



## INVITATION TO RESPOND

Dear Sir/Madam:

The City of Hartford (the City) invites responses for:

<b>RFR #: 5599</b>	<b>SOLICITATION DATE: December 30, 2014</b>
<b>SOLICITATION TITLE: Site Improvements and Walking Trail, BATTERSON PARK, Farmington, CT</b>	
<b>SOLICITATION DESCRIPTION:</b> New paved bus drop-off, accessible parking, earthwork, fencing, trails and misc. site amenities.	
<b>SITE LOCATION (if applicable): Batterson Park, Farmington, CT</b>	
<b>RESPONSE DATE : January 22, 2015</b>	<b>RESPONSE TIME: 2:00 p.m.</b>
<b>DEPT. ASSIGNED CONTRACT #: F11-02</b>	<b>EST. COST OF CONSTRUCTION: \$350,000.</b>

A PRE-BID / RESPONSE CONFERENCE HAS BEEN SCHEDULED FOR 10:00 AM on Wednesday, 1/7/15, at DPW Headquarters, 50 Jennings Road, Hartford, CT 06120

This pre-bid conference is:  **Not Applicable**  
 **Mandatory** (All prospective bidders are REQUIRED to attend to discuss specifications)  
 **Non-mandatory** (All prospective bidders are encouraged to attend to discuss specifications)

This solicitation contains the following sections:

**Invitation to Respond**

**Standard Instructions**

**Project Site Location** – (for construction projects only)

**Table of Contents** – (for construction projects only)

**Section 1 – Response Forms**

1.1 Response Information & Signature Form

Contract Compliance

- Affirmative Action / Equal Employment Opportunity Requirements – See Section 3.6
- Surety Bond Requirements       Bid Bond       Performance & Payment Bonds
- Insurance Requirements – see exhibits below
- Set Aside – Ord. Section 2-660       MWBE       Small Contractor
- City-Based Small Business Bid Preference – Ord. Section 2-661
- 15% Minority Utilization (City of Hartford Certified MWBE) – Ord. Section 2-682
- State of Connecticut DAS Prequalification (Public Construction Project > \$500,000)
- OSHA Compliance (Public Works Project > \$100,000)
- Wage Requirements – Complete & attach Wage Certification Form

1.2 Response Pricing

1.3 Statement of Qualifications

1.4 Subcontractor Information

**Section 2 – Specifications/Scope of Services**

- Special Instructions / Conditions included

**Section 3 – General Information for Preparation and Delivery of a Response**

**Section 4 – Terms and Conditions / Labor Compliance**

**Exhibits**

- \_\_\_\_\_
- Plans & Drawings included

Sincerely,

Susan Sheppard, ProcurementSpecialist

(860) 7579616

smsheppard@hartford.gov