

March 15, 2019

## Addendum #2

CM Services for Hartford Police Athletic League, Quirk West Building Renovations

CRDA Project No. 19-004

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This addendum dated March 15, 2019 forms a part of the Contract Documents and modifies the original RFP. Please include addendum in your RFP submission.

### Q&A:

1. **Q:** Please confirm/advise the building will be occupied during renovation process except during abatement.

**A:** The building will be completely vacated for abatement. After abatement, one gymnasium and one set of adjacent bathrooms will be occupied by the PAL and GCA. PAL may use other areas if available and not disruptive to construction work. The CM will be responsible to coordinate these activities and maintain access to one of the gymnasiums and adjacent bathrooms after abatement.

2. **Q:** Was “destructive” testing performed when the abatement survey was performed to mitigate delay and chances that unforeseen ACM materials will be encountered?

**A:** Additional data regarding environmental testing is not available at this time but will be further developed by the design team.

3. **Q:** What will the CM contingency be? And we assume the CMR will have strict control of it for CMR issues and not to be used for “CRDA” or design omissions, unforeseen conditions or drawing discrepancies, etc.

**A:** As indicated in Section 1.5, “Budget & Phasing” paragraph, The CM will enter into a Task Orientated Construction Management Agreement. The first two Task Authorizations will incorporate the CM’s general conditions and general requirements for the project (Preconstruction, Early Release, Construction and Post Construction Phases) into the Agreement. Subsequent Task Authorizations will add specific scopes of work. Each of these subsequent Task Authorizations will include a GMP and 5% contingency that is specific to the Task’s scope of work.

The contingency is for the use of the CM. However, the CM will be required to obtain the CRDA’s approval for each allocation of the CM’s contingency.

As the scope of work for a specific Task Authorization is completed, remaining unused contingency for that Task will revert back to the CRDA.

4. **Q:** You indicate that the project is underfunded and you will prioritize work based on monies available. Will the CM have to budget the entire scope of the plans day 1 to then begin talks about priority? Or do you have budget numbers so this exercise need not be done as the schedule to include this is aggressive, keep in mind you are revising the drawings s you note so we will have to wait for them to be completed.

**A:** The organization of the work items listed in Section 2.1, Preconstruction may be misleading. Please note the following:

**Step 1** – As indicated in Section 2.1.A, the CM will work with CRDA, the City, PAL and HPA (Stakeholders) to identify and organize the Work Tasks in accordance with the Stakeholder’s priorities.

**Step 2** – As indicated in Section 2.1.C, the CM will meet with CRDA and the Design Team to review anticipated changes to the existing 2016 City plans. The CM will then provide a detailed estimate organized in accordance with the priority construction Tasks identified in Step 1. This must be a detailed estimate. However, CRDA is aware that sections of this estimate (i.e. MEP Renovations) will be based on discussions with the design team and therefore will be at a concept level.

**Step 3** – with the information obtained in Steps 1 & 2, the CM will work with the Stakeholders to Develop the Project Phasing Plan that incorporates these priorities while maintaining construction work efficiency and minimizing disruption to on-going operations within the building. Abatement, Demolition, and Elevator will be high priority tasks.

**Step 4** – Once the Project Phasing Plan is developed, the CM will prepare a critical path Master Project Schedule for the entire project (Tasks identified in the Project Phasing Plan that are within available funding), including CRDA contracted work.

**Step 5** – When the design team issues 90% Construction Documents, the CM will provide an update to the detailed estimate produced in Step 2.

**Step 6** – The CM will work with the stakeholders and revise the Project Phasing Plan as required to remain within available funds based on the revised estimate produced in Step 5. Note: the abatement work and elevator package will likely be bid out and perhaps under construction in advance of this Step.

**Step 7** – The CM will revise the Master Project Schedule based on changes made in Step 6.

5. **Q:** How long will the new architect take to proof and vet Lothropes associate’s plans? Based on your Precon schedule it should occur before the CM is hired.

**A:** The intent of the RFP is that the CM’s preconstruction services will be concurrent with the design team’s development of the design drawings.

6. **Q:** When will the 2<sup>nd</sup> course start that you indicated ends on 6/7/19?

**A:** HPA will vacate the building for the duration of the project. The dates indicated in Section 1.5 “HPA Operations” contemplated an earlier construction start and assumed that the second course would be in session at the start of construction. Given the current bid schedule, the third course will be in progress at the start of construction. As indicated in the second paragraph of Section 1.5, “HPA Operations,” since a course will be in progress, The HPA will relocate to another facility over a weekend prior to the start of Abatement.

The CM will be responsible for the scheduling and logistics of HPA's relocation, return after Substantial Completion and relocating and providing security for any HPA FF&E and records remaining within the building during construction.

7. **Q:** When will the 3<sup>rd</sup> course end that you state starts on 3/18/19?

**A:** See answer to Question #6 above.

8. **Q:** Based on your project milestone dates and all that is in the RFP, CM on board 4/5/19. Abatement docs go out to bid 4/11 say open bids 5/11 and start work 6/15 but more like 6/30 would seem realistic. Would you agree.

**A:** Given that the precise scope of work is not yet determined, it is not possible to formulate an accurate detailed construction schedule at this time. The Milestone Dates are intended to establish a base line for this RFP to insure a fair comparison between bidders. As indicated in the last paragraph of Section 2.5 and the answer to Question #4 above, once the precise scope of work is determined, the CRDA will work with the CM to develop a reasonable schedule for construction.

**Note:** Section 2.1.T stipulates that this will be a "fast track," phased project. There will likely be overlap between the preconstruction and construction phases. In order to assure a fair comparison between bidders, Exhibit F.1, General Conditions Matrix should assume the following dates for phases outlined in Section 2.4, Project Phasing:

	<u>Start</u>	<u>Finish</u>
Phase 1, Preconstruction	4/05/19	4/30/19
Phase 2, Early Release Packages	5/01/19	5/31/19
Phase 3, Construction	6/03/19	12/16/19
Phase 4, Post Construction	12/17/19	1/15/19

Once the Scope of Work and Construction Master Schedule is finalized (see Question #4, Step 7 above, the General Conditions and General Requirements for the project will be adjusted based on the unit costs indicated on Exhibit F.1, General Conditions Matrix.

Section 2.1.T identifies that this will be a "fast track" project. This is intended to indicate that there will be several early release packages that will result in an overlap of the Preconstruction Phase with the Construction Phase. However, as indicated in Section 2.4, "This schedule is subject to change. The Owner will work with the CM to develop a reasonable schedule for construction. The Owner does not intend to pay for an expedited or accelerated schedule."

9. **Q:** Based on your project milestone dates and historic lead times for elevator; submission of shops, approvals, fab and installation. With recent experience this package would consume all the time allotted for the project making it a priority. Or is the elevator work cosmetic to just cab finishes?

**A:** The project will include a complete elevator modernization project and is presently considered as a high priority task. The following milestone date has been added to Section 2.5:

D. Elevator Documents Issued ..... 5/17/19

10. **Q:** Per your Project Milestone schedule you denote all other remaining work (ADA upgrades, pool, MEP ERV/AHU) to start 5/6/19. Will the new architect be done with proofing and vetting the existing plans and have you allowed the CMR to perform the Precon services you request

(constructability, etc... which mitigate risk/issues to CMR and CRDA) to put this on the street by 5/6/19, it seems very aggressive?

**A:** See responses to questions 4 and 8 above. The CRDA's expectation is that the CM will issue several early release bid packages and only the abatement/demo package will begin in early May.

11. **Q:** To the 5/6/19 start date within your Project Milestone schedule can you please add in the following with dates when each will be completed, so we can better understand the flow of work by all
- 90% CD estimate you speak of
  - 100% document stage that must exist if there is a 90% stage
  - When will the new architect perform/verify existing building conditions so that all existing work/conditions are shown correctly.
  - when will cm perform constructability review
  - how long will A/E have to make corrections based on CMR constructability, so we have a clean "bid set" of documents.
- Please advise when this work will occur to meet your Project milestone schedule or adjust as needed to add in time in to account for this work above.

**A:** See responses to question 4, 8 and 10 above.

12. **Q:** Can you advise the scope of work associated with the pool it is not on the documents provided in the link.

**A:** Refer to drawings PL-001 through PL-005

13. **Q:** With the building taking up the site and no adjacent parking lot for dumpsters or designated delivery area. We understand trade parking will be available within walking distance. Will the city and police department allow us to shut down a lane permanently for dumpster and deliveries? If not than what should we figure within our project approach.

**A:** The back side of the building on Williams street has plenty of space for dumpsters, deliveries and parking, the CRDA will work with the CM in determining other adjacent parking areas prior to trade bidding.

14. **Q:** Will deliveries and dumpsters require police detail as this will have to be a part of the construction budget.

**A:** See response to Question #13 above

**Attachment:**

- Request for Proposal (CM): Instruction to Candidates, Dated 3/15/19

**Bid Date: March 25, 2019 at 1:00PM**

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

End of Addendum #2

**Instructions to Candidates**

**Project: CM Services for Hartford Police Athletic League, Quirk West Building Renovations  
CRDA Project No. 19-004**

**Location 50 Williams Street, Hartford, CT 06120**

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**LEGAL NOTICE – REQUEST FOR PROPOSAL**

**Construction Management Services  
Hartford Police Athletic League, Quirk West Building Renovations  
50 William Street, Hartford, CT 06120**

The Capital Region Development Authority (CRDA), is undertaking renovations and improvements to the Hartford Police Athletic League, Quirk West Building. CRDA intends to enter into a contract with a qualified construction management firm (CM) to provide pre-construction, construction and post construction services.

Sealed proposals for construction management services for the above project must be received by CRDA, 100 Columbus Boulevard, Suite 500, Hartford CT 06103 (Attention: Erica Levis), by 1:00 PM on March 25, 2019.

This project consists of renovations, repairs and improvements of the Hartford Police Athletic League, Quirk West Building including a complete pool renovation, new elevator, MEP upgrades, restroom & locker room renovation including new fixtures, fire suppression and lighting changes, and upgrades necessary for building code and ADA compliance including a new ADA accessible building entrance.

The Request for Proposal (RFP) for Construction Management Services is available for viewing and downloading on the State Contracting Portal at <http://das.ct.gov>, and the CRDA website [http://www.cceda.net/about\\_us/rfps\\_contracts.html](http://www.cceda.net/about_us/rfps_contracts.html), and may be examined at the Capital Region Development Authority, 100 Columbus Boulevard Suite 500, Hartford CT (contact Erica Levis at [elevis@crdact.net](mailto:elevis@crdact.net)).

Candidates are advised that a good faith effort is required for participation in this project by State Certified Small Business Enterprises (SBE) and Minority Business Enterprises (MBE). The SBE goal is twenty-five (25) percent of the contract value, with twenty-five (25) percent of that amount (6.25 percent of the overall project) as the MBE goal. Candidates will also be required to ensure project utilization of workers trained through CRDA's Neighborhood Security Fellowship Program, a job training initiative aimed at helping at-risk Hartford youth ages 18 to 24.

Candidates are advised that this project is subject to the prevailing wage requirements of Connecticut General Statutes Section 31-53. Conformance to the prevailing wage rates is required. Wage rate certifications are to be submitted with all applications for progress payment. No payment will be made unless the wage rate certifications have been properly completed. Submission of certified payrolls is required.

A **mandatory** pre-bid meeting will be held on site at the Quirk West Building located at 50 Williams Street, Hartford CT, 06120 at 1:00 PM on February 28, 2019.

CRDA reserves the right to reject any or all proposals and to waive any or all informalities or technical defects, if it is deemed to be in the best interest of CRDA.

CRDA is an Affirmative Action/Equal Opportunity Employer. Minority Business Enterprises are encouraged to apply.

## PART 1 – PROJECT DESCRIPTION

**1.1 PROJECT:** CM Services for Hartford Police Athletic League, Quirk West Building Renovations  
CRDA 19-004  
50 Williams Street, Hartford, CT 06120

**1.2 DUE DATE:** March 25, 2019

TIME: 1:00 PM

### 1.3 Introduction

The Capital Region Development Authority (CRDA), is undertaking renovations and improvements to the Hartford Police Athletic League (PAL) and Hartford Police Academy (HPA) facilities at the Quirk West Building on behalf of the City of Hartford (City). CRDA intends to enter into a contract with a qualified construction management firm (CM) to provide pre-construction, construction and post construction services for this Project.

**IMPORTANT NOTE: Award and execution of this contract to the successful candidate is subject to finalization and execution of agreements between the City of Hartford (City) and CRDA.**

### 1.4 Background

Located off of Albany Avenue in Hartford's North End, the two buildings that make up the former Quirk Middle School were constructed in 1972. The East Building was renovated in 2008 to become the Global Communications Academy, while the West Building began phasing out classes and eventually closed in 2016.

The West Building has since served as the home of the Hartford Police Academy (HPA) and the Police Athletic League (PAL), a non-profit unit within the City's Police Department that provides after school and summer programs for local youth. The building includes classroom, gymnasium and locker room space, as well as a basement pool and auditorium.

CRDA is a quasi-public agency of the State of Connecticut working to encourage the redevelopment and economic expansion of the City of Hartford region. In addition to overseeing housing construction and other economic development projects, CRDA owns and/or manages various sports and entertainment venues, including the Connecticut Convention Center, the XL Center and Pratt & Whitney Stadium at Rentschler Field.

In 2017, CRDA was asked by the City and PAL to undertake renovations to the West Building and \$7.5 million was approved for this purpose by the State Bond Commission in July 2018. Such funding includes \$500,000 for a job training initiative for at-risk Hartford youth ages 18 to 24, also known as the Neighborhood Security Fellowship Program. CRDA will enter into an agreement with one or more not-for-profit organization(s) with experience as training facilitators to manage the job training initiative on its behalf.

### 1.5 Project Description

The renovation project is intended to improve the layout, efficiency and appearance of the building interior and make the building fully ADA accessible. The project will include renovation of the pool, bathrooms, auditorium, gymnasiums, locker rooms and upgraded finishes throughout. The project will also include a new elevator and upgrades to MEP, fire protection, lighting and security systems.



**Design** – Lothrop Associates LLP, Hartford CT, developed renovation plans (attached hereto as Attachment F) of the Hartford Police Athletic League, Quirk West Building for the City of Hartford in 2016. With the exception of some work on the fire alarm system, the City did not proceed with the project. The City has granted permission to CRDA to use these plans. An RFP for design services required to update and revise the plans is being issued concurrently with this RFP. Changes to the plans will include a code update, minor layout changes, expansion of finishes and mechanical system renovations throughout the building.

**Budget & Phasing** – There isn't sufficient funding to complete the entire Scope of Work that will be included in the design documents. The CM will assist CRDA and the design team to develop a Phased Construction Plan that incorporates the priorities of the City, PAL and the HPA. This Plan will be the basis of phased bidding that allows the higher priority tasks to be bid and constructed first. The successful Candidate will enter into a Task Orientated Construction Management Agreement that provides the flexibility to bid and award the work in multiple phases and add phases if and when additional funds become available.

**HPA Operations** – Presently, the HPA conducts training courses for Hartford and other municipalities in the building. Their classrooms are located in the south side of the ground floor. They also use the south gymnasium on the second floor and an area in the basement. HPA's equipment, furniture, training supplies and records are stored in the building. The records are confidential and must remain secure.

There are two courses in progress. The first course concludes on 2/22/19. The second course concludes on 6/7/19. A third course will begin on or about 3/18/19. HPA is currently planning to relocate their program and related equipment and furniture to an off-site location after conclusion of the first course on 2/22/19 but prior to the start-up of the third course on 3/18/19. Since the second course will be in progress, this move will have to be scheduled to occur over a weekend in order to prevent disruption to their class schedule.

Most of HPA's furniture and equipment will be relocated to their temporary off-site facility. Equipment and records not required for their classes might remain in the building but will have to be relocated within the building several times to make room for construction. These materials will also have to be kept secure. In order to minimize cost, the HPA is considering moving all of their remaining equipment and records to a secure off-site location.

**PAL Operations** – PAL uses the north side of the ground floor and the north gymnasium on the second floor. PAL will vacate the building for the abatement phase of the project. After completion of abatement, they will require access to one of the gymnasiums and nearby bathrooms throughout the remainder of the project. Their furniture, equipment and records will remain in the building and will therefore have to be relocated several times during the project in order to make room for construction.

**Global Communications Academy Operations (GCA)** – The adjacent Global Communications Academy utilizes one of the gymnasiums and adjacent toilet room facilities while classes are in session. They will stop this use during the abatement phase. After completion of abatement, they will resume use of a gymnasium throughout the remainder of the project. The schedule of their use of a gymnasium will be coordinated with PAL's use. GCA and PAL will share the same gymnasium and can switch between the two gymnasiums to accommodate renovations.

**Phasing and Project Logistics** – The CM will work closely with PAL and HPA to develop a schedule and phasing plan that (1) incorporates the priorities of the City, PAL and the HPA within the constraints of the existing budget, (2) dovetails with HPA's class schedule as noted above, (3) provides for on-going use of one gymnasium by PAL and GCA after completion of the abatement phase and (4) outlines required FF&E relocations.

CRDA, PAL and HPA will endeavor to minimize impact of their operations on construction. However, The CM's phasing plan must outline requirements for temporary heat and construction required to allow PAL and GCA to use one of the gymnasiums and nearby toilet rooms during construction. Lighting, exits, emergency lighting, life safety and security systems required to allow continued use of one of the gymnasiums must be maintained during construction.

The CM will assist with management of the PAL and HPA relocations which may include hiring and scheduling of a moving company.

CRDA will be the CM's point of contact for all Owner related correspondence. CRDA will serve as the intermediary between the CM, the City, PAL and HPA.

#### **1.6 Request for Qualifications & Proposal:**

CRDA is conducting a public solicitation for qualifications and proposals from qualified Construction Management Firms (Candidates) to provide pre-construction, construction and post construction services for this project. The selection will be made by a Selection Committee comprised of representatives of CRDA.

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**PART 2 – PROJECT SCOPE OF WORK & PHASING**

This project includes, but is not limited to:

**2.1 Preconstruction Phase Services**

Preconstruction services will include provision of a temporary field office to be located in the building, estimating, constructability evaluation and preparation of the Project Phasing Plan, Project Schedule, logistics plans and Bid Packages. Preconstruction services will include but are not necessarily limited to the following tasks:

- A. Work with CRDA, the City, PAL and HPA to identify the high priority Work Tasks. Develop a Project Phasing Plan that incorporates these priorities while maintaining construction work efficiency and minimizing disruption to on-going operations within the building. The Project Phasing Plan must include temporary construction, internal and external relocation of existing furnishings, equipment and records as outlined in Section 1.5 above. Identify Bid Packages in accordance with the Construction Phasing Plan. Identify obstacles to adhering to project schedule and recommend strategies for the Design team in preparing expedited construction bid documents. High priority bid packages may include, but are not limited to the following:
  1. Abatement
  2. Demolition
  3. Elevator
  4. ADA Compliance
  5. Pool reconstruction
  6. MEP AHU's & ERV
- B. Prepare a critical path Master Project Schedule for the entire project, including owner contracted work that complies with the Project Phasing Plan. Provide updates after major design submissions or significant changes to the Project Phasing Schedule.
- C. Provide construction cost estimates.
  1. Meet with CRDA and the selected Design Team to review anticipated changes to the existing 2016 City plans. Provide a detailed estimate organized in accordance with the Construction Phasing Plan that includes anticipated design changes.
  2. Provide an update to the detailed estimate based on the 90% Construction Documents.
- D. Work with the design team on identifying required building and system testing and pre-bid investigations. Administer and contract the required testing and pre-bid investigations with in-house staff, sub-contractors and sub-consultants as required.
- E. Review and comment on contract documents prior to bidding for completeness, accuracy and constructability.
- F. Attend regularly scheduled project meetings in Hartford.
- G. Work with CRDA in the review of all site and pertinent data, including but not limited to:
  1. Codes
  2. Permit requirements
  3. Materials
  4. Equipment

5. Services and suppliers
  6. Qualification of contractors
  7. Any other factors that may affect time, cost, quality or management of the project.
- H. Coordinate with CRDA in establishment of sequencing and logistics plans and construction staging areas for all contractors including vehicle parking and/or shuttle requirements.
- I. Establish construction traffic routes.
- J. Provide value engineering analysis where required to assure cost effectiveness of design and construction techniques.
- K. Interface with the design team and identify long-lead procurement items and equipment to ensure conformance with the Project Schedule.
- L. Implement project management reporting systems to be used throughout the project including project forms and reporting timelines.
- M. Record the progress of the project by submitting written monthly cost, schedule, quality and progress reports including information on services, as well as work, completion, changes, etc.
- N. Advise CRDA wherever design could adversely affect construction, budget and/or schedule; make recommendations for alternate approaches including actions to minimize material shortages, time requirements for equipment and material procurements, installation on construction completion, and factors related to construction cost evaluations of alternative materials, construction phasing and systems.
- O. Assist the Design Team in establishing necessary general conditions of the work including temporary protection, temporary heat, etc. necessary to ensure timely construction of the project. Ensure that these elements of the work are incorporated into the project budget.
- P. Prepare bid packages and manage the bidding process. Review bids and provide written contractor award recommendations to CRDA.
1. Develop competitive bidding procedures for bidding subcontracts that are both cost effective and consistent with schedule and logistics criteria. Bidding must be public and posted on the DAS and CRDA websites. A minimum of three bids per subcontract are recommended.
  2. Develop a clear and concise plan for meeting the project requirements for SBE/MBE requirements and implementation of the Neighborhood Security Fellowship Program involvement in the project. Develop a plan to ensure that the hiring at the jobsite for women and minorities meets project guidelines.
  3. Work with all design teams and develop a common front-end document that can be used by all. Integrate Prevailing Wage, safety and SBE/MBE requirements and the Neighborhood Security Fellowship Program requirements into the front-end document.
  4. Ensure that bidding documents address the requirements for the State of Connecticut's small business set-aside program as outlined in Connecticut General Statutes Section 4a-60g and small business entity (SBE) and minority owned business entity (MBE) participation throughout the project.
  5. Identify all project requirements and make them part of all trade contractor bid packages.
  6. For Subcontracts that are estimated to equal or exceed \$500,000, the CM will conduct bidding subject to CGS 4b-91(a). Generally, this means posting on the State of CT Contracting Portal, meeting the CT Dept. of Administrative Services prequalification classification applicable to each bid package in consultation with the CRDA.

7. For Subcontracts estimated to be less than \$500,000, the CM will use its best efforts with the CRDA's prior written approval to solicit three or more competitive bids from qualified responsible Subcontractors.
  8. Ensure that bidding documents address requirements for proper insurance coverage.
  9. Provide assistance and respond to technical and other questions from prospective Bidders during the bidding phase. After receipt of bid, prepare a tabulation of bids received for comparison purposes. Conduct post-bid conferences with the Bidders, and make a recommendation for award to CRDA.
  10. Assist CRDA in preparing Owner procurement bid packages which may include FF&E and/or move management.
- Q. Provide a temporary field office including temporary electric, telephone and internet service.
- R. Develop controls for security and contractor access to the site.
- S. Contract with an experienced Commissioning Agent to perform building equipment and systems' commissioning services as required.
- T. This will be a "fast track," phased project. There will likely be overlap between the preconstruction and construction phases.

Addendum #2: Section 2.1.T identifies that this will be a "fast track" project. This is intended to indicate that there will be several early release packages that will result in an overlap of the Preconstruction Phase with the Construction Phase. However, as indicated in Section 2.4, "This schedule is subject to change. The Owner will work with the CM to develop a reasonable schedule for construction. The Owner does not intend to pay for an expedited or accelerated schedule."

- U. Addendum #2 Question #4:

The organization of the work items listed in Section 2.1, Preconstruction, may be misleading. Please note the following:

**Step 1** – As indicated in Section 2.1.A, the CM will work with CRDA, the City, PAL and HPA (Stakeholders) to identify and organize the Work Tasks in accordance with the Stakeholder's priorities.

**Step 2** – As indicated in Section 2.1.C, the CM will meet with CRDA and the Design Team to review anticipated changes to the existing 2016 City plans. The CM will then provide a detailed estimate organized in accordance with the priority construction Tasks identified in Step 1. This must be a detailed estimate. However, CRDA is aware that sections of this estimate (i.e. MEP Renovations) will be based on discussions with the design team and therefore will be at a concept level.

**Step 3** – with the information obtained in Steps 1 & 2, the CM will work with the Stakeholders to Develop the Project Phasing Plan that incorporates these priorities while maintaining construction work efficiency and minimizing disruption to on-going operations within the building. Abatement, Demolition, and Elevator will be high priority tasks.

**Step 4** – Once the Project Phasing Plan is developed, the CM will prepare a critical path Master Project Schedule for the entire project (Tasks identified in the Project Phasing Plan that are within available funding), including CRDA contracted work.

**Step 5** – When the design team issues 90% Construction Documents, the CM will provide an update to the detailed estimate produced in Step 2.

**Step 6** – The CM will work with the stakeholders and revise the Project Phasing Plan as required to remain within available funds based on the revised estimate produced in Step 5. Note: the abatement work and elevator package will likely be bid out and perhaps under construction in advance of this Step.

**Step 7** – The CM will revise the Master Project Schedule based on changes made in Step 6.

## 2.2 Construction Phase Services

Construction services will include but are not necessarily limited to the following tasks:

- A. Prepare & administer agreements with contractors (successful bidders). Implement an effective plan for coordination of all field activities. Monitor and coordinate the day-to-day activities of the contractors. Maintain daily logs of contractor activities.
- B. CM shall provide on-site supervision as outlined in this RFP to insure that quality, schedule and cost elements are adequately managed to the full satisfaction of the CRDA.
- C. CM shall monitor and update the project master schedule as required, but not less than monthly and submit for CRDA approval. Advise CRDA weekly as to compliance to the overall project schedule. CM shall offer recommended course of action whenever requirements of schedule or contract are not being met. Recommendations to be reviewed by CRDA.
- D. Develop and implement a system for review, tracking and processing of change requests and change orders with all contractors, subcontractors and vendor purchase orders.
- E. Verify accuracy of costs and conformance to the contract documents by all contractors and subcontractors. Recommend acceptance or rejection to the CRDA.
- F. Develop and implement a procedure for review and processing of contractors' and subcontractors' applications for payment; progress payments and final payment including release of liens, waivers, change orders, etc.
- G. Ensure all contractors of record on the site are meeting labor requirements.
- H. Cooperate with the CRDA and contractors in ensuring that construction permit applications have been made, and that permits and other approvals are received in a timely fashion. Ensure that permit reporting and record-keeping requirements are met. This project is under the jurisdiction of the Hartford Licenses & Inspection and the Hartford Fire Marshal.
- I. Ensure that all inspections and special inspections required by the State Building and Life Safety Codes are scheduled and performed as required.
- J. Establish and implement procedure for expediting, processing and securing approval of all shop drawings, mock-ups and samples. Develop and maintain a submittal and mock-up schedule coordinated and in conformance with the Project Schedule.
- K. Maintain on site for the CRDA one record copy of the drawings, specifications, addenda, change orders and other modifications, marked currently to record field changes and selections made during construction and one record copy of approved shop drawings, product data, samples and similar required submittals. Insure all contractors provide accurate as-built drawings in CAD format of all major disciplines. The design team will provide base CAD drawings for preparation of submittals and as-built drawings.
- L. Monitor delivery and, if necessary, arrange for inventorying, storage, protection, and security of owner purchased materials, systems and equipment.
- M. Upon approximate substantial completion of the work, prepare punch list of incomplete and unsatisfactory items in conjunction with the CRDA. Coordinate issuance of letters of substantial completion from each contractor.
- N. Schedule completion of punch list work, and advise CRDA of completion of the work.

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- O. Schedule and conduct progress meetings with CRDA, the design team, contractors, CM and other participants to discuss and resolve matters of procedure, progress, problems, quality, scheduling, etc.
  - P. Implement a quality control and quality assurance program to ensure quality of the work and conformance to the contract documents and specifications; implement procedures to guard against defects and deficiencies and to cure any defects or deficiencies that are detected.
  - Q. CM is responsible for sequencing of the Work to maximize efficiency, minimize conflict between trades and meet PAL, HPA and GCA operational requirements as outlined in Section 1.5 above including maintenance of temporary heat, lighting, emergency egress and fire alarm and suppression systems to allow on-going use of one gymnasium.
  - R. CM is responsible to provide all coordination required to prevent conflicts between installed architectural, structural and mechanical systems.
  - S. Record project progress with Daily Reports and digital photographs. Dailey Reports shall record trade personnel and equipment on site and work performed. These Reports shall also record participants from the Fellows program on site and which trade they are working for. The digital prints are to be transmitted electronically to the CRDA in a monthly report.
  - T. Implement a tracking and monitoring system that will provide for timely flow and execution of all documents. Implement a tracking and control program for handling contractor "Requests for Information".
  - U. Maintain an effective program of document control. CM is responsible for maintaining records of design changes, contracts, contract drawings, shop drawings, progress photos, samples, purchases, materials, technical standards and specifications, daily reports, testing, inspection reports, as built drawings, operating manuals and instructions, etc.
  - V. Develop and implement a comprehensive job safety program. Monitor and ensure that all Job Safety and OSHA requirements are strictly adhered to.
  - W. Ensure that the construction site is maintained in a safe manner and the premises and surrounding areas are free from accumulated waste or rubbish. Perform Safety Audits, job hazard analysis, review accidents for root causes and implement corrective action plans.
  - X. Implementation and understanding of all environmental procedures, including ensuring that the work of the CM and all subcontractors complies with all applicable laws and regulations, including environmental, health, and safety requirements. This condition shall include planned work as well as changed work and work due to changed conditions, if necessary.
  - Y. Ensure that insurance programs and bonding documents are on file and in conformance with contract documents. Maintain a complete and up-to-date file of insurance certificates for all on-site contractors and provide copies to CRDA.
  - Z. As applicable, ensure that Affirmative Action requirements and reporting are met. Ensure that specified requirements, including all reporting, for the State of Connecticut's small business set-aside program as outlined in Connecticut General Statutes Section 4a-60g and SBE/MBE, and construction workforce goals are met.
  - AA. Maintain operational status of fire safety systems throughout construction. Provide temporary protection, lighting and other facilities necessary to allow on-going operational use of the building during construction as noted in Section 1.5 above.
  - BB. Assist in the on-site coordination of Owner's separate contract work.
  - CC. Protect existing facilities and all recently renovated areas.
  - DD. Contract with an experienced Commissioning Agent to perform building equipment and systems' commissioning services and coordinate activities during the construction phase.

### 2.3 Post Construction Phase Services

- A. Monitor and assist in the start-up, testing and commissioning of utilities, operational systems and equipment.
- B. Require trade contractors to assist in training Owner's maintenance personnel to operate equipment and deliver written operating and maintenance Instructions.
- C. Administer testing requirements of buildings, systems and equipment. Cooperate with Building Health and other Inspections, acceptances or turnover procedures, which may be required. Provide construction-related information that the owner may require to obtain necessary operating permits.
- D. Compile all completion documents for transmittal to CRDA including guarantees, warranties, affidavits, waivers, release of liens, bonds, as-built documents, keys, manuals, record drawings, etc. in a timely manner.
- E. Deliver to CRDA an itemized, reconciled final statement of project costs, closing out all contracts, purchase orders, change orders and waiver of liens.
- F. Arrange for production of "As-Built" documentation as follows: 3 complete sets of O&M Manuals (paper in binders and PDF files), as-built drawings (paper, PDF and CAD), final approved submittals and inventory of attic stock.

### 2.4 Project Phasing

This project will proceed on a fast track basis in accordance with the following phasing plan and the Milestone Dates listed in Section 2.5.

Phase 1 – Preconstruction includes design, constructability, scheduling and logistics analysis, estimating and preparation of bid packages.

Phase 2 – Construction includes bidding and construction of early release package(s). Bidding for the early release(s) package(s) will begin on or about April 12, 2019. Phase 2 work will likely overlap with Phase 1.

Phase 3 – Construction includes all renovations and construction. Construction will begin on or about May 6, 2019 and conclude in 2020. Phase 3 will overlap with Phase 2.

Phase 4 – Post Construction will begin in December 2019 - January 2020 and include final punch list and close-out of the Project. Phase 4 will overlap with Phase 3.

Please note: This schedule is subject to change. The Owner will work with the CM to develop a reasonable schedule for construction. The Owner does not intend to pay for an expedited or accelerated schedule.

### 2.5 Project Milestone Dates

A. Issue CM Bid Documents.....	2/22/19
B. CM Bid Award Notification .....	3/29/19
C. CM Contract Executed .....	4/05/19
<b>D. Elevator Documents Issued .....</b>	<b>5/17/19</b>
E. Abatement/Demo Documents Issued .....	4/11/19
F. Construction Start.....	5/06/19
G. Substantial Completion.....	<b>12/16/19</b>
H. Project Closeout.....	1/15/20



**Addendum #2**

Note: section 2.1.t stipulates that this will be a “fast track,” phased project. There will likely be overlap between the preconstruction and construction phases. In order to assure a fair comparison between bidders, exhibit F.1, General Conditions Matrix should assume the following dates for phases outlined in section 2.4, Project Phasing:

	<u>Start</u>	<u>Finish</u>
Phase 1, Preconstruction	4/05/19	4/30/19
Phase 2, Early Release Packages	5/01/19	5/31/19
Phase 3, Construction	6/03/19	12/16/19
Phase 4, Post Construction	12/17/19	1/15/19

Once the scope of work and Construction Master Schedule is finalized (see Question #4, Step 7 above, the General Conditions and General Requirements for the project will be adjusted based on the unit costs indicated on Exhibit F.1, General Conditions Matrix.

**2.6 Owner Contracted Work**

CRDA may contract directly for portions of the Work. The CM will be responsible to supervise and coordinate the Owner’s contractors and include Owner contracted tasks in the Project Construction Schedule.

**2.7 Budget - the budget for this project is approximately \$7,000,000 including both hard construction, contingency and Owner soft costs. A detailed budget will be developed by the CM, working together with the Owner and Design Team.**

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**PART 3 – GENERAL INFORMATION****3.1 Construction Project Team**

- A. Design Team – to be determined.
- B. Owner - The owner of the Hartford Police Athletic League, Quirk West Building is the City of Hartford. The project is funded by the State of Connecticut. Funds will be administered by the Capital Region Development Authority (CRDA), 100 Columbus Boulevard, Suite 500, Hartford, CT 06103-2819, Phone: (860) 527-0100. CRDA will hold the CM contract and oversee construction. Where “Owner” appears in the RFP and contract documents, it shall refer to CRDA.
  - 1. CRDA's Designated Representative for RFP Administration is Erica Levis, [elevis@crdact.net](mailto:elevis@crdact.net)
  - 2. CRDA's Designated Representative for Construction Administration is Andrew Gentile, [andrew.gentile@stvinc.com](mailto:andrew.gentile@stvinc.com) under the direction of Robert Saint, CRDA's Director of Construction Services, [rsaint@crdact.net](mailto:rsaint@crdact.net)

**3.2 Candidate's Representations**

- A. By submitting a Proposal in response to this RFP, the Candidate represents that:
  - 1. The Candidate has carefully examined the RFP Documents, acknowledges that the requirements are clear, and the Candidate concurs with them. The Proposal is submitted in full agreement with those requirements.
  - 2. The Candidate understands the requirements of the RFP Documents to the extent that such documentation relates to the Work for which the proposal is submitted.
  - 3. The Candidate has visited the site, has become familiar with local conditions under which the Work is to be performed, site conditions, logistics and has correlated the Candidate's personal observations with the requirements of the RFP Documents.
  - 4. The submission of a proposal by the Candidate shall constitute an acceptance by such candidate of the terms and conditions of all duly promulgated ordinances and regulations of the Location (Town or City) that the Work is being performed at, to the extent the same are applicable; and a contract awarded in response to such proposal shall be deemed to incorporate all such pertinent ordinances and regulations.
  - 5. The Candidate has not colluded with any other person in regard to any proposal or sub-proposal submitted.

**3.3 RFP Documents**

Documents are available only in complete sets

- A. Candidates shall use complete sets of RFP Documents in preparing their proposal. The Project Team assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of RFP Documents.
- B. Copies of the RFP Documents are made available for the sole purpose of responding to this RFP. No license or permission is granted for any other use of the RFP Documents.
- C. The RFP, RFP Documents and any Addendums will be posted on the Department of Administrative Services (DAS) website [www.das.ct.gov](http://www.das.ct.gov) located under the State Procurement Marketplace, State Contracting Portal; click on the Contracting Organization “Capital Region Development Authority,” as well as the CRDA website, [http://crdact.net/about\\_us/rfps\\_contracts.html](http://crdact.net/about_us/rfps_contracts.html)

**3.4 Addenda**

- A. Addenda will be posted on the State Contracting Portal and CRDA website.
- B. Addenda concerning technical matters will not be issued later than the stipulated day prior to the date for receipt of RFPs. The CRDA reserves the right to issue an Administrative Addendum at any time, withdrawing the request for RFPs or postponing the date for receipt of RFPs.
- C. Each Candidate shall confirm, prior to submitting a proposal that the Candidate has received all Addenda issued. The Candidate shall list the Addenda in the proposal.

**3.5 Performance and Payment Bond Requirements**

- A. Performance and Labor and Material Bonds Are required for this project and shall be furnished in amounts not less than 100% of the contract price.
- B. The Candidate shall furnish with their proposal, evidence of its ability to obtain satisfactory Performance and Labor and Materials Payment Bonds in the full amount of the Guaranteed Maximum Price.
- C. Payment and performance bonds will be required from all subcontractors, except that in accordance with Connecticut General Statutes Sections 49-41, et. seq., the following restrictions apply:

A Payment Bond shall not be required to be furnished in relation to any sub-proposals in which the total estimated cost of labor and materials under the contract to which the sub-proposal is submitted is less than One Hundred Thousand Dollars (\$100,000.00).

A Performance Bond shall not be required to be furnished in relation to any sub-proposal in which the total estimated cost of labor and materials under the contract to which the sub-proposal is submitted is less than Fifty Thousand Dollars (\$50,000.00).

If the Candidate is a small contractor or minority business enterprise pursuant to Connecticut General Statutes Section 4a-60g, it may provide in lieu of a Payment of Performance bond, a letter of credit in an amount equal to Ten Percent (10%) of the proposal if the estimated value of the contract for which the proposal is submitted is less than one hundred thousand dollars and in amount equal to Twenty-Five Percent (25%) if the estimated value of such contract is One Hundred Thousand Dollars (\$100,000.00) or greater.

- D. Obliges – All performance and payment bonds issued by the Contractor and each of its subcontractors on the Project shall name CRDA as obligee.
- E. Bond Adjustments for Change Order Work
  - 1. Actual additional bonding costs associated with the value of the Change Order will be compensable only when supported by written documentation by the bonding company that the Change Order requires an increase to the original Performance, Payment, Labor or Material Bond.
  - 2. The Contractor shall notify the bonding company at each \$500,000 increase to the contract value as the cumulative result of change orders. A copy of the Consent of Surety must be provided to the Owner prior to the execution of any change order which exceeds each cumulative \$500,000.
  - 3. Mark-up for Overhead and Profit shall not be applied to Change Orders for Increase in Bonds due to Change Order Work.

**3.6 Insurance**

- A. The Successful Candidate shall submit Insurance Liability Coverage as per Attachment E, Section 6.
- B. The cost of the Successful Candidate's insurance is to be included in RFP Exhibit F.

### 3.7 Neighborhood Security Fellowship Program

- A. Pursuant to Public Act 16-4, CRDA has established a pilot job and life-skills training program for at-risk Hartford youth ages 18 to 24 (Fellows Program).
- B. Training is expected to include: (1) anger management; (2) life skills training; (3) dispute and conflict resolution; (4) remedial education; (5) leadership development; (6) character building; (7) mentoring programs; and (8) pre-employment skills workshops, including career counseling, work-readiness, team building, customer service, and entrepreneurial training.
- C. CRDA will enter into a contract with one or more not-for-profit organization with experience as a training facilitator (Facilitator) to handle the recruitment and training of participants in the program (Fellows) for work in the various trades, as well as ongoing case management. Subcontractors bidding on the project must be willing to work with the facilitator and utilize one or more Fellows trained in their respective trades.
- D. The Facilitator will serve as the “employer of record” and provide ongoing support to Fellows during their work on the project. All salaries, taxes and workers’ compensation costs for Fellows will be paid by the project through the Facilitator.
- E. The CM will be responsible to provide coordination between the Facilitator and Subcontractors and document daily activity of the Fellows Program.

### 3.8 Prevailing Wage

- A. Prevailing Wage Rates: Prevailing wages are required on this project pursuant to Connecticut General Statutes Section 31-53 (a) through (h), as amended. Candidates are also advised to download the CT Department of Labor Prevailing Wage RFP Package at the link provided in the Attachment C.
- B. Each contractor and subcontractor who is awarded a contract on or after October 1, 2002 shall be subject to provisions of the Connecticut General Statutes, Section 31-55a concerning annual adjustments to prevailing wages.
- C. Wage Rates will be posted each July 1 on the Department of Labor website: <https://www.ctdol.state.ct.us/wgwkstnd/prevailwage.htm>. Such prevailing wage adjustments shall not be considered a matter for any contract amendment.
- D. The wages paid on an hourly basis to any mechanic, laborer or work person employed upon the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such employee to any employee welfare fund, as defined in subsection (h) of section 31-53 of the Connecticut General Statutes, shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any subcontractor who is not obligated by agreement to make payment or contribution on behalf of such employees to any such employee welfare fund shall pay to each employee as part of his wages the amount of payment or contribution for his classification on each pay day.
- E. Certified Payrolls: In accordance with Connecticut General Statutes, 31-53 Certified Payrolls with a statement of compliance shall be submitted monthly to CRDA. Certified payrolls for the Contractor and all subcontractors working during the period shall be submitted with each Contractor’s Application for Payment, covering all activities relating to the Application. Pay scale verification as may be required by the Connecticut Department of Labor.
- F. The Candidate shall be responsible to manage all processes related to the prevailing wage requirements.

**3.9 State Labor Standards Provisions, Laws and Regulations**

- A. All provisions of all applicable State Labor Standards must be complied with under this Contract. The execution of the Contract by the Candidate binds him to all applicable State Labor Laws and Regulations. All such Standards, Laws and Regulations shall be binding to the same extent as if they were copied at length herein.
- B. As a condition of contract, any out-of-state contractor who is awarded work must provide CRDA with a copy of the State of Connecticut Trade License for Employees working in the State of Connecticut.
- C. Non-Resident Contractors – at the time of Contract signing, a certificate from the Commissioner of Revenue Services shall be provided which evidences that C.G.S. 12-430 for non-resident contractors has been met. For details, call the Department of Revenue Services at 1-800-541-3280, ext. 7. A link to the Department of Revenue Services is provided in the Attachment C.

**3.10 DAS Contractor Prequalification Certification**

- A. Candidates shall be prequalified by the Connecticut Department of Administrative Services (DAS) and must be registered with the DAS as a pre-qualified Construction Manager at Risk (Group B) per CGS 4a-100 approved for a single minimum ~~\$7 million~~ **\$ 6,500,000 value** construction management project. Each Candidate shall hold a current "DAS Contractor Prequalification Certificate" (not a predetermination letter) from the Department of Administrative Services of the State of Connecticut according to C.G.S. § 4a-100, C.G.S. § 4b-101 and C.G.S. § 4b-91. Candidates shall submit with their proposals, unless noted otherwise, a "DAS Contractor Prequalification Certificate" along with a current "Update Statement". Any proposal submitted without a copy of the DAS Prequalification Certificate and an Update Statement shall be invalid. If you have any questions regarding these requirements contact DAS at telephone number 860-713-5280 or visit their web site at [www.das.ct.gov](http://www.das.ct.gov).

**3.11 Incurring Cost**

- A. Candidates are solely responsible for any and all cost or expenses incurred in the preparation and submission of their proposal.

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**PART 4 – COMPLIANCE REQUIREMENTS AND CERTIFICATIONS****4.1 Non-Discrimination in Employment**

- A. Each contractor, vendor, and supplier shall be subject to, and shall comply with the following requirements, included herein by reference, to insure through affirmative action that qualified employees, applicants for employment and subcontracting are not discriminated against because of race, creed, color, religion, age, sex, physical disability, or national origin. Said requirements shall include compliance with all applicable Federal, state and local statutes, ordinances and regulations relating to discrimination in employment. It shall be the responsibility of the Candidate to be familiar with and knowledgeable about the above.
- B. The apparent successful Candidate may be required to undergo a pre-award compliance review for the purpose of ascertaining whether in the opinion of the Owner he is willing and/or capable of complying with the above requirements.
- C. Set-Aside Participation: The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a- 60a of the Connecticut General Statutes. Refer to the Commission on Human Rights and Opportunities Contract Compliance Regulations Notification to Candidates at [http://www.ct.gov/chro/lib/chro/Notification\\_to\\_Candidates.pdf](http://www.ct.gov/chro/lib/chro/Notification_to_Candidates.pdf)
- D. All Candidates must complete, sign, and return the CHRO Contract Compliance Regulations Notification to Candidates form to CRDA. Proposals not including this form will be considered incomplete and rejected. CHRO forms can be found at: <http://www.ct.gov/chro/cwp/view.asp?a=2525&Q=315900>
- E. Nondiscrimination Certification: Prior to award the selected contractor must provide a Nondiscrimination Certification pursuant to Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended. This Certification form can be found at: [http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav\\_GID=1806](http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806)
- F. Candidates are advised that CRDA has a goal of 25% Small Business Enterprise (SBE) participation and 6.25% Minority Business Enterprise (MBE) participation from lower tier contractors/vendors in this contract. The Contractor is responsible for ensuring the SBE/MBE firms that have been selected are eligible contractors and must submit an Affirmative Action Plan to CHRO detailing their good faith efforts and processes for selecting these MBE/SBE companies.
- G. All provisions of all applicable State Labor Standards must be complied with under this Contract. CRDA is an Affirmative Action Equal Opportunity Employer.

**4.2 Ethics Affidavits and Certifications –**

- A. Candidates are required to provide the following certifications. Links to these forms are provided in Attachment C. A link to the summary of State Ethics Laws is also provided.
  - 1. Consulting Agreement Affidavit (Form 5)
  - 2. Affirmation of Receipt of State Ethics Laws Summary (Form 6)
  - 3. Iran Certification (Form 7)
- B. Campaign Contribution and Solicitation Ban: With regard to a State contract as defined in P.A. 07-01 having a value in a calendar year of \$50,000 or more or a combinations or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Election Enforcement Commission's notice advising prospective state contractors of the state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See the Document Appendix for link to Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations (SEEC Form 10)

- C. The successful Candidates must submit a [Contractor/Consultant Certification] Gift and Campaign Contribution Certification (Form 1) for contracts with a value of \$50,000 or more. This certification and should be completed and submitted when requested. This Certification can be viewed at [http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038&opmNav\\_GID=1806](http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038&opmNav_GID=1806).
- D. A Gift and Campaign Certification form must be updated annually by the successful Candidate. Annually, on or within two (2) weeks of the anniversary date of the execution of this contract, the successful Candidate shall submit a completed Annual Certification with authorizing resolution to CRDA, 100 Columbus Blvd., Suite 500, Hartford, CT 06103-2819. For the purposes of this paragraph, the execution date of the contract will be the date CRDA signs the contract.
- E. Conflict of Interest: All contractors must include a disclosure statement concerning any current business relationships (within the last three years) that pose a conflict of interest as defined by Connecticut General Statutes Section 1-85 (see the statute language in the Attachment C).
- F. All acquisitions, agreements and contracts are subject to the provisions of the Connecticut General Statutes § 9-612 - regarding CAMPAIGN CONTRIBUTION RESTRICTION.

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**PART 5 – GENERAL AND SPECIAL CONDITIONS****5.1 Taxes:**

- A. Tax Exempt Project: This project is tax exempt. A certificate of tax exemption will be provided by the CRDA to the successful Candidate. State sales and use taxes are excluded except for taxes on rentals, tools, and other incidentals as determined by the state Department of Revenue and for which the Contractor is responsible.

**5.2 Miscellaneous:**

- A. OSHA Training – Pursuant to Connecticut General Statutes Sec. 31-53b (a) each contract entered into on or after July 1, 2007, for the construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public building project by the state or any of its agents, or by any political subdivision of the state or any of its agents, where the total cost of all work to be performed by all contractors and subcontractors in connection with the contract is at least one hundred thousand dollars, shall contain a provision requiring that, not later than thirty days after the date such contract is awarded, each contractor furnish proof to the Labor Commissioner that all employees performing manual labor on or in such public building, pursuant to such contract, have completed a course of at least ten hours in duration in construction safety and health approved by the federal Occupational Safety and Health Administration or, in the case of telecommunications employees, have completed at least ten hours of training in accordance with 29 CFR 1910.268. It is required that all on-site workers hold current OSHA 10-hour training certifications.
- B. Project Meetings – The Construction Manager shall manage weekly project meetings with CRDA and the design team including producing agendas and meeting minutes.
- C. Qualified Work Force – The Construction Manager shall confirm that all qualified and licensed as required for the work they will be performing.



**PART 6 – RFP PROCEDURES AND SUBMISSION REQUIREMENTS**

**6.1 Submission Key Dates:**

The following timeline, up to and including the deadline for submitting proposals, shall be changed only by an amendment to this RFP. Dates after the deadline for submitting proposals are target dates only. No additions or changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification of proposals may be required by CRDA.

RFP Issue Date:	Fri	2/22/19	
<u>Mandatory</u> On-Site Pre-Bid Conference	Thurs	2/28/19	1:00 pm
Deadline for Requests for Clarification:	Tues	3/12/19	3:00 pm
Response to Requests for Clarification:	<b>Tues</b>	<b>3/19/19</b>	3:00 pm
<b>Proposals Due:</b>	<b>Mon</b>	<b>3/25/19</b>	<b>1:00 pm</b>
Interviews:	<b>Thurs</b>	<b>3/28/19</b>	Tentative
Anticipated CMR Candidate Notification	Fri	3/29/19	3:00 pm
Contract	Thurs	4/05/19	
Start of Pre-Construction Services	Immediately Upon Execution of Contract		

**6.2 Instructions for Candidates:**

- A. Official CRDA Contact – The Official CRDA Contact for the purpose of this RFP is Erica Levis. All communications with CRDA must be directed to Ms. Levis at the address provided below:
  - Ms. Erica Levis
  - Capital Region Development Authority
  - 100 Columbus Boulevard, Suite 500
  - Hartford, Connecticut 06103
  - E-mail: [elevis@crdact.net](mailto:elevis@crdact.net)
- B. Candidate’s Representative(s) – It is the responsibility of each Construction Management candidate to advise Erica Levis of the appropriate name and address and e-mail for the mailing (or facsimile transmission) of any communication, interpretation or addendum.
- C. Communications Notice – All communications with CRDA concerning this RFP are strictly prohibited, except as permitted by this RFP. Any violation of this prohibition by Candidates or their representatives may result in disqualification.
  - 1. **IMPORTANT NOTE:** During the period from a Candidate’s receipt of this RFP and until an agreement is negotiated and signed, no potential respondent or respondent or representative thereof shall contact directly or indirectly any director, officer or employee of CRDA any member of the Selection Committee, or any consultants involved in the selection process for additional information regarding this RFP
  - 2. The Selection Committee reserves the right to respond or not to respond to specific questions, clarifications or requests concerning the RFP process. The Selection Committee acknowledges that information contained in the submission may be subject to the Freedom of Information Act (FOIA).
  - 3. Construction Management candidates shall carefully examine the contents of this RFP and related documents. Any ambiguities or inconsistencies shall be brought to the attention of Erica Levis in

writing by March 12, 2019 (see contact information in 6.1.A above). Failure to do so will constitute acceptance by the Construction Management candidate that language and information herein is understood. No interpretation of the meaning of this RFP will be made orally. In the event that the Selection Committee or its advisors provide any interpretation, only written interpretations will be binding upon the Selection Committee & Candidates.

- D. All proposals in response to this RFP are to be the sole property of the CRDA.
- E. **IMPORTANT NOTE:** Candidates are strongly encouraged to return periodically to the CRDA portal [http://www.cceda.net/about\\_us/rfps\\_contracts.html](http://www.cceda.net/about_us/rfps_contracts.html) or State DAS Contracting portal <http://das.ct.gov> to obtain any updates or clarifications that may be posted regarding this solicitation.
- F. Mandatory Pre-Bid Conference & Building Tour – There will be a mandatory Pre-Bid Conference & Building Tour beginning at 1:00 PM on Thursday, February 28, 2019 –Hartford Police Athletic League, Quirk West Building.
- G. Candidates’ Interviews – The selection committee will review all submitted proposals that are submitted timely. The selection committee plan to conduct interviews with select Candidates on March 26, 2019 at the CRDA offices located on the fifth floor of the Connecticut Convention Center, 100 Columbus Blvd. Suite 500, Hartford, CT.
- H. Inquiry Procedures – Candidates may submit questions about the RFP to Erica Levis in writing by March 12, 2019 (see contact information in 6.1.A above). Questions must be in writing and submitted by facsimile or E-mail. Questions will not be accepted over the telephone. Anonymous questions will not be answered. CRDA reserves the right to provide a combined answer to similar questions. CRDA will post official answers to the questions, in the form of a written addendum, on the CRDA website and DAS Contracting Portal not later than March 15, 2019.
- I. Confidential Information – Candidates are advised not to include in their proposals any proprietary information. The CT Freedom of Information Act generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption. An example of an exemption is a “trade secret,” as defined by statute (C.G.S. § 1-19(b)(5)). If the information is not readily available to the public from other sources and the Candidate submitting the information requests confidentiality, then the information generally is considered to be “given in confidence.” Confidential information must be isolated from other material in the Proposal in a separate sealed envelope clearly identified with the Candidate’s name, RFP identification and labeled CONFIDENTIAL.

### 6.3 Submission Requirements

An original and six (6) copies of the completed RFP package must be submitted. Proposals shall be submitted only on the forms furnished in this RFP and shall include, in the following order:

- A. Letter of Submittal – Include a Letter of Submittal identifying Candidates name, address, the contents of your proposal and the primary contact for all correspondence including phone, fax and email.
- B. Exhibit A – Qualification Application
  1. Each Candidate shall complete and include in their response, the Applications Exhibits A, A.1, A.2 & A.3 attached hereto and any supplemental information to help substantiate conformance with the requirements listed herein.
  2. Each Candidate shall demonstrate, to the satisfaction of the CRDA, that it is able to post surety bonds satisfactory for the project and required by the contract and that it possesses the financial, managerial and technical ability, and the integrity necessary to faithfully and efficiently perform the work for which it intends to propose, without conflict of interest.
  3. The Candidate must be registered with the CT Dept. of Administrative Services (“DAS”) as a pre-qualified Construction Manager at Risk (Group B) per CGS 4a-100 approved for a single minimum \$8 million value construction management project.-

4. The CRDA shall evaluate whether the Candidate is qualified based upon Application Exhibits A, A.1, A.2 and A.3, DAS registration and the following objective criteria:
    - a. Previous Experience with Existing building construction and/or renovation.
    - b. Previous Experience with a renovation project of similar size and complexity.
    - c. Financial Ability/Bonding and Insurance Capacity.
    - d. Managerial Ability.
    - e. Technical Ability with similar size phased projects.
    - f. Integrity
    - g. Experience and demonstrated ability in the management of fast track renovation and new construction projects of similar size and complexity.
- C. Exhibit B – Approach – Provide a detailed description of each component in the Scope of Work to be accomplished showing the Candidate’s approach and understanding of the project. This shall include but not be limited to:
1. Describing how the Candidate plans on accomplishing the goals and objectives of the project for each phase of the work during each segment of the project as set forth below:
    - a. Phase 1 – Pre-Construction Services
    - b. Phase 2 – Construction Services
    - c. Phase 3 – Post Construction Services
  2. Describe how the Candidate proposes to keep continuity from Pre-Construction Phase 1 through Construction Phase 2 recognizing that there will be some overlap of the phase services due to the expedited schedule.
  3. Describe your project control systems, including but not limited to:
    - a. Cost Estimating
    - b. Budgeting
    - c. Scheduling
    - d. Project Cost Reporting
    - e. Project Management
    - f. On-site Supervision
  4. Describe your approach to controlling the Candidate’s General Conditions.
- D. Exhibit C – Programs – Provide a description of your programs for the following:
1. Quality Assurance/Quality Control
  2. Job safety, including:
    - a. Safety record over the past five (5) years
    - b. OSHA Compliance Record and any fines levied against you in the last five (5) years
    - c. Affirmative Action, EEO and SBE/MBE Programs, including adherence to MBE/WBE requirements in similar projects.
    - d. How to utilize the Neighborhood Security Fellowship Program
  3. Prevailing Wage Rates Compliance
  4. Where applicable, provide three (3) copies of your manuals for each of the programs listed above.
- E. Exhibit D – Organization/Staffing – Provide a detailed description showing the Candidate’s approach to staffing the project. This shall include but not be limited to:
1. Organization chart for each phase of the work.
  2. Identify your firm’s in-house personnel, by discipline and capabilities. Provide detail on:
    - a. Plumbing, mechanical and electrical specialties
    - b. Structural capabilities

- c. Planning and logistics
  - d. Cost Estimating
  - e. Value engineering
  - f. Bidding and procurement
3. Identify the proposed project team identifying roles and responsibilities by:
    - a. Job Title and job description
    - b. Resumes of key personnel to be assigned to each phase of this project
    - c. Indicate the percentage of time each team member will spend on the project
  4. Describe the current workload in your office and existing commitments of proposed team members to these projects.
  5. Describe your ability to immediately commence all services required by this project.
- F. Exhibit E – Schedule – Provide detail regarding schedule, including but not limited to the following:
1. Describe in detail how you will meet the project’s goals regarding project schedule.
  2. Provide a sample of a CPM schedule you used on a past project of similar scope and complexity.
  3. State your ability to complete the project in accordance with the milestone dates in Section 2.5 above.
  4. Identify key issues within CM control that could accelerate or result in a delay in the project schedule.
- G. Exhibit F – Compensation – Based on the Project Description and Goals, Preliminary Budget, Project Phasing and Schedule and Scope of Services indicated in this RFP:
1. Identify the CM fee as a Percentage (%) applied to each Task’s construction trade costs in Exhibit F.1. Note: CM Fee will not be paid on General Conditions.
  2. Provide monthly budgets for:
    - a. Phase 1 – Preconstruction: General Conditions (CM staff costs) and General Requirements (CM reimbursable costs)
    - b. Phase 2 – Construction: General Conditions and General Requirements
    - c. Phase 3 – Post-Construction: Specific costs not included in Phase 2 General Conditions and General Requirements
    - d. Include all assumptions upon which the General Conditions budget is based.
  3. Identify the effects on fee of:
    - a. Increasing or decreasing the size of the project from the size described in this RFP
    - b. Extension in schedules of the specific segment components:
      1. Construction Phase Services
      2. Post Construction Services
  4. Provide the direct labor costs for all levels of staff assigned to this project:
    - a. Indicate the multiplier used to calculate their hourly costs
    - b. Describe any rate increase which you expect during the course of this project that would change these direct labor costs.
    - c. Note that **Prevailing wage rates apply** for this project.
- H. Exhibit G – Additional Information – The Candidate is encouraged to include additional information which you believe will expedite the selection of a Candidate. This information can include but is not limited to:
1. Innovative proposals with respect to schedule, cost or other relevant areas of the project;
  2. Additional recommendations to achieve timely completion;
  3. Any other information the Candidate considers helpful in the Selection Committee’s evaluation of the proposal.

- I. Exhibit H – Pre-Qualification Certification – Provide written evidence that The Candidate, at the time when the Proposal is submitted, possess a valid license, registration, or certification issued by the CT Dept. of Administrative Services as a pre-qualified Construction Manager at Risk (Group B) per CGS 4a-100 approved for a single minimum \$7 million value construction management project and by CT Dept. of Consumer Protection in accordance with CGS Section 20-341gg as a major construction contractor. If a joint venture, all joint venture partners shall be so licensed, registered or certified.
- J. Proposal Attachments:
  - Exhibit A – Qualification Application
  - Exhibit A.1 – Projects Best Portraying your Qualifications
  - Exhibit A.2– Current Projects
  - Exhibit A.3 – Past Projects
  - Exhibit B – Approach
  - Exhibit C – Programs
  - Exhibit D – Organizational Structure and Staffing
  - Exhibit E – Schedule
  - Exhibit F – Compensation
  - Exhibit F.1 – General Conditions Matrix (attached file)
  - Exhibit G – Additional Information
  - Exhibit H – Pre-Qualification Information
  - Attachment A – RFP General Conditions and Requirements Certification
  - Attachment B – Form of Contract Comments
  - Attachment B.1 – Draft Contract
  - Attachment C – Certifications & Affidavits Sources
  - Attachment C.1 – List of Required Certifications and Affidavits
  - Attachment D – Contractor/Grantee Compliance Requirements
  - Attachment E – Vendor Package
  - Attachment F – Alterations to Quirk West Building, dated 7/22/16 (attached file)
  - Attachment G1 – Building Systems Report, dated 3/31/14 (attached file)
  - Attachment G2 – Mechanical System Report, dated 5/5/15 (attached file)

#### 6.4 Selection Criteria:

A Selection Committee will be appointed by CRDA to review, evaluate the proposals and select the candidate that is most qualified to achieve CRDA's project goals. The Request for Proposals will be rated based on the following criteria:

- A. Prior demonstrated experience handling projects of a similar scope as outlined in Exhibit A.1, A.2 and A.3
- B. The financial viability of your firm as outlined in Exhibit A
- C. The identified Approach to managing responsibilities as outlined in Exhibit B
- D. The quality of supporting Programs as outlined in Exhibit C
- E. Commitment to Affirmative Action and evidence of successful SBE/MBE participation and plan for implementation of the Neighborhood Security Fellowship Program.
- F. The Organizational Structure and experience and qualifications of personnel assigned to the project as outlined in Exhibit D
- G. The identified approach to meeting the project's Schedule as outlined in Exhibit E
- H. The submitted Compensation as outlined in Exhibit F and F.1 with supporting assumptions and calculations of how cost was determined for the General Conditions & Requirements.
- I. Additional relevant information as contained in Exhibit G
- J. A completed Pre-Qualification Certification per Exhibit H

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K. Proposal Attachments

**6.5 RFP General Conditions and Requirements:**

**Important Note: All respondents must be willing to adhere to the following conditions and must positively state this in their submission on Attachment A.**

- A. Any product, whether acceptable or unacceptable to the Selection Committee, submitted as a result of the RFP or any subsequent agreement is to be the property of the CRDA, except as otherwise agreed to in such subsequent agreement.
- B. The Candidate agrees that its submission will remain valid for a period of 30 days after the closing date for the submission and may be extended beyond that time by mutual agreement.
- C. The Selection Committee may amend or cancel this RFP, prior to the due date and time, if the Selection Committee deems it to be necessary, appropriate or otherwise in the best interests of the CRDA or the State. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a Candidate's submission not being considered.
- D. The Candidate must certify that the personnel identified in its response to the RFP phase of this solicitation will be the persons actually assigned to the project. Any additions, deletions or changes in personnel from the submission during the course of the project must be approved by the CRDA, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the CRDA. At its discretion, the CRDA may require the removal and replacement of any of the Candidate's personnel who do not perform adequately, regardless of whether they were previously approved by the CRDA.
- E. Any costs and expenses incurred by Candidates in preparing or submitting submissions are the sole responsibility of the Candidate. Candidate, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the submission.
- F. No additions or changes to the original submission will be allowed after submittal. While changes are not permitted, clarification of submissions may be required by the Selection Committee at the Candidate's sole cost and expense.
- G. Any proposal submitted under this solicitation may only be withdrawn by letter of request, signed by the Candidate and presented to Ms. Levis, prior to the time deadline for submission.
- H. Any proposal received after the deadline for submissions will not be opened.
- I. The Candidate represents and warrants that the submission is not made in connection with any other Candidate and is in all respects fair and without collusion or fraud. The Candidate further represents and warrants that they did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of the State participated directly in the Candidate's submission preparation.
- J. All responses to the RFP must conform to instruction. Failure to provide requested information or to follow the requested format may be considered appropriate cause for rejection of the submission.
- K. Rejection for Unresolved Contractual Disputes. The Selection Committee reserves the right to reject the final submission of any Candidate that is party to any on-going contractual dispute with the State.

**6.6 Rights Reserved to the Selection Committee**

- A. The Selection Committee and/or the CRDA reserve the right at its sole and absolute discretion to extend any of the actual or proposed dates in the time schedule applicable to all Candidates. The Selection Committee further reserves the right to reject any and all submissions from any or all candidates and to

republish the RFP. The Selection Committee also reserves the right at its sole and absolute discretion to terminate the RFP process at any time prior to execution of any agreement.

- B. The Selection Committee reserves the right to award in part, to reject any and all submissions in whole or in part, to waive technical defect, irregularities and omissions if, in its judgment, the best interest of the CRDA and/or the State will be served; for misrepresentation or when the Candidate is in default of any prior State contract; or if the submission limits or modifies any of the terms and conditions and/or specifications of the RFP.
- C. The Selection Committee reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a Candidate and subsequently awarding the contract to another Candidate. Such action on the part of the Selection Committee shall not constitute a breach of contract on the part of the Selection Committee since the contract with the initial Candidate is deemed to be void and of no effect as if no contract ever existed between CRDA and the Candidate.

**An Affirmative Action/Equal Opportunity Employer. Minority Business enterprises are encouraged to apply.**

Name of Candidate: \_\_\_\_\_

**Exhibit A**

**Qualification Application**

**CONSTRUCTION MANAGER’S APPLICATION**

*(Use Extra Sheets as necessary, indicating question responding to on extra sheet)*

1. Federal Employer ID Number/SSN: \_\_\_\_\_
2. Is your business a non-profit organization? [ ] Yes (Attach copy of 501c3) [ ] No
3. Is your business a: [ ] Proprietorship (Individual) [ ] Partnership, [ ] Joint Venture or [ ] Corporation (Type of Corporation )\_\_\_\_\_
4. # of years in business in Connecticut \_\_\_\_\_
5. Has your business operated under a different name at any time? If so, list name  
\_\_\_\_\_
6. How many years has your business operated under its current name? \_\_\_\_\_
7. If your organization is a corporation, answer the following:  
 Date of incorporation: \_\_\_\_\_  
 State of incorporation: \_\_\_\_\_  
 President’s name: \_\_\_\_\_  
 Vice-president’s name(s) \_\_\_\_\_  
 Secretary’s name: \_\_\_\_\_  
 Treasurer’s name: \_\_\_\_\_
8. If your organization is a partnership, answer the following:  
 Date of organization: \_\_\_\_\_  
 Type of partnership \_\_\_\_\_  
 Name(s) of general partner(s) \_\_\_\_\_
9. If your organization is individually owned, answer the following:  
 Date of organization: \_\_\_\_\_  
 Name of Owner: \_\_\_\_\_
10. Is your business currently a DAS certified small business enterprise? [ ] Yes (A copy of the certificate will be required at the RFP stage if your firm is selected to submit a proposal.) [ ] No.
11. Are you registered as: [ ] MBE [ ] WBE [ ] DBE [ ] SET ASIDE. Have you been certified by the State of Connecticut as such? [ ] Yes [ ] No.
12. Have you been Pre-qualified by the Connecticut Department of Administrative Services (DAS) Contractor Pre-qualification program? [ ] Yes [ ] No If yes, attach a copy of each classification relative to this Application.
13. It is mandatory that the firm be legally qualified to do business in Connecticut. If the Candidate is a joint venture, all joint venture partners must be qualified to do business in the State of Connecticut. Are you legally qualified to do business in Connecticut?  
 [ ] Yes, [ ] No



14. List all labor organizations with which you have agreements; a negative response will not be reason for disqualification.
  
15. What percentage of work do you commonly perform with your own forces as opposed to work contracted separately (average) of the past five (5) years?  
 \_\_\_\_\_% of work performed with own forces  
 \_\_\_\_\_% of work subcontracted
  
16. What percentage of the work for which you have served under contract for the past five years has been competitively bid on an open bid market as opposed to selected bidding or negotiation on the basis of invitation only?  
 \_\_\_\_\_% open bid work  
 \_\_\_\_\_% selected bid list or negotiated work
  
17. Within the past five (5) years has your firm or any part of your firm; any owner, or partial owner of your firm; or any other person in any way associated with or employed by your firm ever been barred, suspended, disqualified or otherwise precluded from bidding or offering a proposal on contracts by any municipality or any agency of the State of Connecticut, other states, or the Federal Government? If yes, include an explanation of any previous debarment and copies of any notice of reinstatement. [ ] Yes [ ] No
  
18. State whether within the past five (5) years you have been defaulted, terminated, or have had any liquidated damages or other contractual penalties for failure to timely or properly perform a contract assessed against you and indicate the current status of any litigation involving those transactions.
  
19. State whether within the past five (5) years you have been declared to be a non-responsible bidder or proposer on any public work project and identify the project and date of the findings.
  
20. Has your firm, or any part of your firm, any owner, or partial owner of your firm, or any person in any way associated with or employed by your firm ever: *(If yes to any question, please identify the offense, along with the location of the court or tribunal administering the matter, and the docket or proceeding number of the matter.)*  
 had a conviction or entry of a plea of guilty or nolo contendere for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract? [ ] Yes [ ] No  
  
 had a conviction or entry of a plea of guilty or nolo contendere under state or federal law for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which affects responsibility as a contractor?  
 [ ] Yes [ ] No  
  
 had a conviction or entry of a plea of guilty or nolo contendere under state or federal antitrust, collusion or conspiracy statutes arising out of the submission of bids or proposals? [ ] Yes [ ] No  
  
 been cited for noncompliance with contract provisions on a public project, of a character regarded by the awarding authority to be of such gravity as to indicate a lack of responsibility to perform as a state contractor, including deliberate failure, without good cause, to perform in accordance with specifications or time limits provided in a contract? [ ] Yes [ ] No  
  
 within the previous five (5) years compiled a record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts, unless such failure to perform or unsatisfactory performance was caused by acts beyond your control? [ ] Yes [ ] No

on a public project or contract, been cited for any other cause the awarding authority determined to be so serious or compelling as to affect responsibility as a state contractor, including disqualification by another governmental entity, having caused financial loss to the state or having caused a serious delay or inability of state officials to carry out their duties on a past contract or contracts? [ ] Yes  
[ ] No

21. Where applicable, list all litigation or arbitration proceedings including out of court settlements initiated by or against you within the past five (5) years including all pending cases. List the name of the project, the project location and the court or arbitration number and location. Briefly describe, use a separate sheet if necessary, the circumstances and disposition of each case. **Specifically identify and provide details of each instance of claims or legal proceedings by or against a public or private Owner. Please note that generalized responses such as “litigation arising in the ordinary course of doing business” are not acceptable.**
22. List any OSHA citations within the past five (5) years under present business name or any past business name. Have you been cited for any willful or serious violation of OSHA, or of any standard, order or regulations promulgated pursuant to such Act which violations were cited in accordance with the provisions of any State Occupational Safety and Health Act or the Occupational Safety and Health Act of 1970 and which were not abated within the time fixed by the citation; and which citation has not been set aside following appeal to the appropriate agency or court having jurisdiction? [ ] Yes [ ] No
23. List any criminal convictions related to the injury or death of any employee.
24. Have you appeared on any list published by the Connecticut State Labor Department of persons or firms that have been found by the National Labor Relations Board and by a final decision rendered by a Federal Court to have been in violation of the National Labor Relations Act, 29 USC § 151 et. Seq. or to have been found in contempt of court by a final decision of a Federal Court for failure to correct a violation of the National Labor Relations Act on three or more occasions involving different violations? [ ] Yes [ ] No *If yes, state the date of publication of such list by the Connecticut State Labor Department.*
25. Identify any instances within the previous five (5) years in which you or any entity in which you have an interest, has appeared on a list published by the State of Connecticut Labor Department of persons or firms who the Labor Department has found you to have disregarded or violated your obligations to employees and subcontractors on public works projects under Connecticut General Statutes Sections 31-53 and 31-76c (i.e. payment of prevailing wages and overtime payments) or in which you have been barred from Federal government contracts in accordance with the provisions of the Davis Bacon Act, 40 U.S.C. § 276a-2. Describe in detail the circumstances of each violation, including but not limited to, the date and nature of the violation, the project on which the violation occurred, the source, if known, of any complaint giving rise to any Department of Labor investigation, the results of any such investigation, the penalty imposed or other action taken by the Department of Labor, any remedial action which was taken and any other resolution of any such complaint or violation.
26. Identify any instances other than those described in response to Item 25 in which any complaint has been made to, or any investigation or inquiry has been conducted by, the State of Connecticut, Department of Labor regarding any alleged non-compliance by you or by any subcontractors on your previous projects, of any provision of Part III of Chapter 557 (Connecticut General Statutes Sections 31-52 through 31-57e, prevailing wage and other requirements) and Chapter 558 (Connecticut General Statutes Sections 31-58 through 31-761, minimum wage, overtime and other requirements) during the five calendar years immediately preceding this Application. Describe in detail the circumstances of each violation, including but not limited to, the date and nature of the violation, the project on which the violation occurred, the source if known, of any complaint giving rise to any Department of Labor investigation, the results of any such investigation, the penalty imposed or other action taken by the Department of Labor, any remedial action which was taken and any other resolution of any such complaint or violation. *(If in the event that there were*

such instances as described in your response, you are further required to provide with your Application a written statement of the policy and procedures you would implement on this project in an effort to insure that you and your subcontractors would remain in compliance with the statutory requirements for wage rates and payment of wages as noted above.)

- 27. State whether you have ever been cited or penalized by any government agency for failure to comply with any affirmative action, non-discrimination, or other human rights requirements applicable to any work performed by you. (If so, provide the date(s), details, disposition and docket number(s) for each such instance.)
- 28. Are there any criminal charges, indictments or civil enforcement actions currently pending against you or your principals involving any of the offenses or violations referred to in Item 20 above? [ ] Yes [ ] No (If yes identify the offense(s), court docket number and status of proceeding(s).)
- 29. Have you ever been found by the Connecticut Department of Administrative Services Division of Construction Services (formerly Dept of Public Works), or another State Agency to be in violation of the subcontractor listing requirements or other provisions of Connecticut General Statutes Section 4b-95? [ ] Yes [ ] No (If so indicate the nature, date and circumstances of any such violation.)
- 30. Have you ever been cited for or been the subject of a civil or criminal court proceeding alleging that you have violated the provisions of Connecticut General Statutes Sections 31-52 or 31-52A regarding providing preference to Connecticut citizens or residents in the construction of public buildings or works? [ ] Yes [ ] No (If yes, provide details concerning the date, circumstances and disposition of any such citation or court proceeding.)
- 31. Please provide the address of your Connecticut office and indicate whether it constitutes your home office, branch office, one of your principal places of business or otherwise, and state the number of years you have maintained an office in Connecticut.
- 32. Please state the percentages of your past work and the dollar value which is being performed in Connecticut.
 

2018	_____ %	\$ _____
2017	_____ %	\$ _____
2016	_____ %	\$ _____
- 33. Please indicate the State in which you are incorporated and if it is not Connecticut indicate whether you are currently authorized to do business in Connecticut, as well as the date such authorization was obtained. Authorized? [ ] Yes [ ] No Date: \_\_\_\_\_
- 34. List all bid or proposal protests you have engaged in over the past five years and the results of each instance by date, owner, architect, engineer, consultant, project and court or administrative docket number and location as applicable.
- 35. Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? [ ] Yes [ ] No (If yes, please attach details.)
- 36. **Complete Exhibit A.1 in its entirety for all projects that best portray your qualifications for this Application’s Project.** (Make additional copies of Attachment A as needed). On Lines 6 and 7 of Attachment A, indicate the capacity in which you are or expect to be performing work; i.e. general contractor, construction manager at risk, construction manager for fee, sub/trade contractor, joint venture

partner, design/builder, part of a design/build team, etc. Also, if you are not or do not expect to perform the entire project, specify the dollar value of work you did or will perform.

37. **Complete Exhibit A.2 in its entirety for all current projects and projects for which you are the apparent low bidder.** *(Make additional copies of Attachment B as needed)* On Lines 6 and 7 of Attachment B, indicate the capacity in which you are or expect to be performing work; i.e. general contractor, construction manager at risk, construction manager for fee, sub/trade contractor, joint venture partner, design/builder, part of a design/build team, etc. Also, if you are not or do not expect to perform the entire project, specify the dollar value of work you did or will perform.
38. **Complete Exhibit A.3 in its entirety for all major projects your organization has completed in the past five years.** *(Make additional copies of Attachment C as needed)* On Lines 6 and 7 of Attachment C, indicate the capacity in which you are or expect to be performing work; i.e. general contractor, construction manager at risk, construction manager for fee, sub/trade contractor, joint venture partner, design/builder, part of a design/build team, etc. Also, if you are not or do not expect to perform the entire project, specify the dollar value of work you did or will perform.
39. Provide the construction experience and present commitments of the key individuals of your organization.
40. List the personnel, together with their qualifications and resumes, of those individuals to be assigned to the project team for this project, including but not limited to the Project Executive, Site Manager, Project Manager(s), Safety Engineer, support staff, either located at the job site or your home office or both for administrative, accounting, estimating, etc. State the specific anticipated involvement of each individual in the project.
41. For all those projects for which there is a completed Attachment A, B or C, identify and describe changes that were made in the project team for the project. The description should identify the reason for the change.
42. Describe the Quality Assurance/Quality Control/Code Compliance (“QA/QC/CC”) Program and Procedures which your firm typically uses on the type of project for which this application is submitted, in order to assure that the construction complies throughout with the requirements of the Contract Documents and complies with all applicable Building and Fire/Safety Code requirements. Your response should include, but not be limited to, a description of any and all inspection and testing procedures and activities, the various steps and procedures and methods used in the QA/QC/CC process, the nature and qualifications of the internal team and/or organizations and process are being followed from the planning, through construction, and through any applicable warranty or post construction period, the methods used to report on inspections, and observations such as, Quality Control reports, the methods to report to the Owner and to address and correct instances of contract and code non-compliance and construction and/or design defects and deficiencies, and whether your firm’s QA/QC/CC program and procedures are in writing.
43. Please further state whether on the project for which this application is being submitted you intend to use the QA/QC/CC program and procedures described in response to the foregoing. If no, describe any differences.
44. Every Candidate is expected to have in place a QA/QC/CC program and procedures and to describe them in detail in response to Item 42. You may use a separate sheet identifying the response as being to Item 42 if necessary. If your firm’s programs and procedures are in writing, such as in the form of a manual, you should additionally attach a copy of same in response to Item 72 of this Application, whereby miscellaneous materials are permitted to be attached. Have you attached the requested material? [ ] Yes [ ] No *(If no, please explain.)*

#### References:

45. List three or more trade references from whom you have purchased in quantity materials or equipment in the past five years.

46. Provide a list of references who can attest to having a record of harmonious relations with your firm. The list should include subcontractors, State and/or Municipal project administrators and any other projects which demonstrate harmonious relationships to the satisfaction of the Project Team. Prompt payment to subcontractors is one factor to be considered by the Project Team in evaluating relations with subcontractors and suppliers.
47. Provide documentation from the Connecticut Secretary of State's Office that your firm is currently in good standing as a corporation if applicable.
48. Provide your State of Connecticut license, registration or certificate number, if a joint venture provide for each joint venture partner, for threshold building construction.
49. Has your firm or any part of your firm, affiliate, subsidiary, parent or predecessor, any owner, partial owner, or principal of your firm or any officer or managerial or supervisory employee of your firm ever been involved in any bankruptcy proceedings?

Chapter 11:  Yes  No

Chapter 7:  Yes  No

Provide the court location, caption and docket number of any such bankruptcy proceedings as well as a statement explaining the circumstances resulting in the filing. Please note that the institution of bankruptcy proceedings in and of itself shall not be considered as grounds for non-qualification.

**Candidate's bonding company must be licensed to do business in the State of Connecticut.**

50. Name of bonding company: \_\_\_\_\_
51. Name and address of agent: \_\_\_\_\_
52. What is the most current rating the A.M. Best Company has assigned your bonding company?
53. Total bonding capacity as of the first working day of this month, state in dollars, not as a range:  
\$ \_\_\_\_\_
54. Total bonding committed as of the first working day of this month, state in dollars not as a range:  
\$ \_\_\_\_\_
55. Maximum bonding permitted by your Bonding Company for a single project for your firm, state in dollars not as a range:  
\$ \_\_\_\_\_
56. Provide a listing of your anticipated completion of current bonded work to indicate when additional capacity will be available.
57. Does your bonding company hold a Certificate of Authority as an acceptable Surety and/or Reinsuring Company acceptable to the U.S. Department of Treasury?  
 Yes  No

58. What is the maximum single amount Bond limitation established by the U.S. Department of Treasury for your Bonding Company?

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

If this amount is less than the estimated value of the project contemplated under this Application, how will the bonding requirement be met?

59. Submit a letter from your Bonding Company or its representative confirming items from Items 52 through 58.

60. Has any surety which issued a performance bond on your behalf ever completed work in its own name or financed such completion of your behalf?

Yes  No

61. Provide a statement detailing any financial interest in any other construction business, including any financial interest of 25% or more, which any officer, principal or key employee of the firm have in the Contractor or other construction business.

#### **Financial Statement.**

62. Attach an Audited Financial Statement. If the Candidate is a Joint Venture, attach the required financial statement for each Joint Venture Partner. To be considered responsive, the audited statement shall contain, as a minimum, all Notes to the Financial Statement, Current Assets, Net Fixed Assets, Other Assets, Current Liabilities, Audited Balance Sheet, Audited Statements of Income and Retained Earnings, Audited Statements of Cash Flow, as well as the Statement of Auditors Opinion.

The Audited Financial Statement should include the name and address of the firm preparing the statement and the date prepared.

63. Is the attached financial statement for the identical organization named as the Candidate?  
 Yes  No *(If no, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).*

64. Will the organization whose financial statement is attached act as guarantor of the contract for construction?  
 Yes  No

65. Disclose and identify any relationship and/or potential conflicts of interest which the Candidate may have with any director, officer or employee of CRDA, HSG or the City of Hartford, or any member of the Project Team or their representatives or any consultants involved in the selection process or any architect, consultant, engineer or designer of the proposed project for the purpose of determining whether a conflict of interest exists.

Candidate has no conflict of interest

Candidate has a potential conflict of interest and herewith has attached a full disclosure of said potential conflict of interest.

66. Identify any instances during the five calendar years immediately preceding the current date in which any complaint has been made to, or any investigation or inquiry has been conducted by the State of Connecticut Ethics Commission, or by any other State of Connecticut Agency or Department, regarding any alleged non-compliance by you, or anyone employed by you or acting in your behalf, with Connecticut General Statutes Sections 1-79 through 1-101, pertaining to Codes or Ethics for Public Officials and Lobbyists, and particularly Section 1-84, listing prohibited activities including the giving of "gifts" as defined therein to

public officials and employees. Describe in detail each alleged violation and the circumstances pertaining thereto, including but not limited to the date or dates of such alleged violation, the factual background, nature and specifics of the alleged violation, the source, if known, or any complaint giving rise to the investigation, the penalty, if any, imposed or other action taken by the investigating agency or any other agency to which the matter was referred, any remedial action which has been taken and any other resolution of any such complaint or alleged violation.

67. If the Candidate is a Joint Venture identify the nature and percentage of the work of this project for which each joint venture partner will be primarily responsible.

Attach a copy, executed if available, of your joint venture agreement pursuant to which you propose to perform work on this project.

68. Attach a sample copy of your Connecticut Workers Compensation Insurance Certificate. Also please provide your national Council on Compensation Insurance (NCCI) Experience Modification Sheet and **state here** your Workers Compensation Experience Modification: \_\_\_\_\_.

69. Attach a sample copy of your General Liability Certificate.

70. Attach a sample copy of your Automobile Liability Certificate.

71. Have you ever worked on a project that has a Project Labor Agreement (PLA)? [ ] Yes [ ] No *(If yes, please identify the project(s) and whether any members of your proposed project team had a role in the negotiations.*

72. Please provide any other information which you feel would be appropriate or helpful for the Project Team to consider in making its determination.

**SIGNATURE**

Dated at this \_\_\_\_\_ day of \_\_\_\_\_

Name of Organization: \_\_\_\_\_

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

Title: \_\_\_\_\_

M\_\_\_\_\_ being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public:

My Commission Expires:

Name of Candidate: \_\_\_\_\_

**Exhibit A.1**

**PROJECTS BEST PORTRAYING YOUR QUALIFICATIONS  
FOR THIS APPLICATION'S PROJECT**

NO SUBSTITUTION OF FORMAT

**Project Information Sheet**

1. Project Name: \_\_\_\_\_

2. Project Location: \_\_\_\_\_

3. Project Owner: \_\_\_\_\_

4. Project Architect: \_\_\_\_\_

5. Project Engineer(s):

Civil: \_\_\_\_\_

Structural: \_\_\_\_\_

Mechanical: \_\_\_\_\_

Electrical: \_\_\_\_\_

6. Project role (Item 36 of Exhibit A Application):  
  
\_\_\_\_\_

7. Percentage of work performed by Own forces: \_\_\_\_\_ %

If less than 100% indicate dollar value performed: \$ \_\_\_\_\_

8. Contract Dates: Date of Notice to Proceed: \_\_\_\_\_

Date of Substantial Completion: \_\_\_\_\_

9. Contract Times: Original Contract Timeframe: \_\_\_\_\_

Final Contract Timeframe: \_\_\_\_\_

10. Contract Cost: Original Contract Cost: \$ \_\_\_\_\_

Final Contract Cost: \$ \_\_\_\_\_



11. Value of Change Orders Submitted for Consideration: \_\_\_\_\_

12. Value of Change Orders Approved: \_\_\_\_\_

13. Owner Reference:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

14. Architect Reference:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

15 Engineer References:

Civil:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Structural:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mechanical:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Electrical:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

16. Major Subcontractor References: (if a trade was not used on this Project enter N/A):

Masonry:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Electrical:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mechanical:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

HVAC:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Plumbing:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fire Proofing:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Roofing:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Audio Visual:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Other:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

17. Major Supplier Reference:

Name, Address, Telephone, Contact Person, e-mail, Estimated Annual Expenditures:

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

18. Briefly describe the project. Indicate comparisons between the work of the above project with the work of the project for which this application is submitted.

19. If the "Final Contract Time" stated above is in excess of 45 days of the "Original Contract Time", please provide a brief explanation.
20. If the "Final Contract Cost" exceeds the "Original Contract Cost" By more than 3%, please provide a brief explanation.
21. List the key personnel in your firm who were assigned to the project (principal in charge, project manager, field superintendent, field office manager, field engineer, etc.) who had direct responsibility for the day-to day management of this project and state whether or not each of these people are still employed by your firm.
22. Were you required to furnish a Labor and Material Payment Bond for this project?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- Were you required to furnish a Performance Bond for this project?  
YES \_\_\_\_\_ NO \_\_\_\_\_
23. What percentage of the work for this project was performed with your own forces as opposed to subcontracted work?

Name of Candidate: \_\_\_\_\_

**Exhibit A.2**

**CURRENT PROJECTS AND WHERE NOTED**  
**PROJECTS YOU ANTICIPATE BE BEING AWARDED**

SUBSTITUTION OF FORMAT PERMITTED

**Project Information Sheet**

1. Project Name: \_\_\_\_\_

2. Project Location: \_\_\_\_\_

3. Project Owner: \_\_\_\_\_

4. Project Architect: \_\_\_\_\_

5. Project Engineer(s):  
Civil: \_\_\_\_\_

Structural: \_\_\_\_\_

Mechanical: \_\_\_\_\_

Electrical: \_\_\_\_\_

6. Project role (refer to Item 37 of Exhibit A Application):  
\_\_\_\_\_

7. Percentage of work expected to be performed by Own forces: \_\_\_\_\_ %

8. Contract Dates: Date of Notice to Proceed: \_\_\_\_\_

Date of Substantial Completion: \_\_\_\_\_

9. Contract Times: Original Contract Timeframe: \_\_\_\_\_

10. Contract Cost: Original Contract Cost: \$ \_\_\_\_\_

11. Value of Change Orders Submitted for Consideration: \_\_\_\_\_

12. Value of Change Orders Approved: \_\_\_\_\_

13. Owner Reference:  
Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

14. Architect Reference:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

15. Engineer References:

Civil:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Structural:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mechanical:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Electrical

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

**ATTACHMENT A.3**

**PAST PROJECTS**

SIMPLIFIED SUBSTITUTION OF FORMAT PERMITTED

**Project Information Sheet**

1. Project Name: \_\_\_\_\_

2. Project Location: \_\_\_\_\_

3. Project Owner: \_\_\_\_\_

4. Project Architect: \_\_\_\_\_

5. Project Engineer(s):  
Civil: \_\_\_\_\_

Structural: \_\_\_\_\_

Mechanical: \_\_\_\_\_

Electrical: \_\_\_\_\_

6. Project role (refer to Item 38 of Exhibit A Application):  
\_\_\_\_\_

7. Percentage of work performed by Own forces: \_\_\_\_\_ %

If less than 100% indicate dollar value performed: \$ \_\_\_\_\_

8. Contract Dates: Date of Notice to Proceed: \_\_\_\_\_

Date of Substantial Completion: \_\_\_\_\_

9. Contract Times: Original Contract Timeframe: \_\_\_\_\_

Final Contract Timeframe: \_\_\_\_\_

10. Contract Cost: Original Contract Cost: \$ \_\_\_\_\_

Final Contract Cost: \$ \_\_\_\_\_

11. Value of Change Orders Submitted for Consideration: \_\_\_\_\_

12. Value of Change Orders Approved: \_\_\_\_\_

13. Owner Reference:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

14. Architect Reference:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

15. Engineer References:

Civil:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Structural:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mechanical:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Electrical

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

**Exhibit B**  
**Approach**

ATTACH HERE:

Provide a detailed description of each component in the Scope of Work to be accomplished showing the Candidate's approach and understanding of the project.



Name of Candidate: \_\_\_\_\_

**Exhibit C**  
**Programs**

ATTACH HERE:

A description of your programs as outlined in Submission Requirements

Name of Candidate: \_\_\_\_\_

**Exhibit D**  
**Organizational Structure and Staffing**

ATTACH HERE:

A description of your organizational structure and staffing as outlined in Submission Requirements

Name of Candidate: \_\_\_\_\_

**Exhibit E**

**Schedule**

ATTACH HERE:

- A. Plan to meet the project's goals regarding project schedule.
- B. Sample of a CPM schedule you used on a past project of similar scope and complexity.
- C. Ability to complete the project in accordance with the Project Milestone Dates.
- D. Key issues within CM control that could accelerate or result in a delay in the project schedule.

Name of Candidate: \_\_\_\_\_

**Exhibit F**  
**Compensation**

**ATTACH HERE:**

Your compensation proposal as requested in the Submission Requirements. Also indicate supporting assumptions and calculations of how cost was determined for the General Conditions and General Requirements.

Fill Out and print the file Exhibit F-1 General Conditions Matrix.xls (included in the RFP package) and attach here.

Name of Candidate: \_\_\_\_\_

**Exhibit G**  
**Additional Information**

**ATTACH HERE:**

Any additional information that you would like considered:

Name of Candidate: \_\_\_\_\_

**Exhibit H**

**Pre-Qualification Information & Certifications /Affidavits**

**ATTACH HERE:** Provide written evidence that The Candidate, at the time when Proposal is submitted, possess a valid license, registration, or **certification issued by the CT Dept. of Administrative Services as a pre-qualified Construction Manager at Risk (Group B) per CGS 4a-100 approved for a single minimum \$7 million value construction management project.** If a joint venture, all joint venture partner shall be so licensed, registered or certified.

Also attach all Certifications /Affidavits

Name of Candidate: \_\_\_\_\_

**Attachment A**

**RFP General Conditions and Requirements Certification**

The undersigned hereby affirms the Candidate shall adhere to the RFP Conditions as contained in the RFP for Construction Management Services for the Hartford Police Athletic League, Quirk West Building Renovation and Improvements project.

Submitted:

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Official)

\_\_\_\_\_  
(Print Name and Title of Official)

Name of Candidate: \_\_\_\_\_

**Attachment B**  
**Form of Contract Comments**

CRDA intends to use an amended AIA Standard form of Agreement between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price General Conditions of the Contract for Construction as the Form of Contract. Modifications have will be made to require adherence to programmatic and statutory requirements identified in the RFP and others as may be required by law. A draft of these contract documents will be added to Attachment B.1 of this RFP in a subsequent Addendum. Candidates should identify below any issues/comments with the AIA documents, programmatic and statutory requirements.

Submitted:

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Official)

\_\_\_\_\_  
(Print Name and Title of Official)



**Attachment B.1****Form of Contract**

A draft of the amended AIA Standard form of Agreement between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price and General Conditions of the Contract for Construction. A draft of these contract documents will be added to Attachment B.1 of this RFP by a subsequent Addendum.

**Attachment C****Certifications & Affidavits Sources**

The following Ethics Forms are available at the website below:

Form 1 – Gift and Campaign Contribution Certification

Form 5 – Consulting Agreement Affidavit

Form 6 – Affirmation of Receipt of State Ethics Laws Summary

Form 7 – Iran Certification is available at:

[http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038&opmNav\\_GID=1806](http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038&opmNav_GID=1806)

Guide to the Code of Ethics for Current or Potential State Contractors is available at:

[http://www.ct.gov/ethics/lib/ethics/guides/contractors\\_guide\\_10.pdf](http://www.ct.gov/ethics/lib/ethics/guides/contractors_guide_10.pdf)

CHRO Candidate Contract Compliance Monitoring Report is available at:

<http://www.ct.gov/chro/lib/chro/pdf/notificationtoCandidates.pdf>.

Nondiscrimination Certification forms are available at:

[http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav\\_GID=1806](http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806).

State Elections Enforcement Commission Form 10 is available at:

[http://www.ct.gov/seec/lib/seec/forms/contractor\\_reporting/\\_seec\\_form\\_10\\_final.pdf](http://www.ct.gov/seec/lib/seec/forms/contractor_reporting/_seec_form_10_final.pdf)

Internal Revenue Service Form W-9 is available at:

<https://www.irs.gov/uac/About-Form-W9>

Department of Revenue Services registration information for out of state contractors may be found at:

<http://www.ct.gov/drs/cwp/view.asp?a=1454&q=506012>

Department of Labor “Prevailing Wage Rates” will be posted each July 1 on the Department of Labor website:

<https://www.ctdol.state.ct.us/wgwkstnd/prevailwage.htm>

**CONFLICT OF INTEREST STATUTE**

Connecticut General Statutes Sec. 1-85; (Formerly Sec. 1-68), Interest in conflict with discharge of duties – A public official, including an elected state official, or state employee has an interest which is in substantial conflict with the proper discharge of his duties or employment in the public interest and of his responsibilities as prescribed in the laws of this state, if he has reason to believe or expect that he, his spouse, a dependent child, or a business with which he is associated will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of his official activity. A public official, including an elected state official, or state employee does not have an interest which is in substantial conflict with the proper discharge of his duties in the public interest and of his responsibilities as prescribed by the laws of this state, if any benefit or detriment accrues to him, his spouse, a dependent child, or a business with which he, his spouse or such dependent child is associated as a member of a profession, occupation or group to no greater extent than any other member of such profession, occupation or group. A public official, including an elected state official or state employee who has a substantial conflict may not take official action on the matter.

**Attachment C.1****List of Required Certifications & Affidavits**

The following forms must be completed and submitted as part of the RFP Submission

1. DAS Contractor Prequalification Certification and current Update Statement
2. Surety Letter from Candidates bonding company stating the Candidate, if awarded a contract, can obtain the required Performance and Labor and Materials Payment Bonds in the full amount of the Base RFP
3. OPM Ethics Form 1, Gift and Campaign Contribution Certification
4. OPM Ethics Form 5, Consulting Agreement Affidavit
5. OPM Ethics Form 6, Affirmation of Receipt of State Ethics Laws Summary
6. OPM Iran Certification, Form 7
7. Guide to the Code of Ethics for Current or Potential State Contractors (initial each page)
8. Disclosure statement concerning any current business relationships (within the last three years) that pose a conflict of interest as defined by Connecticut General Statutes Section 1-85 Please copy Conflict of Interest Statue on page 50 onto Company letter head and list any conflicts, or state “none” and sign.
9. CHRO Candidate Contract Compliance Monitoring Report (link on page 50)
10. Nondiscrimination Certification forms (as applicable)
  - a. Form A, Representation by Individual Regardless of Value
  - b. Form B, Representation by Entity for Contracts less than \$ 50,000
  - c. Form C, Affidavit by Entity for Contracts Valued at \$50,000 or More
  - d. Form D, New Resolution by Entity for Contracts Valued at \$50,000 or More
  - e. Form E, Prior Resolution by Entity for Contracts Valued at \$50,000 or More
11. State Elections Enforcement Commission Form 10
12. Internal Revenue Service Form W-9
13. General Conditions Certification
14. Acknowledgement of Receipt of RFP Addenda
- ~~15. RFP Guarantee~~ Not Required
16. Out of State Contractors: Proof of Registration Department of Revenue Services registration information for out of state contractors. Forms may be found at:  
<http://www.ct.gov/drs/cwp/view.asp?a=1454&q=506012>
17. Department of Labor “Prevailing Wage Rates” will be posted each July 1 on the Department of Labor website: <https://www.ctdol.state.ct.us/wgwkstnd/prevailwage.htm>

**Attachment D****CONTRACTOR/GRANTEE COMPLIANCE REQUIREMENTS****NOTE: - THESE REQUIREMENTS APPLY TO ALL CONTRACTORS - INCLUDING GRANTEES AND INDIVIDUALS**

Connecticut General Statute Section 4a-60 was adopted to ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons. To carry out the provisions of the Statute, the Commission on Human Rights and Opportunities developed Regulations concerning Contract Compliance and approval of Contract Compliance Programs which impose certain obligations on State agencies as well as contractors doing business with the State of Connecticut.

These regulations require that as an awarding agency, in this instance, the Capital Region Development Authority (CRDA), must consider the following factors in its selection of any contractor:

- The bidder's success in implementing an affirmative action plan;
- If the bidder does not have a written affirmative action plan, the bidder's promise to develop and implement a successful affirmative action plan;
- The bidder's success in developing an apprenticeship program complying with Connecticut General Statutes Sections 46a-68-1 to 46a-68-17, inclusive.
- The bidder's submission of Employment Information Form or EEO-1/ EEO-4 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and
- The bidder's promise to set aside a portion of the contract for legitimate minority business enterprises.

In order to assess the factors above, contractors are required to provide CRDA with information about their organizations.

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**Attachment E****VENDOR'S PACKAGE****STANDARD VENDOR TERMS AND CONDITIONS****Section 1 Scope**

Except as otherwise set forth in these Standard Terms and Conditions, all of the terms and conditions of the Agreement shall remain in full force and effect. If there is a conflict between the terms and conditions set forth in these Standard Terms and Conditions and the terms and conditions set forth in the Agreement, the terms and conditions set forth in these Standard Terms and Conditions shall prevail. Unless otherwise included herein, the defined terms used in these Standard Terms and Conditions shall have the same meaning as set forth in the Agreement.

**Section 2 Laws and Regulations**

This Agreement shall be interpreted under and governed by the laws of the State of Connecticut. Contractor, its employees and representatives shall at all times comply with all applicable laws, ordinances, statutes, rules, regulations, and orders of governmental authorities, including those having jurisdiction over its registration and licensing to perform services under this Agreement.

**Section 3 Indemnity**

To the fullest extent permitted by law, Contractor shall indemnify and shall defend and hold harmless CRDA, including their officers, agents, and employees from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the negligent acts or omissions of the Contractor or its employees, agents or sub-contractors, including those arising out of injury to or death of Contractor's employees or sub-contractors, whether arising before, during, or after completion of the services hereunder and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by Contractor or its employees, agents or sub-contractors.

**Section 4 Quality Surveillance and Examination of Records**

All services performed by Contractor shall be subject to the inspection and approval of the State, CRDA and Design Team at all times, and Contractor shall furnish all information concerning the services.

The State, CRDA or their representatives shall have the right, at reasonable hours, to inspect or examine the part of the plant or place of business or any books, records, and other documents of Contractor or its subcontractors pertaining to work performed under this Agreement and shall allow such representatives free access to any and all such plants, places of business, books and records. The State and CRDA will give the Contractor at least twenty-four (24) hours' notice of such intended examination. At the State's request, the Contractor shall provide the State and CRDA with hard copies or an electronic format of any data or information in the possession or control of the Contractor which pertains to the State's and CRDA's business under this Agreement.

The Contractor shall retain and maintain accurate records and documents relating to performance of services under this Agreement for a minimum of three (3) years after the final payment by the CRDA and shall make them available for inspection and audit by the State.

**Section 5 Non-Discrimination**

- (a) For purposes of this Section, the following terms are defined as follows:
- i. "Commission" means the Commission on Human Rights and Opportunities;
  - ii. "Contract" and "contract" include any extension or modification of the Contract or contract;
  - iii. "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
  - iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
  - v. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
  - vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
  - vii. "marital status" means being single, married as recognized by the State of Connecticut, widowed, separated or divorced;
  - viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
  - ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and
  - x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees. For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Connecticut General Statutes § 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Connecticut General Statutes § 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).
- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender

identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and C.G.S. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to C.G.S. §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as they relate to the provisions of this Section and C.G.S. § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to C.G.S. § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the

Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and C.G.S. § 46a-56.

- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.56.

## Section 6 Freedom of Information Requirements

Contractor acknowledges that Owner is a “public agency” for the purposes of the Connecticut Freedom of Information Act (the “FOIA”) and that information relating to Contractor and its affairs received or maintained by Owner, either directly or through CRDA, shall constitute “public records or files” for the purposes of the FOIA subject to public access and disclosure in the manner provided in the FOIA, unless another specific exemption from public access and disclosure requirements of the FOIA is available in connection with particular records or files received or maintained by Owner.

## Section 7 Insurance

Contractor agrees to maintain insurance policies protecting its property interests at the Hartford Police Athletic League, Quirk West Building covering the following risks in the following minimum amounts and named additional insureds:

- (a) **Workers’ Compensation** - Contractor shall secure and deliver to CRDA evidence of workers’ compensation (including occupational disease hazards) and Employer’s Liability insurance, insuring their employees in amounts equal to or greater than required under Connecticut law. Provided that such required amounts are provided under Contractor’s excess/umbrella coverage, the Employer’s Liability insurance limits may be the minimum required by the excess/umbrella carrier as an underlying limit.
- (b) **Commercial General Liability** - Contractor shall secure and deliver to CRDA prior to the commencement of the term hereunder and shall keep in force at all times thereafter during the term of the Agreement, a commercial general liability insurance policy, including bodily injury, personal injury and property damage, covering Contractor’s activities and loss and damage to the Hartford Police Athletic League, Quirk West Building occurring in connection with Contractor’s activities, in the amount of not less than One Million Dollars (\$1,000,000.00) per occurrence and not less than Two Million Dollars (\$2,000,000.00) in the aggregate per policy year, including products and completed operations, personal and advertising injury and blanket contractual liability coverage. Contractor shall also maintain umbrella liability insurance (following form) for the commercial general liability and employers’ liability matters covered by the policies described in this Section hereof with a limit of Ten Million Dollars (\$10,000,000) in the aggregate.



- (c) **Builder's Risk and Off-Site Insurance** - During the period of any construction, Contractor shall maintain or cause to be maintained a completed value "all risk" Builder's Risk form or "Course of Construction" insurance policy in non-reporting form in an amount not less than 100% of the replacement cost of any such construction. Contractor shall insure or cause to be insured all materials for the Construction Activities that are stored off Site, including transit (to the extent not otherwise insured by vendor or shipper), for their full insurable value.
- (d) **Evidence of Insurance** - Contractor shall provide to CRDA and the City, not later than the commencement date of this Agreement and annually thereafter, certificates of insurance evidencing the coverage's required by this Section, all in such form as CRDA and the City may reasonably require, with Contractor as the named insured and with CRDA and the City as additional insured's. The policies for said coverages shall contain a provision covering Contractor's indemnification liabilities to CRDA and the City (to the extent that the loss is of a nature that it would otherwise be covered under such insurance). Notwithstanding the provisions of this Section, the above policies may contain exclusions from coverage which are reasonable and customary for policies of such type.
- (e) **Other Insurance Requirements** -
- (i) All insurance required to be maintained under this Agreement must be placed with insurance companies reasonably licensed to do business in the state of Connecticut with the financial rating of at least A-(VIII) or better by the latest edition of A.M. Best's Rating Guide or, if such guide is no longer available, any generally recognized replacement therefore. All insurance required hereunder shall be written on an "occurrence" (as opposed to "claims made") basis.
- (ii) A certificate of insurance (evidencing renewal or replacement of coverage) shall be delivered to CRDA at least thirty (30) days before a policy's expiration date except for any policy expiring on the termination date of this Agreement or thereafter.
- (iii) All insurance procured by Contractor in accordance with the requirements of this Agreement shall be primary over any insurance carried by CRDA, shall not require contribution by CRDA and shall provide that the insurer shall have no right of recovery or subrogation against CRDA.

## Section 8 Confidentiality

Contractor and CRDA each agree that neither will, at any time during or after the term of this Agreement, disclose or disseminate to any other person or entity, or use except as permitted by this Agreement, any information regarding the business, financial results, data, or marketing and business plans obtained during the course of performance under this Agreement (the "Confidential Information"). Each party will use its best efforts to ensure that any Confidential Information obtained from the other party will be disclosed only to the receiving party's employees and agents and only on a "need-to-know" basis, and that such employees and agents will be bound by an obligation to maintain the confidentiality of the Confidential Information similar to the obligations of CRDA and Contractor under this Section. Nothing contained herein will be construed to restrict or impair in any way the right of the parties to disclose or communicate any information which (i) is at the time of its disclosure hereunder generally available to the public; (ii) becomes generally available to the public through no fault of the receiving party; (iii) is, prior to its initial disclosure hereunder, in the possession of the receiving party as evidenced in a documentary form; (iv) is independently developed by a party without use of or reference to any of the other party's Confidential Information; (v) is acquired by the receiving party from any third party having a right to disclose it to the receiving party; (vi) is necessary for the receiving party to disclose in connection with a merger or acquisition or proposed merger or acquisition, or the like, provided the party to whom such disclosure is being made executes a confidentiality agreement in a form reasonably satisfactory to the party whose Confidential Information is being disclosed; or (vii) is necessary to be shared with CRDA.

## Section 9 Publicity

CRDA reserves the right to release all information relating to the subject matter of this Agreement and to determine the form, content and timing of the release of such information. Contractor will not divulge information concerning the subject matter of this Agreement to anyone (including, but not limited to a governmental authority in application for a permit, approval, or clearance, or to market its services) without CRDA's prior written consent, unless the disclosure is made by Contractor pursuant to the requirement or request of a governmental agency or court of competent jurisdiction to the extent such disclosure is required by a valid law, regulation or court order, and other sufficient notice is given by the Contractor to CRDA of any such requirement or request to permit CRDA to seek an appropriate protective order or exemption from such requirement or request. The requirements of this Section shall survive the termination or expiration of this Agreement.

### **Section 10 Severability**

The failure of CRDA or Contractor to insist upon the strict performance of any provisions of this Agreement, or the failure of CRDA or Contractor to exercise any right, option or remedy hereby reserved, shall not be construed as waiver for the future of any such provision, right option or remedy or as a waiver of a subsequent breach thereof. No provision of this Agreement shall be deemed to have been waived unless such waiver shall be in writing signed by the party to be charged.

### **Section 11 Precedence.**

In the case of any inconsistency between the provisions of the Agreement, including these Standard Terms and Conditions, and the provisions of Conn. Gen. Stat. Chapter 588z, the provisions of Conn. Gen. Stat. Chapter 588z shall govern.