GREENWICH**  
(Also indicate on Acord Certificate of Insurance)  
101 Field Point Road, Greenwich, CT 06830.

**The Description of Operations on the Acord certificate of insurance must state the Project Name, the Contract Number and the following:** " Town of Greenwich, Greenwich Board of Education, Greenwich Public Schools and Riverside School Building Committee is additional insured, Contractor's insurance is primary and non-contributory, General Liability coverage meets or exceeds the coverage in Commercial General Liability ISO Form CG 00 01 10 01, or CG 00 01 04 13, including contractual liability. Town of Greenwich will be given 30 days prior written notice of cancellation, lapse or restrictive amendment (except 10 days' notice of nonpayment) of the policies listed on the Acord form."

The Acord certificate of insurance form must be executed by your insurance agent/broker. The most current Acord form should be used. Company name and address must conform on all documents including insurance documentation to the individual insurance companies, rather than the insurance group, on the Acord form. Check the appropriate box to indicate Town of Greenwich, Greenwich Board of Education, Greenwich Public Schools and The Riverside School Building Committee are endorsed as an additional insured. Contract development will begin upon receipt of complete, correct insurance documentation.

The Contractor shall be responsible for maintaining the above insurance coverages in force to secure all of the Contractor's obligations under the Contract with an insurance company or companies with an AM Best Rating of A- or better, licensed to write such insurance in Connecticut and acceptable to the Risk Manager, Town of Greenwich. For excess liability only, non admitted insurers are acceptable, provided they are permitted to do business through Connecticut excess line brokers per listing on the current list of Licensed Insurance Companies, Approved Reinsurers, Surplus Lines Insurers and Risk Retention Groups issued by the State of Connecticut Insurance Department.

**(SAMPLE ENDORSEMENT LETTER)**

**AGENT/BROKER  
(LETTERHEAD)**

(Date)

Eugene H. Watts, Senior Buyer  
Purchasing Department  
Town of Greenwich/Board of Education  
290 Greenwich Avenue Havemeyer Building  
Greenwich, CT 06830

Town of Greenwich/Greenwich Board of Education Contract \_\_\_\_\_

Project Name:

Dear Mr. Watts:

The undersigned hereby certifies as follows:

- (1) I am a duly licensed insurance agent under the laws of the State of **[insert State]** and an authorized representative of all companies affording coverage under the Acord form submitted herewith;
- (2) The Town of Greenwich, The Greenwich Board of Education, Greenwich Public Schools and the Riverside School Building Committee have been endorsed as an additional insured under the general liability policy no. [insert policy number], issued by **[insert company affording coverage] to [name of insured]**
- (3) The general liability policy referenced in paragraph (2) above meets or exceeds the coverage in Commercial General Liability ISO form CG 00 01 10 01, including contractual liability;
- (4) The policies listed in the Acord form submitted to the Town of Greenwich in connection with the above-referenced contract have been issued to the insured in the amounts stated and for the periods indicated in the Acord form; and
- (5) The Town of Greenwich shall be given thirty (30) days prior written notice of cancellation, lapse or restrictive amendment (except ten days' notice of nonpayment) of the policies listed in the Acord form.

Sincerely,

Authorized Representative for all companies listed in the Acord form

**EXHIBIT A**

<b>ACORD CERTIFICATE OF LIABILITY INSURANCE</b>													
PRODUCER		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.											
		INSUREERS AFFORDING COVERAGE											
INSURED  <b>Contract #</b>		INSURER A:											
		INSURER B:											
		INSURER C:											
		INSURER D:											
		INSURER E:											
<b>COVERAGES</b>													
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.													
INSUR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS								
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY * CLAIMS MADE <input type="checkbox"/> OCCUR * _____ * _____ GENERAL AGGREGATE LIMIT APPLIES PER: * POLICY *PROJECT * LOC				EACH OCCURENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGRREGATE PRODUCTS-COMP/OP AGG								
	AUTOMOBILE LIABILITY * ANY AUTO ALL OWNED AUTOS * SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS * _____ *				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)								
T	GARAGE LIABILITY * ANY AUTO *				AUTO ONLY-EA ACCIDENT OTHER THAN EA ACC AUTO ONLY: AGG								
	EXCESS LIABILITY * OCCUR * CLAIMS MADE * DEDUCTIBLE * RETENTION \$				EACH OCCURRENCE AGGREGATE								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">W/C STATU- ORY LIMITS</td> <td style="width: 50%; text-align: center;">OFF- ER</td> </tr> <tr> <td colspan="2">E.L. EACH ACCIDENT</td> </tr> <tr> <td colspan="2">E.L. DISEASE-EA EMPLOYEE</td> </tr> <tr> <td colspan="2">E.L. DISEASE - POLICY LIMIT</td> </tr> </table>	W/C STATU- ORY LIMITS	OFF- ER	E.L. EACH ACCIDENT		E.L. DISEASE-EA EMPLOYEE		E.L. DISEASE - POLICY LIMIT	
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E.L. DISEASE - POLICY LIMIT													
	Professional Liability												
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS</b>													
The Town of Greenwich The Greenwich Board of Education, Greenwich Public Schools and the Riverside School Building Committee are named as additional insured for Contract # _____. It is agreed by both parties to Contract No ____ that the Contractors insurance will be primary and non-contributory													
<b>CERTIFICATE HOLDER</b>		<input checked="" type="checkbox"/> <b>ADDITIONAL INSURED; INSURER LETTER: __</b>		<b>CANCELLATION</b>									
<b>Certificate Holder:</b> <b>Town of Greenwich</b> <b>101 Field Point Road</b> <b>Greenwich, CT 06830</b>				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS									