

GLEN OAKS COMMUNITY COLLEGE

REQUEST FOR PROPOSAL

Architectural and Engineering Services Radiologic Technology Lab Buildout

Issue Date:	October 5, 2026
Proposals Due Date:	October 26, 2026, 4:00 p.m. EST
RFP Coordinator:	Kate Kuhnke
Address:	Glen Oaks Community College 62249 Shimmel Road Centreville, MI 49032
Telephone:	269-294-4302
Email:	procurement@glenoaks.edu

FROM THE TIME THIS RFP IS ISSUED UNTIL AWARD NOTIFICATION IS MADE, ALL CONTACT WITH GOCC REGARDING THIS RFP MUST BE MADE THROUGH THE GOCC RFP COORDINATOR. NO OTHER PERSON/GOCC EMPLOYEE IS EMPOWERED TO MAKE BINDING STATEMENTS REGARDING THIS RFP. VIOLATION OF THIS PROVISION MAY LEAD TO DISQUALIFICATION FROM THE PROCUREMENT PROCESS AT GOCC'S DISCRETION.

1. INTRODUCTION AND BACKGROUND

1.1 About Glen Oaks Community College

Glen Oaks Community College is a public community college serving students in south-central Michigan. The College offers programs designed to help students transfer to universities, launch careers, or build new skills for today's workforce. Glen Oaks is committed to providing accessible, high-quality education and maintaining an inclusive, diverse campus community.

1.2 Purpose of this RFP

Glen Oaks Community College is seeking proposals from qualified architectural and engineering firms to provide architectural, engineering, and related professional services for the renovation and buildout of an existing campus laboratory space for the College's Radiologic Technology program.

The selected firm will assist the College in programming, design, construction documentation, bidding/procurement support, and construction administration necessary to deliver an operational instructional laboratory by August 2027. The project will include a shielded X-ray area within a corner of the laboratory and will require careful coordination of radiation shielding, radiographic equipment, electrical, mechanical, technology, life-safety, accessibility, and other building requirements.

The College expects the selected architectural and engineering firm to lead and coordinate the design team, including appropriate engineering disciplines and specialized radiation-shielding expertise. Firms should clearly identify which services will be provided in-house, through consultants, or as optional/additional services.

2. RFP TIMELINE

Activity	Date
RFP Issued	October 5, 2026
Optional Site Visit	October 12 - 13, 2026
Deadline for Firm Questions	October 14, 2026
Answers to Questions Issued	October 16, 2026
Proposal Submission Deadline	October 26, 2026, 4:00 p.m. EST
Evaluation Committee Review	October 27 - 30, 2026
Interviews, if needed	November 2 - 3, 2026
Notice of Intent to Award	November 4, 2026
Contract Execution	No later than November 24, 2026
Project Kickoff	December 1, 2026
Bid-Ready Construction Documents	Early February 2027
Construction Bid/Award	February-March 2027
Build Out Substantial Completion	Early July 2027
Lab Operational	August 2027

Glen Oaks Community College reserves the right to modify this schedule. Changes to the procurement schedule will be communicated through a written addendum.

3. GENERAL TERMS AND CONDITIONS

1. Proposal Due Date. Proposals must be received by the date and time specified in this RFP. Late proposals will not be considered.

2. Questions and Clarifications. All inquiries must be submitted in writing to the RFP Coordinator. Only written responses or addenda issued by GOCC shall modify or clarify this RFP.

3. Proposal Amendments. GOCC reserves the right to amend this RFP and extend the proposal deadline when appropriate.

4. Proposal Rejection. GOCC reserves the right to reject any or all proposals, waive minor irregularities, request clarification, negotiate with one or more firms, or cancel the procurement when in the College's best interest.

5. Firm Expenses. Each firm is responsible for all costs incurred in preparing and presenting its proposal.

6. Selection Process. A selection committee will evaluate proposals and may conduct interviews. Final award authority rests with the GOCC Board of Trustees or its designee in accordance with College policy and applicable law.

7. Duration of Offer. Proposals must remain valid for at least one hundred eighty (180) calendar days from the proposal due date.

8. Final Contract Documents. This RFP, the selected firm's proposal, agreed scope and fee, and other incorporated documents may become part of the final professional services agreement.

9. Freedom of Information Act. Proposal materials may be subject to disclosure under the Michigan Freedom of Information Act. GOCC makes no representation that submitted information can or will be maintained as confidential.

3.1 Site Visit

The College will offer an optional site visit to provide prospective firms an opportunity to tour the proposed laboratory space, observe existing conditions, and ask questions related to the project environment.

While a site visit is not required, firms are strongly encouraged to participate to become familiar with the existing space and conditions that may affect the proposed scope of services.

Participation or non-participation in the site visit will have no bearing on the evaluation of proposals or the College's final award decision. Firms that do not attend will remain fully eligible for consideration and will be evaluated using the same criteria established in this RFP.

Site Visit Dates: October 12 - 13, 2026

Time: College Operating Hours are 8:00 am – 4:00 pm

Scheduling: Please contact Tracy Labadie, VP of Finance & Administration at tlabadie@glenoaks.edu to schedule a visit.

Any questions arising from the site visit that require clarification of the RFP must be submitted in writing to the RFP Coordinator by the established deadline. Any response that modifies or clarifies the RFP will be provided to all prospective firms through a written response or addendum.

4. PROJECT OVERVIEW AND OBJECTIVES

4.1 Project Overview

The College intends to renovate and build out an existing laboratory space for a new Radiologic Technology instructional lab. The project is expected to include a shielded X-ray area within a corner of the room to accommodate radiographic equipment, along with associated instructional, support, utility, technology, and finish improvements.

4.2 Project Objectives

- Develop a safe, functional, durable, and code-compliant instructional laboratory that supports the Radiologic Technology curriculum.
- Integrate radiographic equipment requirements into architectural and engineering design.
- Provide a complete, coordinated radiation-shielding design appropriate to the equipment and intended use.
- Develop clear, complete, and competitively biddable construction documents.
- Support the College through contractor bidding, award, construction, inspections, and project closeout.
- Manage the design and construction schedule to support substantial completion by early July 2027 and an operational laboratory by August 2027.
- Design within the College's established project budget and promptly identify scope, cost, schedule, or constructability risks.

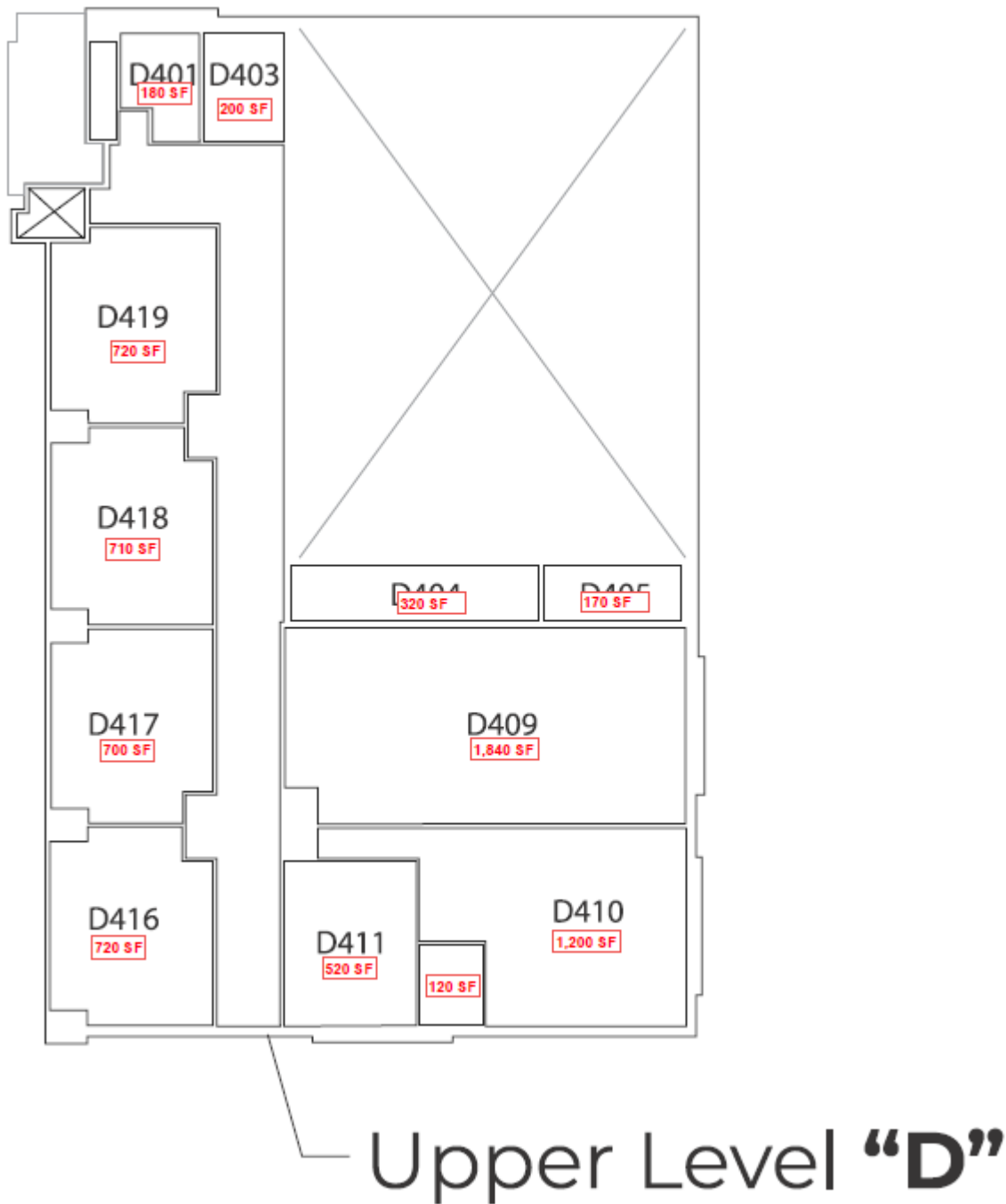
5. CURRENT ENVIRONMENT AND PROJECT INFORMATION

5.1 Existing Space

The College has identified Room D409, located on the upper level of the D-Wing, as the space to be renovated for the new Radiologic Technology Lab. The existing space is approximately 1,200 square feet.

Room D410 is bordered by office space to the north and classroom and laboratory space to the south, with additional classrooms located directly across the corridor. The selected firm will be expected to consider the surrounding occupied spaces and existing building conditions when developing the design and planning for construction.

For reference, this section includes a drawing of the D-Wing identifying the location and approximate square footage of Room D410, along with photographs depicting the existing conditions of the space.











5.2 Radiographic Equipment

The College will procure the radiographic equipment separately in accordance with its established purchasing procedures. The equipment manufacturer and/or vendor has not yet been selected.

The selected architectural and engineering firm will be required to coordinate the design of the Radiologic Technology Lab with the radiographic equipment ultimately selected by the College. The design shall incorporate all applicable manufacturer and vendor requirements, including space, structural, electrical, mechanical, data, shielding, equipment mounting, and other installation requirements necessary to support the selected equipment.

The selected firm will be expected to coordinate with the College and its selected equipment vendor throughout the design process to ensure that the final construction documents are compatible with the equipment specifications and installation requirements.

5.3 Radiation Shielding

The selected firm shall provide or coordinate qualified radiation-shielding design expertise appropriate for the project. The proposal should identify the professional or consultant responsible for determining required shielding locations and equivalencies and describe the basis for coordination with applicable regulatory requirements and equipment specifications.

The architect shall incorporate the approved shielding design into the construction documents, including wall assemblies, doors, glazing, penetrations, electrical boxes, conduit, piping, ducts, and other conditions necessary to maintain required shielding continuity.

5.4 College Operations

The project will occur within an operating community college environment. Design and construction planning should account for student and employee safety, campus access, noise and dust, utility shutdowns, staging, deliveries, occupied adjacent spaces, and the academic calendar.

6. SCOPE OF PROFESSIONAL SERVICES

The College anticipates a full-service engagement from programming through construction closeout. Firms may recommend refinements to the scope based on their experience, but should clearly identify any exclusions, assumptions, optional services, or services requiring separate College procurement.

6.1 Programming and Existing Conditions

- Meet with College leadership, Facilities, faculty/program representatives, IT, and other stakeholders.
- Review the existing space and verify relevant field conditions.
- Confirm programmatic needs, equipment requirements, functional relationships, occupancy, and project priorities.
- Identify code, accessibility, life-safety, utility, infrastructure, and constructability considerations.
- Develop or validate the project scope, preliminary schedule, and construction budget.

6.2 Schematic Design

- Develop conceptual layouts and design options for College review.
- Coordinate preliminary radiographic equipment placement and shielding requirements.
- Identify required architectural, mechanical, electrical, plumbing, fire protection, structural, technology, and specialty work.
- Prepare an updated opinion of probable construction cost and project schedule.

6.3 Design Development

- Advance the approved design and coordinate all disciplines and consultants.
- Finalize major materials, systems, room layouts, equipment interfaces, shielding assemblies, doors/glazing, finishes, casework, and utilities.
- Conduct design reviews with the College and update the construction cost estimate.
- Identify long-lead items and procurement risks.

6.4 Construction Documents

- Prepare complete architectural and engineering drawings and technical specifications suitable for competitive bidding, permitting, and construction.
- Fully incorporate radiation-shielding requirements and radiographic equipment coordination into the documents.
- Coordinate drawings and specifications across disciplines and perform quality-control review before issuance.
- Prepare bid alternates, allowances, unit prices, or other pricing mechanisms if recommended and approved by the College.
- Prepare or assist with permit submissions and responses as required.

6.5 Construction Bidding / Procurement Support

- Assist the College in finalizing the construction RFB and technical bid package.

- Participate in the pre-bid meeting/site visit.
- Respond to bidder questions and prepare addenda or clarifications.
- Review bids for technical responsiveness, substitutions, qualifications, and apparent scope gaps.
- Assist the College with contractor award recommendation as requested.

6.6 Construction Administration

- Conduct project kickoff/preconstruction meeting and periodic construction progress meetings.
- Review submittals, shop drawings, product data, samples, and substitution requests.
- Respond to contractor requests for information and issue clarifications or supplemental instructions.
- Review applications for payment and provide recommendations to the College.
- Evaluate proposed change orders and advise the College regarding scope, cost, and schedule impacts.
- Observe construction at appropriate intervals and document material deviations from the contract documents.
- Coordinate radiation-shielding construction documentation and required verification/testing.
- Conduct substantial-completion inspection, prepare punch list, verify corrections, and assist with final completion.
- Review closeout documents, warranties, as-built information, operation/maintenance materials, and other required deliverables.

6.7 Project Management and Cost/Schedule Control

- Maintain a project schedule aligned with the August 2027 operational deadline.
- Provide regular written project status updates identifying decisions needed, schedule risks, budget risks, and action items.
- Provide opinions of probable construction cost at appropriate design milestones.
- Recommend scope or design adjustments if estimates exceed the approved budget.
- Coordinate the work of all design consultants and specialty professionals.

7. REQUIRED DESIGN DISCIPLINES AND SPECIALIZED EXPERTISE

The selected firm will be responsible for assembling and managing a complete design team appropriate to the project. The proposal should identify anticipated disciplines and consultants, which may include:

- Architecture
- Mechanical engineering
- Electrical engineering
- Plumbing engineering
- Fire protection/life-safety coordination
- Structural engineering, if required
- Technology/low-voltage coordination
- Radiation-shielding design / qualified medical physicist or other appropriate specialist
- Cost estimating
- Other specialty consultants recommended by the firm

Firms should explain how radiation-shielding expertise will be provided and coordinated. If the firm recommends that the College contract separately for any specialized service, that recommendation and rationale should be clearly stated.

8. DELIVERABLES

- Programming summary and confirmed project requirements
- Existing-condition documentation as appropriate
- Schematic design documents
- Design development documents
- Construction cost estimates at agreed design milestones
- Bid-ready construction drawings and technical specifications
- Radiation-shielding design documentation incorporated into the construction documents
- Permit documents and responses, as applicable
- Bid addenda and technical responses during construction procurement
- Construction administration documentation, including meeting notes, submittal/RFI review, payment recommendations, and change documentation
- Punch lists and substantial/final completion documentation
- Record/as-built documentation and project closeout materials as required by the agreement

9. PROJECT SCHEDULE

The College's goal is to have the Radiologic Technology lab fully operational for instructional use by August 2027. Firms should propose a detailed design and construction-support schedule that meets or improves upon the following target milestones:

Milestone	Target
Architectural Services Contract	No later than November 24, 2026
Project Kickoff	December 1, 2026
Design Development	December 2026 – January 2027
Bid-Ready Documents Complete	Early February 2027
Construction Bidding	February 2027
Construction Award / Notice to Proceed	March 2027
Construction	March - July 2027
Substantial Completion	Early July 2027
Equipment Installation / Commissioning	July 2027
Lab Operational	August 2027

The proposal should identify critical decisions, long-lead items, equipment information, regulatory reviews, or other dependencies that could affect this schedule.

10. FIRM QUALIFICATIONS AND EXPERIENCE

- Legal name, address, telephone number, and website of the firm.
- Brief history of the firm and number of years in business.
- Experience providing architectural services to higher education institutions, preferably community colleges.
- Experience with laboratory, healthcare, radiologic/imaging, medical education, or similarly specialized instructional spaces.
- Experience designing and coordinating radiation-shielded X-ray or imaging spaces.

- Experience completing renovation work in occupied institutional facilities.
- Experience delivering projects on accelerated or fixed academic schedules.
- Description of quality-control and interdisciplinary coordination processes.
- Description of the firm's approach to cost estimating and designing to an established construction budget.
- Identification of any relevant litigation, professional claims, contract termination for cause, or material performance failure during the past five years.

11. PROJECT TEAM

Identify the proposed project team and provide the following for each key individual:

- Name and title
- Proposed role and responsibilities
- Professional registration/licensure
- Relevant project experience
- Length of time with the firm
- Anticipated level of involvement and availability

Identify all proposed consultants/subconsultants and clearly describe their role. The College expects the individuals identified in the proposal to remain assigned to the project unless a change is approved by the College.

12. PROJECT APPROACH

Describe the firm's proposed approach to the project, including:

- Programming and stakeholder engagement
- Coordination with Radiologic Technology faculty and radiographic equipment vendor
- Radiation-shielding design and verification
- Design review and College decision-making process
- Interdisciplinary coordination and quality control
- Cost estimating and budget management
- Schedule management and long-lead-item identification
- Construction bidding support
- Construction administration and issue resolution
- Communication with College leadership and Facilities staff

13. REFERENCES

Provide at least three (3) references for comparable projects completed within the past five (5) years. References involving higher education, healthcare, radiologic/imaging facilities, laboratories, or radiation-shielding projects are preferred. Include client name, project name, contact person/title, telephone number, email address, project scope, construction cost, and completion date.

14. FEE PROPOSAL

Provide a clear fee proposal for the complete scope of professional services. The College seeks transparency regarding both base services and potential additional costs.

Fee Component	Proposed Fee / Basis
Programming / Schematic Design	
Design Development	
Construction Documents	
Bidding / Procurement Support	
Construction Administration	
Radiation-Shielding Consultant / Specialist	
Engineering Consultants	
Reimbursable Expenses	
Optional / Additional Services	
TOTAL PROPOSED FEE	

The Total Proposed Fee should include all professional services necessary to complete the scope described in this RFP. Any services excluded from the Total Proposed Fee or proposed as optional/additional services must be clearly identified.

The proposal should state whether fees are fixed, percentage-based, hourly-not-to-exceed, or another basis; identify reimbursable expenses; provide hourly rates for additional services; and identify assumptions that could result in additional fees.

15. PROPOSAL RESPONSE FORMAT

To support a consistent evaluation, firms should organize proposals in the following order:

1. Cover Letter signed by an authorized representative
2. Executive Summary
3. Firm Qualifications and Relevant Experience
4. Proposed Project Team and Consultants
5. Project Understanding and Proposed Approach
6. Response to Scope of Professional Services
7. Proposed Project Schedule
8. Fee Proposal
9. References
10. Disclosure of Conflicts, Claims, or Litigation
11. Exceptions to RFP Requirements and Proposed Contract Terms
12. Required Attachments and Supplemental Materials

Marketing brochures or references to external materials should not substitute for a direct response to the requirements of this RFP.

16. EVALUATION AND AWARD

Proposals will be evaluated using a 100-point weighted evaluation model. The College will finalize point allocations before the RFP is released.

Proposed Evaluation Criterion	Points
Relevant firm experience, including higher education and specialized radiologic/imaging or laboratory projects	15
Qualifications and experience of proposed project team and consultants	15
Project understanding and proposed approach	20
Radiation-shielding expertise and equipment coordination approach	15
Ability to meet the required schedule	15
Fee proposal and overall value	15
References / demonstrated past performance	5
TOTAL	100

GOCC may request interviews, presentations, clarifications, or additional information from one or more firms. Selection will be based on the proposal determined to provide the best overall value and professional qualifications for the College, not necessarily the lowest fee.

17. FINAL CONTRACT

Following the award, GOCC and the selected Firm will negotiate the terms of the definitive contract. The parties shall negotiate in good faith to finalize the contract within thirty (30) days of the award notification. If an acceptable contract cannot be reached with the selected Firm within this timeframe, GOCC may, at its sole discretion, withdraw its award and negotiate with the next highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, GOCC may cancel the RFP, at its sole discretion. The selected Firm's proposal, the RFP, and any clarifications or amendments thereto shall be incorporated into and made part of the definitive contract.

The definitive contract shall, at a minimum, contain the insurance provisions set forth in Section D below and the following terms:

1. This is not an agreement of employment or partnership of the Firm or any of the Firm's employees by GOCC. The Firm is an independent contractor for all purposes under this Agreement. Firm acknowledges that it is solely responsible for all taxes, withholdings, and other statutory obligations with respect to its employees and subcontractors, and shall indemnify and hold GOCC harmless from any claims, liabilities, or penalties arising from Firm's failure to satisfy such obligations.
2. Firm shall perform its services in a professional manner consistent with the standards of care and diligence normally practiced by recognized professionals performing similar services, and shall use only qualified and experienced personnel. Firm represents and warrants that it possesses all necessary licenses, certifications, and qualifications required under Michigan law to perform the services described in this Agreement.
3. The selected firm agrees to maintain adequate staffing of experienced and qualified personnel necessary for the efficient performance of services under this Agreement.
4. Firm agrees that all personnel working for or on behalf of Firm, while on GOCC's premises, shall obey the rules and regulations that are established by GOCC, and shall comply with the reasonable directions of GOCC's managerial staff.
5. Firm shall be responsible for all damages to persons or property caused by the Firm or any of its agents, employees, or subcontractors while on GOCC's premises or arising out of Firm's performance of services under this Agreement. Firm shall promptly repair to the specifications of GOCC, any

damage that it, or its employees, agents, or subcontractors, may cause to GOCC's premises or equipment. If the Firm fails to make such repairs within ten (10) business days of written notice from GOCC, GOCC may repair such damage, and the Firm shall reimburse GOCC for the reasonable cost of repair within thirty (30) days of receiving an itemized invoice.

6. Firm agrees that, in the event of an accident of any kind, the Firm will immediately notify GOCC's contact person and thereafter, if requested, furnish a full-written report of such accident.
7. GOCC shall have no responsibility for the loss, theft, disappearance of, or damage to equipment, tools, materials, supplies, and other personal property of the Firm or its employees or subcontractors.
8. The contract may be terminated by mutual consent of both parties or by GOCC for convenience upon giving at least sixty (60) days written notice prior to cancellation. GOCC may terminate this contract immediately for cause, including but not limited to: (a) material breach of any term or condition of this Agreement; (b) Firm's failure to perform services in accordance with applicable professional standards; (c) Firm's failure to maintain required insurance; or (d) Firm's violation of applicable laws or regulations. In the event of termination for cause, Firm shall be entitled to payment only for services satisfactorily performed prior to the effective date of termination. In the event of termination for convenience, Firm shall be compensated for all services satisfactorily performed through the termination date plus reasonable costs incurred in winding down the engagement.
9. All prices for the Firm's services hereunder are firm for the term of this Agreement. GOCC shall pay the Firm for satisfactory performance of the services specified in this Agreement, and any related addenda.
10. The Firm will abide by all State and Federal Regulations on wages and hours of any employee. The Firm shall be responsible for all of its employees, subcontractors and their actions during the term of the contract with GOCC. The Firm shall obtain and keep current all licenses and permits required to perform the services under this Agreement, and shall provide copies of such licenses and permits to GOCC upon request. Firm shall notify GOCC immediately if any required license or permit is suspended, revoked, or expires during the term of this Agreement.

18. EQUAL OPPORTUNITY NOTICE

Glen Oaks Community College prohibits discrimination against any employee, applicant for employment, student, or applicant for admission in employment and access to educational programs and activities on the basis of actual or perceived: race, color, creed, national origin, religion, sex, pregnancy or related condition, sexual orientation, gender identity, gender expression, age, national origin, disability (physical or mental), height, weight, genetic information, citizenship status, marital status, parental status, veteran or military status, or any other protected characteristic under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process within the institution, with the Equal Employment Opportunity Commission, and/or other human/civil rights agency.

19. INSURANCE

1. **Coverage.** The selected Firm shall maintain insurance, having the coverage described below and approved by GOCC, prior to the contract, and shall maintain such insurance until the contract is terminated according to the prescribed procedures.
2. **Evidence of Insurance.** The Firm shall furnish GOCC with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above, prior to commencing any work under this Agreement. Firm shall ensure that its insurers provide for at least thirty (30) days written notice to GOCC prior to the cancellation, non-renewal, or material modification of any insurance referred to therein. Firm shall immediately notify GOCC upon receiving such notice. Failure to furnish the required certificate or failure to maintain the

required insurance may result in immediate termination of this Agreement at GOCC's option. Any waiver of Firm's obligation to furnish such certificate or maintain such insurance must be in writing and signed by an authorized representative of GOCC. Failure of GOCC to demand such certificate or other evidence of full compliance with these insurance requirements or failure of GOCC to identify a deficiency from evidence that is provided shall not be construed as a waiver of Firm's obligation to maintain such insurance, or as a waiver as to the enforcement of any of these provisions at a later date.

3. **Certified Copies of Policies.** Firm shall provide certified copies of all insurance policies required above within ten (10) days of GOCC's written request for said copies.
4. **Commercial General and Umbrella Liability Insurance.** Firm shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project. CGL insurance shall be written on an ISO occurrence form CG 00 01 04 13 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). "GOCC, its elected and appointed officials, employees, students, agents and volunteers" shall be included as additional insured under the CGL and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to College. There shall be no endorsement or modification of the CGL to make it excess over other available insurance; alternatively, if the CGL states that it is excess or pro rata, the policy shall be endorsed to be primary with respect to the additional insured. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability assumed under a contract. Coverage shall be endorsed, if necessary to include lost key coverage.
5. **Automobile and Umbrella Liability Insurance.** Firm shall maintain automobile liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$2,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos).
6. **Workers Compensation Insurance.** Firm shall maintain workers compensation and employers' liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.
7. **Commercial Property Insurance.** Firm may, at its option, purchase business income, extra expense or similar coverage, and in no event shall GOCC be liable for any business interruption or other consequential loss sustained by Firm, whether or not it is insured, even if such loss is caused by the negligence of GOCC, its elected and appointed officials, employees, students, agents or volunteer. Firm may, at its option, purchase insurance to cover its personal property. In no event shall GOCC be liable for any damage to or loss of personal property sustained by Firm, whether or not it is insured, even if such loss is caused by the negligence of GOCC, its elected and appointed officials, employees, students, agents and volunteers.
8. **Professional Liability Insurance.** Firm shall maintain in force for the duration of this contract errors and omissions liability insurance appropriate to the Firm's profession. Coverage as required in this paragraph shall apply to liability for a professional error, act, or omission arising out of the scope of the Firm's services as defined in this Agreement. Coverage shall be written subject to limits of not less than \$1,000,000 per loss. If coverage is written on a claims-made basis, the Firm warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this Agreement; and that continuous coverage will be maintained, or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under the contract is completed.

9. **Acceptability of Insurers.** All required insurance shall be purchased from insurers acceptable to GOCC. GOCC shall have the right to reject insurance from an insurer that it deems unacceptable due to poor financial condition or because it is not operating legally.
10. **No Representation of Coverage Adequacy.** By requiring insurance herein, GOCC does not represent that coverage and limits will necessarily be adequate to protect Firm, and such coverage and limits shall not be deemed as a limitation on Firm's liability under the indemnities granted to GOCC in this contract.
11. **Indemnification.** To the fullest extent permitted by law, Firm agrees to defend, indemnify and hold GOCC, its elected and appointed officials, employees, students, agents and volunteers harmless from and against any and all claims, demands, suits, losses, damages, liabilities, costs and expenses (including reasonable attorneys' fees and court costs) arising out of or resulting from: (a) Firm's performance or failure to perform services under this Agreement; (b) any negligent, reckless, or wrongful act, error, or omission by Firm, its employees, agents, subcontractors, or anyone for whose acts Firm may be legally liable; (c) Firm's breach of this Agreement; or (d) any violation of applicable law by Firm, its employees, agents, or subcontractors. Firm will not be required to indemnify GOCC for claims that arise out of the sole negligence or willful misconduct of GOCC, its employees, or agents. This indemnification obligation shall survive the termination or expiration of this Agreement.
12. **Subcontractor Requirements.** Firm agrees to contractually obligate its subcontractors to indemnify GOCC in precise conformance to the terms of Firm's obligation to indemnify GOCC pursuant to this Agreement. Firm shall obtain and maintain written agreements with all subcontractors containing such indemnification provisions and shall provide copies of such agreements to GOCC upon request. Firm acknowledges that its failure to obtain such agreements from subcontractors does not relieve Firm of any indemnification obligations under this Agreement, and Firm remains fully liable to GOCC regardless of whether subcontractors have agreed to indemnify GOCC. The Firm further agrees to contractually obligate its subcontractors to provide insurance with the insurance coverages and limits of liability required to be provided by the Firm pursuant to the terms and conditions of this Agreement. Firm shall obtain and provide to GOCC certificates of insurance from all subcontractors evidencing such coverage prior to any subcontractor commencing work. Firm shall ensure that GOCC is named as an additional insured on all subcontractor policies. Firm's failure to obtain required insurance from subcontractors does not relieve Firm of any obligations under this Agreement.
13. **Cancellation or Reduction in Coverage.** In the event of a lapse, cancellation, material change, or reduction in the required coverages, Firm shall immediately notify GOCC in writing and shall cease all operations under this Agreement. Firm shall not resume operations until replacement insurance meeting all requirements of this Agreement is in force and evidence of such insurance has been provided to and approved by GOCC. Any lapse in required coverage shall constitute a material breach of this Agreement, and GOCC may, at its sole discretion, terminate this Agreement immediately without penalty and procure replacement services at Firm's expense. Firm shall be liable for any additional costs incurred by GOCC as a result of such breach, including but not limited to the cost difference between this Agreement and replacement services.

SCHEDULE A
GLEN OAKS COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Architectural and Engineering Services
Radiologic Technology Lab Buildout

PROPOSER'S CERTIFICATION

IMPORTANT: This form must be returned with the proposal.

The undersigned certifies that he/she has carefully examined the Request for Proposal, scope of professional services, terms and conditions, forms, and all other documents accompanying this proposal.

The undersigned offers and agrees to furnish the professional services described in the RFP at the fees or rates stated in the proposal and agrees that the proposal will remain firm for one hundred eighty (180) days.

The undersigned certifies that this proposal is made without collusion with any other proposer and that no officer, employee, or agent of Glen Oaks Community College has any financial interest in this proposal or relationship with the undersigned that could create a conflict of interest.

The undersigned further certifies that the information contained in the proposal is true and complete to the best of his/her knowledge and that he/she is authorized to submit the proposal on behalf of the firm.

Name of Firm	
Address	
City / State / ZIP	
Phone	
Email	
Authorized Signature	
Name / Title	
Date	

SCHEDULE B

**GLEN OAKS COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Architectural and Engineering Services
Radiologic Technology Lab Buildout**

LIST OF REFERENCES OF RELATED PROJECTS

IMPORTANT: This form must be returned with the proposal.

1. Client / Institution: _____
Project Name / Scope: _____
Contact Person / Title: _____
Telephone: _____ Email: _____
Construction Cost: _____ Completion Date: _____

2. Client / Institution: _____
Project Name / Scope: _____
Contact Person / Title: _____
Telephone: _____ Email: _____
Construction Cost: _____ Completion Date: _____

3. Client / Institution: _____
Project Name / Scope: _____
Contact Person / Title: _____
Telephone: _____ Email: _____
Construction Cost: _____ Completion Date: _____