



**REQUEST FOR QUALIFICATIONS
ON-CALL ARCHITECTURAL/ENGINEERING SERVICES
BID 3806**

RFQ FOR ON-CALL ARCHITECTURAL/ENGINEERING SERVICES
PUBLIC BID NO. 3806

A. INTRODUCTION AND GENERAL REQUIREMENTS

The City of New Britain, through its Purchasing Agent, is requesting Statements of Qualifications from qualified firms to provide on-call Architectural/Engineering services to the City for a period of two years, with the option of providing these services for a subsequent period of one year. The scope of services shall include matters related to: See Attachment "A".

The selected firm (s) shall report to and be responsible to Public Works Administration in all aspects of any engagement authorized hereunder.

There is no expressed or implied obligation for the City of New Britain to reimburse responding firms for any expense incurred in preparing submittals in response to this request.

To be considered, sealed Qualification packages must be submitted in triplicate to the City of New Britain Purchasing Department, Room 401, City Hall, 27 West Main St., New Britain, CT 06051, by 11 am. on December 02, 2014. The package should be clearly marked on the outside "Qualifications for On-Call Architectural/Engineering Services due 11:00 am., December 02, 2014, Public Bid No. 3806". The City of New Britain reserves the right to reject any or all proposals submitted. Qualification packages submitted will be evaluated by Public Works Administration, Engineering Department and the Purchasing Agent.

During the evaluation process, the City of New Britain reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers. At the discretion of the City of New Britain, firms submitting Qualification packages may be requested to make oral presentations as part of the evaluation process.

The City of New Britain reserves the right to retain all packages submitted and to use any ideas in a submittal regardless of whether that firm is selected. Submission of a Qualifications package indicates acceptance by the firm of the conditions contained in this request for Qualifications, unless clearly and specifically noted in the submittal and confirmed in the contract between the City of New Britain and the firm selected.

Questions regarding this request for proposal should be directed to:

Robert Trottier, P.E.
City Engineer
City of New Britain
27 West Main St.
New Britain, CT 06051
(860) 860-3355

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Questions regarding the bid/purchasing/contract process should be directed to:

Jack Pieper
Purchasing Agent
Purchasing Dept., Room 401
City of New Britain
27 West Main St.
New Britain, CT 06051
(860) 826-3434

All Bidders must complete the W9, Non Collusive Affidavit of Bidders and the Notice To Prospective Bidders Certification Required forms with are attached and submit them with their bid documents.

B. TERM OF ENGAGEMENT

A two-year contract is contemplated with the option of renewal for a subsequent one year period, subject to the annual review and recommendation of the Public Works administration, the satisfactory negotiation of terms, and the annual funding appropriation for this purpose by the Common Council of the City of New Britain. Payment for service will be made upon receipt of monthly invoice and acceptance of work by the City during project terms.

1. ADDENDA TO REQUEST FOR PROPOSALS

If any addenda are issued to this request for qualifications, a good faith attempt will be made to forward a copy to each of those firms who, according to the records of the Purchasing Department, have previously received a copy of this request. However, it shall be the sole responsibility of those offering submittals to Please note that it is the Bidder's responsibility to check on-line, at the City's bid website, <http://bids.newbritainct.gov>, a minimum of twenty-four (24) hours in advance of the bid opening to determine if an addenda have been issued or contact the Office of the Purchasing Agent prior to submitting their qualification packages to determine whether any addenda have been issued.

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ATTACHMENT "A"

1. INTENT AND GENERAL INFORMATION

The City of New Britain solicits qualification packages from qualified consulting engineering firms to provide "ON-CALL" professional Architectural/Engineering services on an as needed basis. The City intends to utilize the selected Consultants (a.k.a. "on-call consultants") when projects cannot be completed by City of New Britain, Department of Public Works or when the complexity of the project requires additional expertise. All work performed under this contract shall be under the direction of a professional engineer, architect, and/or licensed environmental professional, licensed by the State of Connecticut, as appropriate. In addition, the selected Consultant may be required to provide special consultation services through sub-consultant(s).

The City will have sole discretion as to which projects, if any, will be assigned to any selected Consultant. The City reserves the right to request and require additional detailed proposals from its on-call consultants to assist in the selection of a consultant for particular projects. The City also reserves the right to advertise via open competitive Request for Proposals any project it deems appropriate. On-call consultants will be afforded the opportunity to submit proposals on any advertised RFP.

Parameters for on-call engagements, as adopted by the New Britain Common Council, are as follows:

For each project for which an on-call engagement is requested, the requisitioning department shall submit to the Purchasing Division an all-inclusive scope of services prepared by an authorized representative of the selected on-call engineering firm, the proposed cost of which shall include estimates for all project phases to be commissioned, including, but not limited to:

- *Survey and data collection*
- *Site investigations*
- *Testing services*
- *Completion of permit applications*
- *Coordination with utilities, etc.*
- *Preliminary and final design*
- *Preliminary and final written cost estimates*
- *Provision of drawings, technical and special specifications*
- *Pre-bid consultation services and addenda preparation*
- *Review of bids received*
- *Construction administration, to include pre-construction conference, establishment of construction schedule, job site meetings, shop drawing/submittal review, processing of contractor payment requisitions, job site meetings, punch list review, etc.*

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Additional services beyond the original scope of services shall be subject to City of New Britain Code of Ordinances section 2-567 (d) regarding change order limitation, unless full disclosure of circumstances is made by the requisitioning department and Common Council approval is given authorizing an amended professional services agreement. Code of Ordinance section 2-567 (d), which may be reviewed and amended by the Common Council at its discretion, currently reads:

"No change order shall be approved without competitive bidding unless it is within the scope of the work of the original project and the total amount of such change order does not exceed twenty-five (25) per cent of the original price."

There shall be no more than one on-call engagement request per budgeted project, and no on-call engagement shall be approved for an amount greater than ten percent of budgeted project construction costs or \$50,000, whichever is less.

The Consultant must also have the capability of generating computer-aided designs or drawings (CADD) which are compatible with standard Autocad™, Release 2010 or -later DWG format(s) on Windows™ operating systems or other approved format. Designs must also be submitted on paper or mylar.

2. SCOPE OF SERVICES

The selected consultants will provide comprehensive services (site engineering, mechanical, electrical, architectural, landscape, civil, structural, transportation, geotechnical, environmental, GIS, data management, claims consulting, parking consulting) to support the City in its on-going efforts to effectively and economically develop, utilize and maintain its varied infrastructure and facility assets and conduct related operations. A firm may submit to the City for consideration information on any areas of particular expertise that the firm provides.

In addition, the selected Consultants must have the capability to provide the City of New Britain with expertise in performing other functions, such as, but not limited to, reviewing drawings and specifications, providing individuals or sub-consultants with specialized knowledge, assisting in preparation for legal proceedings, appearances before courts or commissions, providing expert opinions and conclusions, as well as performing investigations of technical matters, preparation of permit applications, liaison functions and clerical assistance.

The selected Consultants must have sufficient staff to assure that staff is and will be available to handle several projects simultaneously to assure task continuity, prompt delivery of services and completion of assigned tasks. The selected Consultants must be able to begin work on assigned projects within five (5) workdays of notification. The selected Consultants must assign for each project a licensed professional to be

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responsible for the management and design. Staff to support the proposed project managers should also be identified in the submitted proposal.

Each selected Consultant shall at all times conduct itself and perform its duties in the manner of and with the expertise of an experienced engineering / architectural professional. Each selected Consultant shall at all times represent the interests of the City with respect to its performance of services under the on-call contract. All services shall be performed in adherence to, and deliverables comply with, applicable federal, state, and local laws, regulations, standards, and requirements. It is also understood that the selected Consultants will be required to complete all direct and indirect responsibilities associated with any and all assigned tasks such that the intent and desired goal of the City can be achieved.

The following is a summary of potential services which the selected Consultants may be required to provide. The particular scope of services for any individual project or engagement that is assigned to a Consultant under the on-call services contract shall be determined at the time of assignment.

2.1 ENGINEERING REPORTS AND STUDIES

These services include specific reports, analysis, investigations, and/or studies as required. These reports, etc., may include, infrastructure condition and performance evaluations and studies, compliance evaluations, operational evaluations and studies, feasibility investigations, cost studies, economic comparisons, geotechnical reports, and life-cycle analyses. Such studies and reports are to be comprehensive, objective, complete, and of sufficient detail, including significant historical and background information, to provide the City with the information and insight to successfully apply the same to its intended use. They should contain, as appropriate, conclusions and/or recommendations along with all supporting information, test reports, graphs, charts, figures, computations, and observations.

2.2 DESIGN

These services include the preparation of plans, specifications, and other bid / construction documents for various construction projects. Associated tasks may include meetings and conferences to discuss goals and requirements with City and other regulating agencies or utilities, procuring necessary field data, surveys or recorded data, preparation of preliminary studies, designs, computations, preparing preliminary layouts, sketches, drawings, specifications, applications, easements, outlines, reports and estimates.

2.3 CONSTRUCTION SUPPORT

These services include, construction administration, construction engineering, and resident engineering (a.k.a. construction inspection) services for City construction projects. Aspects of construction administration include activities related to conducting

project meetings, preparing correspondence, evaluating project work and progress, processing payment requests, receiving and appropriately processing submittals and requests from the contractor, and overseeing project inspection. Aspects of construction engineering include reviewing and approving/disapproving submittals and responding to appropriate requests, plan

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and specification interpretation, and making evaluations and recommendations with respect to work and methods. Aspects of resident engineering include inspection and documentation of the execution of construction work, coordination of testing operations, and performing and/or overseeing the measurements of quantities of work completed. Aspects of these services may overlap these "categories" as appropriate for any given engagement.

2.4 CONSTRUCTION TESTING

These services include, performing on-site sampling, measurements, and tests, and- laboratory tests and studies relating to construction methods, materials, and completed work. Tests may include soil classifications and gradations, bituminous concrete gradation and extraction, compaction tests, and concrete testing. All testing is to be done by a qualified individual who is certified to conduct these tests. All testing is to be performed in accordance with the prescribed American Association of State Highway and Transportation Officials (AASHTO) requirements, and is to be fully documented. Additional testing services may be required to determine contamination of soil, water, and air samples.

2.5 SURVEY

These services include fieldwork, calculations, and map preparation for boundary, topographic, facility location, wetlands, rights-of-way, and easement maps. In addition, services for the preparation of land descriptions and other related documents shall be available.

Construction survey services include providing grade stakes, offset lines, base lines, ties, benchmarks and any additional survey data required to complete the proposed project. The Consultant may be required to field check completed work. All survey work shall be certified by a land surveyor licensed by the State of Connecticut. All boundary surveys must be to A-2 Standards. All property corners must be set with monuments.

2.6 GEOTECHNICAL

These services include investigations of subsurface materials, whether naturally occurring or human placed, and how they interact with municipal facilities and construction. Aspects of the services include drilling, coring, excavating, testing, and other means of ascertaining the nature and various properties of subsurface materials, and making recommendations and preparing designs based on such ascertainments.

2.7 ENVIRONMENTAL

These services include investigations, testing, monitoring, evaluations, reporting, design and plan preparation, training, advising, representation, and other professional services to assist the City in complying with and otherwise meeting its obligations with respect to applicable environmental laws and regulations. The particular aspects are too numerous and varied to be included in the scope of this document.

2.8 DATA MANAGEMENT

These services include evaluations, design, implementation, development, and customization of the City's various infrastructure and facility related data stores, and applications and measures

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used in association therewith. Aspects of these services are intended to assist the City to effectively and efficiently manage, populate, manipulate, utilize, update, maintain, and disseminate the data contained therein.

Incidental to any and all services provided is the requirement to prepare and maintain a project schedule, provide monthly status reports and maintain proper record keeping. The initial project schedule for any particular engagement shall be included in the original scope of services agreed upon by the City and the Consultant for that particular engagement. The consultant is required to keep the project schedule current and revise it as appropriate and necessary, subject to approval by the City, throughout the course of the engagement.

The monthly status reports shall summarize the status of all projects for which the consultant is engaged. Information contained in the status reports shall include work and activities completed and/or undertaken during the current reporting period, identification and explanation of any work or activities anticipated within the previous status report that was not completed or undertaken, identifying, and explaining if appropriate, any significant happenings or milestones occurring during the current reporting period, relating the current status of the project to the current project schedule, updating the project schedule, if necessary, and identifying the work, activities, milestones, and significant happenings anticipated and/or planned for the upcoming reporting period.

Record keeping shall include maintaining complete and accurate records of all correspondence, submittals, reports, transmittals, logs, meeting minutes, drawings, results, requirements, and any other written documentation or information generated or received by the consultant in the course of or related to the consultant's involvement in

any engagement under the on-call contract. Such records shall be sorted and filed, separated by engagement and in chronological order, by the type of information contained, the task and/or stage of the project related to, and/or the generator and/or recipient of the document as is appropriate to the scope of the engagement and the volume of records being stored. The consultant shall ensure that the City receives copies, in a timely manner, of any such records as may be significant, or otherwise appropriate, to the City's oversight and/or involvement in the engagement and/or any work, relevant event or effect, or public expenditure associated therewith or otherwise related thereto. The consultant shall also endeavor to obtain a copy of any document that the consultant knows to, or has reason to believe may, exist which appropriately should be included in such records. In addition, the consultant shall make a log of, or otherwise appropriately note in writing, (and include in such records,) any significant verbal correspondence and/or visual, or any other, observance as appropriate.

All such records shall be stored in a secure location and in a manner that allows for convenient location and identification for as long as the consultant is required to maintain them. Records associated with an active engagement shall be stored in such a manner as to be readily accessible on demand. Such records shall be maintained by the Consultant for a minimum of seven years beyond the completion of the particular engagement. Upon completion of the project, the Consultant shall provide to the City copies of all such documents requested by the City, deemed appropriate for the City to possess for purposes of utilizing and/or maintaining any facilities completed in association with the engagement, interpreting or applying any deliverables generated through the engagement, and/or evaluating or auditing any work or tasks associated with the engagement.

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3. MEANS OF ENGAGEMENT

The engagement process begins with the City's determination, by whatever means it sees fit, of its intent to engage a particular on-call consultant to perform services within the scope of the on-call contract for a particular project or task(s). The City, acting through the Director of Public Works, will then notify the selected consultant of its intent and of the nature, purpose, anticipated scope, and other particulars of the proposed engagement. The City and the Consultant shall then, through cooperation and negotiation, establish the agreed upon scope of services, personnel resources, project schedule, deliverables, conditions and restrictions, and compensation (based upon the fee schedule set by the on-call contract) required and appropriate to meet the stated, or otherwise agreed upon, purpose and goals of the engagement. Upon completion of the same (including proper documentation thereof being submitted to the City's Purchasing Agent) and satisfaction of any additional requirements, whether or not related to City/Consultant relationship, which may exist and fulfillment necessary or desired prior to commencing a particular engagement, the City shall issue a Purchase Order to the Consultant for the engagement. The receipt of such purchase order by the Consultant shall, unless otherwise stipulated, constitute the City's notification to the Consultant to proceed with the engagement.

4. CONTRACT MANAGEMENT

The City liaison for this contract shall be the Director of Public Works or his designee.

The selected firm will designate one qualified individual to act as project manager, who will be the firm's contact person and will be responsible for directing and coordinating the activities of the firm's personnel and subcontractors in all aspects of each project assigned.

5. EVALUATION OF QUALIFICATIONS

Selection of consultant(s) will be based upon the following standards:

5.1 The Consultant's technical understanding of the Scope of Services as evidenced by the quality of the qualification package submitted.

5.2 The background and experience of the firm in providing the range of services requested.

5.3 The demonstrated effectiveness of the Consultant's proposed delivery system to ensure quality service and timely completion of services. Please provide references, including contact persons and telephone numbers, of clients attesting to the quality of services performed and/or demonstrated ability of the Consultant.

5.4 The background, education, qualifications and relevant experience of key personnel to be assigned to this contract, especially those of the anticipated project manager(s) and any personnel who may act as a "lead" on any significant task or aspect of potential services.

5.5 Competitiveness of proposed fees and costs, although the City is not bound to select the Consultant(s) proposing the lowest fees and costs. The City reserves the right to negotiate fees with the selected Consultant(s).

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6. QUALIFICATION PACKAGES

The City will not be liable for costs incurred in the preparation of the response to this RFQ or in connection with any presentation before a Selection Committee. Qualification packages submitted must be bound, paginated, indexed and numbered consecutively. Respondents shall submit in their packages the following:

6.1 Organization and Content:

6.1.1 Letter of Transmittal: A letter of transmittal addressed to Jack Pieper, Purchasing Agent, which includes a statement by the respondent accepting all terms, conditions and requirements contained in this RFQ. The letter should also include a brief discussion of the respondent's background, experience, and ability to perform this contract in accordance with the Scope of Services. Also to be provided is a listing of clients for whom similar services were performed, and the nature of the project.

6.1.2 Project Understanding: Please provide a written discussion in sufficient detail to demonstrate an understanding of the contract's scope and the services required.

6.1.3 Experience: Please provide a detailed written summary of the firm's history and experience and capability in providing the full range of on-call engineering services in the State of Connecticut.

6.1.4 Staff Plan: Please identify key personnel whom the firm has designated to work on projects under this contract, their state certifications and licenses, their background and experience and their areas and levels of responsibility. Please provide the resumes of all key personnel and license holders including copies of the relevant licenses issued by the State of Connecticut.

6.1.5 Management Plan: Describe Consultant's management plan with respect to services to be supplied hereunder and how it will function to ensure timely delivery of on-call engineering services.

6.1.6 Letters of Reference: Consultant must provide a minimum of three letters of reference, addressed to Jack Pieper Purchasing Agent, sufficiently detailed to include names, titles, addresses and telephone numbers as to allow the City to contact these references. Please request that all letters are sufficiently detailed to indicate the type of services performed and deliverables provided. References should be from recent recipients of the Consultant's services (within the past 2 years).

6.1.7 Services Expected of the City: Define the nature and scope of all services and information anticipated and/or expected to be provided by the City.

6.2 Fee Proposal:

All prospective respondents are required to submit as their fee proposal an hourly rate fee schedule to perform all the services outlined in Scope of Services, using the format provided as Exhibit A, Supplemental Fee Schedule. The fee proposal must list the hourly rates for all principal engineers, assistant engineers, CAD Operators, technicians, inspectors, other key

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personnel and clerical workers to be assigned to this contract. Any additional reimbursable costs associated with the performance of these services must be clearly delineated in the fee proposal submitted. The City reserves the right to negotiate fees or rates with the selected Consultant(s) on a project-by-project basis.

All proposals must be signed by the Respondent. Unsigned proposals may not be considered.

7. GENERAL REQUIREMENTS AND CONDITIONS

7.1 INSURANCE REQUIREMENTS

Consultant shall agree to maintain in force at all times during which services are to be performed the following coverages placed with the company(ies) licensed by the State of Connecticut which have at least an "A-" VIII policyholders' rating according to BEST Publication's latest edition Key Rating Guide:

Commercial General Liability: General aggregate	\$2,000,000
Product/Completed Operations aggregate	\$2,000,000
Occ. Aggregate	\$1,000,000

Automobile Liability:	Liability Limit	\$1,000,000
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Workers' Comp. and Employer's Liability	\$500,000 each accident
	\$500,000 disease policy
	\$500,000 disease accident limit

Professional Liability	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000

Umbrella	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000

"The City of New Britain and Consolidated School District" shall be named as "Additional Insured". Original, completed certificate of insurance must be presented to the Purchasing Agent at the time of signing the contract.

Consultant shall agree to maintain in force at all times during which services are to be performed professional liability insurance with limits of no less than \$1,000,000 for each occurrence and \$1,000,000 aggregate. If such coverages is on a claims-made basis, consultant must agree to maintain, either through a claims-made contract or the use of an extended discovery provision, coverage for three years after the conclusion of all services performed under the agreement. The Consultant agrees to name the City as additional insured on all insurance policies, except Workers Compensation and to provide a Waiver of Subrogation on all policies.

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7.2 HOLD HARMLESS AGREEMENT:

The Consultant, its agents and assigns shall indemnify and hold harmless the City of New Britain, including but not limited to, its elected officials, its officers, and agents, ("The City") from any and all claims made against the City, including but not limited to, damages, awards, costs and reasonable attorneys fees, to the extent any such claim directly and proximately results from the wrongful willful or negligent performance of services by the Consultant during the Consultant's performance of this Agreement or any other Agreements of the Consultant entered into by reason thereof. The City agrees to give the Consultant prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

7.3 CONDITIONS

Firms responding to this RFP will be expected to adhere to the following conditions and must make a positive statement to the effect in its proposal submitted:

7.3.1 Have personnel/resources reserve sufficient to task continuity.

7.3.2 Agree that all sub-contractors hired by the respondent must have prior written approval of the City of New Britain and must provide evidence of insurance coverages equal to those required by Consultant.

7.3.3 Agree that the resultant contract may be terminated in the event of nonappropriation of funds or for any other reason deemed by the City to be in its interests upon 10 days written notice to Consultant.

7.3.4 Agree to accept and follow management direction from the City and specifically, the City's designated personnel.

7.3.5 Agree that if the City cannot in good faith negotiate a written contract within a reasonable time with the selected Respondent, the City may unilaterally cancel its selection of that Respondent.

7.3.6 Agree that the contract between the City and the Respondent shall be governed by and construed in accordance with the laws of the State of Connecticut and the ordinances of the City of New Britain.

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SUPPLEMENTAL FEE SCHEDULE

EXHIBIT A

Proposers are requested to complete applicable sections on pages 14 and 15; classifications may be added where required.

<u>SURVEY</u>	<u>POSITION</u>	<u>HOURLY RATE</u>
	Project Manager	_____
	Licensed Land Surveyor	_____
	Two Person Crew	_____
	Three Person Crew	_____
	_____	_____
	_____	_____

<u>DESIGN</u>	<u>POSITION</u>	<u>HOURLY RATE</u>
	Principal In Charge	_____
	Project Manager	_____
	Project Engineers	_____
	Assistant Engineers	_____
	Technician	_____
	CAD Operator	_____
	Clerical	_____
	_____	_____
	_____	_____
	_____	_____

State "Not Applicable" (N.A.) where services are not provided.

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SUPPLEMENTAL FEE SCHEDULE

EXHIBIT A

CONSTRUCTION SERVICES

POSITION

HOURLY RATE

Construction Manager

Assistant Manager

Chief Inspector

Inspector

Draftsperson

Clerical

OTHER

POSITION

HOURLY RATE

Landscape Architect

Architect

State "Not Applicable" (N.A.) where services are not provided.

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**NOTICE TO PROSPECTIVE BIDDERS
CERTIFICATION REQUIRED**

The City of New Britain Code of Ordinances, Sec. 2-575, reads as follows:

Sec. 2-575. Rejection of bid where bidder is in default to city.

The agent shall not accept the bid of a contractor who is in default on the payment of taxes, licenses or other monies due the city.

The agent shall include in the bid document a form to be executed by a bidder, certifying that said bidder is not in default on the payment of taxes, licenses or other monies due the city.

As used in this section, (1) a "principal" of a contractor shall mean an individual who is a director, an officer, an owner, a limited partner or a general partner; and (2) "default in the payment of taxes" shall mean the failure to pay taxes by the date such taxes are due and payable or the failure to be current with respect to a delinquent taxes payment schedule as set forth in a written agreement with the Tax Collector.

In accordance with this provision, prospective vendors make the following certification:

The principals, as defined above, of the entity submitting responses to Public Bid No. 3620 are: (Please type or print clearly and use additional pages if necessary).

1. Name: _____

Local Residence Address (if any) _____

Local Mailing Address (if any) _____

If a principal, as defined above, in any local entity other than the entity submitting a response to the Public Bid No. listed above, state the entity or entity's name(s) and address(es):

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**NOTICE TO PROSPECTIVE BIDDERS
CERTIFICATION REQUIRED**

2. Name : _____

Local Residence Address (if any) _____

Local Mailing Address (if any) _____

If a principal, as described above, in any local entity other than the entity submitting a response to the Public Bid No. listed above, state the entity or entity's names(s) and address(es):

3. Name: _____

Local Residence Address (if any) _____

Local Mailing Address (if any) _____

If a principal, as defined above, in any local entity other than the entity submitting a response to the Public Bid No. listed above, state the entity or entity's name(s) and address(es):

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NOTICE TO PROSPECTIVE BIDDERS
CERTIFICATION REQUIRED

4. Name : _____

Local Residence Address (if any) _____

Local Mailing Address (if any) _____

If a principal, as described above, in any local entity other than the entity submitting a response to the Public Bid No. listed above, state the entity or entity's names(s) and address(es):

5. Name : _____

Local Residence Address (if any) _____

Local Mailing Address (if any) _____

If a principal, as described above, in any local entity other than the entity submitting a response to the Public Bid No. listed above, state the entity or entity's names(s) and address(es):

CERTIFICATION IS HEREBY MADE THAT _____ (ENTITY SUBMITTING BID) AND PRINCIPALS THEREOF ARE NOT IN DEFAULT ON PAYMENT OF TAXES, LICENSES, OR OTHER MONIES DUE THE CITY OF NEW BRITAIN AS OF THE DATE OF BID SOLICITATION.

Signature of Principal of Entity Submitting Bid:

_____ Date: _____

Review by Tax Collector: (To be filled in only if vendor is awarded the contract as the result of Public Bid)

By: _____ Date: _____

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City of New Britain
New Britain, Connecticut 06051

*"New Britain:
A City for
All People"*

27 WEST MAIN ST., NEW BRITAIN, CT 06051

PHONE: (860) 826-3402

FAX: (860) 612-4221

E-MAIL: jpieper@newbritainct.gov

Date: August _____, 2014

Subject: On-Call Architectural/Engineering Services, Public Bid No. 3806

To Whom It May Concern:

Specifications for subject bid solicitation are enclosed for your review and response.

If you do not submit a bid, we request that you complete the bottom portion of this letter and return to the writer's attention. This shall assist the City of New Britain in maintaining accurate bidders' lists.

Your cooperation is greatly appreciated.

Very truly yours,

Jack Pieper
Purchasing Agent

Company Name: _____

Address: _____

We are not responding to subject bid solicitation for the following reason:

- Our company does not sell the requested product.
- Our company does not provide the requested service.
- Our schedule will not allow us to provide the requested service at this time.
- Other (please explain): _____

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NON COLLUSIVE AFFIDAVIT OF BIDDERS

State of (_____);

County of (_____).

I state that I am the _____ of _____
(title) (name of firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this Bid.

I certify that:

- (1) The price and amount on this Bid has been arrived at independently and without consultation, communication, or agreement with any other bidder.
- (2) Neither the price(s) nor the amount of this Bid and approximate price(s) nor approximate amount of this Bid has been disclosed to any other firm or person who is a Bidder and that no disclosure of these items will be made prior to the Bid opening.
- (3) No attempt has been or will be made to induce any firm or person to refrain from proposing on this Bid, or to submit a Bid higher than this Bid, or to submit any intentionally higher or non competitive Bid.
- (4) Neither the said Bidder nor any of its officers, partners, owners, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from Bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of New Britain, owner, or any person interested in the proposed Contract.
- (5) The Bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non competitive proposal.

(6) I state that _____ understands and acknowledges that all
(name of my firm)

representations of this affidavit are material and important, and will be relied on by the City of New Britain in awarding a contract for which this is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the City of New Britain of the true facts relating to the submission of Bids for this contract. That the City of New Britain also reserves the right to reject our Bid if failure to complete this document, have it notarized and submitted with our Bid documents.

The undersigned Bidder further certifies that this statement is executed for the purpose of including the City of New Britain to consider the Bid and make an award in accordance therewith.

Subscribe and Sworn to me this

_____ day of _____,
2014

Legal Name of Bidder

Business Address

Signature and Title of Person

Notary Public
My Commission Expires _____
Date

RFQ FOR ON-CALL ARCHITECTURAL/ENGINEERING SERVICES

PUBLIC BID NO. 3620

Form W-9 (Rev. January 2011) Department of the Treasury Internal Revenue Service	<h3>Request for Taxpayer Identification Number and Certification</h3>	Give Form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)															
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="9" style="text-align: center;">Social security number</th> </tr> <tr> <td style="width: 33.33%; text-align: center;"> </td> <td style="width: 3.33%; text-align: center;">-</td> <td style="width: 33.33%; text-align: center;"> </td> <td style="width: 3.33%; text-align: center;">-</td> <td style="width: 26.67%; text-align: center;"> </td> </tr> </table>	Social security number										-		-	
Social security number															
	-		-												
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="9" style="text-align: center;">Employer identification number</th> </tr> <tr> <td style="width: 33.33%; text-align: center;"> </td> <td style="width: 3.33%; text-align: center;">-</td> <td style="width: 33.33%; text-align: center;"> </td> <td style="width: 3.33%; text-align: center;">-</td> <td style="width: 26.67%; text-align: center;"> </td> </tr> </table>	Employer identification number										-		-	
Employer identification number															
	-		-												

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and	
3. I am a U.S. citizen or other U.S. person (defined below).	
Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.	

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.