

Instructions to Bidders

Project: **Brackett Knoll, Naugatuck Street Extension
CRDA Project # 18-009**

Location **Corner of Naugatuck and Clark Streets to Hampton Street
Hartford, Connecticut**

Table of Contents

LEGAL NOTICE – INVITATION TO BID	3
PART 1 – PROJECT DESCRIPTION	4
PART 2 – PROJECT SCOPE OF WORK & PHASING	
2.1 Project Scope.....	4
2.2 Project Schedule	7
PART 3 – GENERAL INFORMATION	
3.1 Definitions	7
3.2 Bidder's Representations	8
3.3 Bidding Documents	9
3.4 Interpretation or Correction of Bidding Documents	9
3.5 Substitutions	9
3.6 Addenda	10
3.7 Performance and Payment Bond Requirements	10
3.8 Insurance	11
3.9 State Labor Standards Provisions, Laws and Regulations	11
3.10 DAS Contractor Prequalification Certification	11
3.11 Incurring Cost	12
PART 4 – COMPLIANCE REQUIREMENTS AND CERTIFICATIONS	
4.1 Non-Discrimination in Employment	12
4.2 Ethics Affidavits and Certifications	12
PART 5 – GENERAL AND SPECIAL CONDITIONS	
5.1 Taxes	13
5.2 Miscellaneous	13
PART 6 – BID PROCEDURES AND SUBMISSION REQUIREMENTS	
6.1 Time Line	15
6.2 Pre Bid Conference	15
6.3 Bidder Question Procedure	15
6.4 Preparation and Submission of Bid	15
6.5 Bid Security	16
6.6 Modification or Withdrawal of Bid	16
6.7 Post Bid Scope Review Meeting	17
6.8 Consideration of Bids	17
6.9 Acceptance of Bid	17
Document Appendix	19
Conflict of Interest Statute	19

Attachment 1, List of Bid Forms	20
Attachment 2, Bid Form	21
Attachment 3, General Conditions Certification	28
Attachment 4, Labor Rates	29
Attachment 5, Sample Contract	30
Schedule A, Plans and Specifications	31
Schedule B, Standard Vendor Terms and Conditions	32
Schedule C, Site Logistics Plan	Separate Attachment
Exhibit A, Qualification Application	38
Exhibit A.1, Projects Best Portraying Bidder's Qualifications	46
Exhibit A.2, Current Projects	50

LEGAL NOTICE – INVITATION TO BID**Brackett Knoll, Naugatuck Street Extension
CRDA Project # 18-009
Hartford, CT**

The Capital Region Development Authority (CRDA) is undertaking construction of the Naugatuck Street Extension. CRDA intends to enter into a contract with a qualified site contractor to provide pre-construction, construction and post-construction services for this project.

Sealed bids for the above project must be received by CRDA, 100 Columbus Boulevard, Suite 500, Hartford CT 06103 (Attention: Kim Hart), by **10:00 AM on November 21, 2018**, after which time they will be publicly opened and read in a location to be determined at 100 Columbus Boulevard.

The Naugatuck Street Extension is located in between the corner of Naugatuck and Clark Streets and Hampton Street in Hartford, CT.

This project consists of land clearing, installation of sedimentation and erosion control, underground utilities and laterals to the edge of the road right of way, including storm drainage, sanitary sewer, water, gas, electric and telephone/cable, grading, granite curb, paving, sidewalks, street lighting, signage and plantings.

Plans, specifications and documents for the project are 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, and may be examined at the Capital Region Development Authority, 100 Columbus Boulevard Suite 500, Hartford CT (contact Kim Hart at khart@crdact.net).

Bidders are advised that a good faith effort is required for participation in this contract by 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.

A mandatory pre-bid walk through will be held at the corner of Naugatuck and Clark Street at **1:00 PM on Thursday, November 8, 2018**.

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

An Affirmative Action/Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply.

PART 1 – PROJECT DESCRIPTION**1.1 PROJECT: Brackett Knoll, Naugatuck Street Extension
CRDA Project # 18-009****Corner of Naugatuck and Clark Streets to Hampton Street
Hartford, Connecticut****1.2 DUE DATE: November 21, 2018****TIME: 10:00 AM****1.3 PROJECT DESCRIPTION**

The project consists of extension of Naugatuck Street from the corner of Naugatuck and Clark streets east and then north to the end of Hampton Street, including land clearing, installation of erosion and sedimentation control, underground utilities and laterals to the edge of the road right of way, including storm drainage, sanitary sewer, water, gas, electric and telephone/cable, grading, granite curb, paving, sidewalks, street lighting, signage and plantings.

Running parallel to the Naugatuck Extension project, Toraal Development (“Toraal”) will be overseeing the construction of two-family and duplex houses including site work on the building lots fronting on this new roadway. The successful bidder on the Naugatuck Street extension project will be required to maintain access for Toraal’s contractors to the building lots both north and south of the new roadway and coordinate with Toraal’s contractors in the development of a logistics plan that will insure both projects can proceed efficiently. Initially, temporary access to the building lots to the south will be made available to the housing contractor and its subcontractors, pursuant to the Site logistics Plan attached here to as Schedule C.

PART 2 – PROJECT SCOPE OF WORK & SCHEDULE**2.1 Scope -- This project includes, but is not limited to:****A. General Requirements**

- a. Procuring all necessary municipal building, roadway work and road closure permits necessary for construction.
- b. Coordinate and schedule all required inspections; including, but not limited to, City of Hartford, MDC, Connecticut Natural Gas, Eversource, Frontier and Comcast.
- c. Develop a compressive staging plan for the Owner’s approval. Provide a monthly update of the approved staging plan or more often if required.
- d. Develop a detailed critical path construction schedule for the Owner’s approval.
- e. Maintain overall construction sequence and staging in accordance with the approved staging plan and construction schedule.
- f. Provide access to the building lots on the south side of the new Naugatuck Street Extension for Toraal, Toraal’s site and building contractor(s) in accordance with the Logistics Plan attached hereto as Schedule C. Maintain constant coordination with the Owner, Toraal and Toraal’s site and housing contractor(s) and work collaboratively with them to revise the logistics plan as required.
- g. Provide overall utility coordination and scheduling of inspections.

- h. Provide quality control testing and certification.
 - i. Provide traffic control as needed.
 - j. Provide temporary facilities, including temporary power necessary to complete the Work.
 - k. Provide temporary signage, barricades and fencing as required to maintain a safe and secure site. All open excavations must be protected with hard fencing.
 - l. Conduct biweekly meetings with the Owner.
 - m. Provide weekly photo documentation and daily reports documenting construction activity. The daily reports shall include a list of on-site equipment and labor, construction activity, soils leaving site (number of trucks and yardage), soils arriving on site (number of trucks and yardage) and vendor material deliveries.
- B. Land Clearing, Rough Grading and Site Preparation
- a. Provide field engineering including survey for stake out. Owner will provide two (2) control points.
 - b. Locate and protect existing trees to remain.
 - c. Locate and protect existing utility services to remain within the Limit of Construction, including, overhead and subsurface electrical cables, sanitary and storm sewer systems, water and gas service, utility poles, and telephone, security and communications lines.
 - d. The Limits of Construction are shown on sheet PP-2 and extend from the Start of Construction line on Naugatuck Street west of the Naugatuck and Clark intersection to the End of Construction line on Clark Street south of the Naugatuck and Clark intersection and the End of Construction line on Hampton Street at the Hampton and Earle Intersection. The Limits of Construction extend to the Easement line north and south of the new Naugatuck Extension and east and west along Hampton Street from the Naugatuck and Hampton intersection north to the beginning of the Hampton Street Road reconstruction. The Limits of Construction extend east and west to the Road Right of Way north of the beginning of the Hampton Street Road reconstruction to the End of Construction line at the Hampton and Earl Intersection.
 - e. Complete clearing and grubbing within Limits of Construction including removal of trees, tree stumps and vegetation.
 - f. Site Demolition – Remove and properly dispose of debris from project site, including saw cutting, and demolition of miscellaneous structures. Abandon and remove existing utilities as required.
 - g. Install and maintain temporary erosion control devices, including dust control and street sweeping as needed on a daily basis.
 - h. Rough grade area within the Limits of Construction as defined in 2.1.B.d above.
- C. Installation of Site Utilities
- a. Furnish and install sanitary sewer system, including structures, pipes, laterals to five feet beyond the Road Right of Way, trenching, bedding, backfilling, warning tape, connection to existing system, cleaning, testing, and associated items. Cap, mark and survey location and invert of the end of laterals.
 - b. Furnish and install storm drainage system, including structures, pipes, laterals to five feet beyond the Road Right of Way, trenching, bedding, backfilling, warning tape, connection to existing system, and associated items. Cap, mark and survey location and invert of the end of laterals.
 - c. Furnish and install electrical system, including structures, conduits, pull rope, trenching, bedding, backfilling, warning tape, connection to existing system, and associated items. Conduit to be

installed by a licensed electrician. Circuit installation by utility company.

- d. Furnish and install cable and communication systems including structures, conduits, pull rope, trenching, bedding, backfilling, warning tape, connection to existing system, and associated items. Communications cable installation by communications provider.
- e. Furnish and install domestic and fire water systems including gates, hydrants, pipes, laterals to five feet beyond the Road Right of Way including service curb stops, fittings, trenching, bedding, backfilling, warning tape, connection to existing system, cleaning, testing, and associated items. Cap, mark and survey location and invert of the end of laterals. MDC field personnel will be doing some of the water main work as shown on the plans. The Contractor shall prepare and maintain the excavation necessary for the MDC work and coordinate directly with MDC field personnel.
- f. Provide trenching, bedding, backfilling and warning tape for gas mains and laterals to five feet beyond the Road Right of Way. Gas main installation by utility company.

D. Site Finishes

- a. Furnish and install street lighting system, including bases, poles and luminaires, pull boxes, conduits, wire, trenching, bedding, backfilling, warning tape, connection to existing system, and associated items. Conduit and pull boxes to be installed by a licensed electrician. Circuit installation by utility company.
- b. Furnish and install approved soil and aggregate materials for subgrade, subbase and base for roadway, driveway aprons, curbing, sidewalk, utility structures, etc. Reset manholes, gate boxes, pull boxes, etc. to match proposed grades as needed.
- c. Furnish and install granite curbing.
- d. Furnish and install bituminous concrete pavement for roadway including binder and surface course.
- e. Furnish and install concrete sidewalks, concrete driveway aprons and ramps, including ADA warning detectors.
- f. Mill and resurface Hampton Street including disposal of millings.
- g. Repair/replace damaged sidewalk sections on Hampton Street. Provide a square foot unit price for demolition and replacement of damaged sections of existing sidewalk.
- h. Furnish and install street trees. Provide topsoil, fine grade seed and mulch.
- i. Install pavement markings.
- j. Furnish and install traffic control signs and street signs.
- k. Incidental Materials, Tools, Equipment, Power, Fuels and Labor not specifically mentioned in the Specifications or shown on the Drawings, but which are inherently necessary to make a complete working installation, shall be included.

E. Project Close-Out

- a. Following site construction, clean all components of site drainage system, including all catch basins, manholes and piping.
- b. Following completion of the work, remove all temporary erosion control devices and temporary facilities.
- c. Assist the Engineer in preparation of as-built drawings.
- d. Complete all required close-out documents

2.2 Project Schedule –

- A. Mobilize within two weeks of Contract Award.
- B. Complete all Work within **six months** beginning on date of Notice to Proceed.
- C. Prepare a detailed critical path schedule and submit to the Owner for approval within fourteen (14) calendar days of Contract Award.

PART 3 – GENERAL INFORMATION**3.1 Definitions**

- A. Addenda = written or graphic instruments issued by the Engineer prior to the execution of the Contract which modify or interpret the Bidding Documents by additions, deletions, clarifications or corrections.
- B. Architect (designer) = F.A. Hesketh & Associates, Inc., 3 Creamery Brook, East Granby, CT 06026, (860) 653-8000.
- C. Base Bid = total sum for which the Bidder offers to perform the Work described in the Bidding Documents.
- D. Base Contract = Scope of Work for all work identified on in the Contract Documents.
- E. Bid = complete and properly signed proposal to do the Work for the sums stipulated therein. A bid is considered complete if it is submitted according to the terms of the Bidding Documents.
- F. Bidder = person or entity who submits a Bid. A Sub-bidder is a person or entity who submits a bid to a Bidder for materials, equipment and/or labor for a portion of the Work.
- G. Bidding Requirements shall include:
 - 1. The Invitation to Bid
 - 2. The Instructions to Bidders (ITB) including all Attachments and Schedules
 - 3. The Bid Form (including Addendum Acknowledgement and Subcontractor List)
 - 4. All Bid Documents and forms Listed in Attachment 1.
 - 4. Draft Contract attached here to as Attachment 5.
 - 5. Requirements of Schedule B.
 - 5. The Project Specifications dated August 3, 2018.
 - 6. The Project Plans dated September 1, 2018, Revised October 16, 2018.
- H. Contract Sum = equal to the Base Bid. The Contract Sum will be adjusted up or down by approved Contract Change Orders.
- I. Contract Documents =
 - 1. The form of Agreement between the Owner and Contractor attached here to as Attachment 5.
 - 2. Conditions of the Contract (General, Supplementary and other Conditions).
 - 3. Signed and Sealed Bid Submission Documents
 - 3. Project Drawings by F.A. Hesketh & Associates, Inc. dated September 1, 2018, Revised October 16, 2018.

4. Project Specifications by F.A. Hesketh & Associates, Inc. dated August 3, 2018.
 5. Addenda issued prior to execution of the Contract.
- J. Contractor as used in the ITB = the Successful Bidder.
- K. Invitation to Bid = The Invitation to Bid (abbreviated ITB) shall include the Legal Notice, Instruction to Bidders, Bid Form, Project Drawings and Project Manual (Specifications) by F.A. Hesketh & Associates, Inc., Addenda issued prior to the Bid Due Date and all related Exhibits, Attachments and other documents commonly referred to collectively as the Bid Documents.
- L. Limits of Construction = is the area in which the Work of this Contract will be performed as shown on sheet PP-2 and defined in 2.1.B.d above.
- M. Owner = The owner of the Naugatuck Street Extension roadway 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 road construction contract and oversee construction. Where "Owner" appears in the RFP and contract documents, it shall refer to CRDA.
- N. CRDA Designated Representative for Bid Administration = Kim Hart, khart@crdact.net
- O. Project = Brackett Knoll, Naugatuck Street Extension -- CRDA Project # 18-009
- P. Successful Bidder – a qualified bidder who has complied with all of the requirements of the Bid Documents and is the apparent low Bidder to whom CRDA makes an award.
- Q. Definitions established in the General Conditions of the Contract for Construction, or in the other Contract Documents are applicable to the Bidding Documents.

3.2 Bidder's Representations

- A. By making a Bid, the Bidder represents that:
1. The Bidder has carefully examined the Bidding Documents, the requirements are clear, and concurs with them. The Bid is made in full agreement with those requirements.
 2. The Bidder understands the requirements of the Bidding Documents to the extent that such documentation relates to the Work for which the Bid is submitted, for other portions of the Project, if any, being bid concurrently or presently under construction.
 3. The Bidder and appropriate Sub-bidders have visited the site, have become familiar with local conditions under which the Work is to be performed, site conditions, logistics and have correlated the Bidder's personal observations with the requirements of the Bidding Documents.
 4. The submission of a bid or proposal by a contractor for the whole or any part of the work contained in the specifications shall constitute an acceptance by such contractor 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 bid or proposal shall be deemed to incorporate all such pertinent ordinances and regulations.
 5. The Bid is based upon the materials, equipment and systems required by the Bidding Documents without exception or qualification.
 6. The Bidder has not colluded with any other person in regard to any Bid or sub-bid submitted.

3.3 Bidding Documents

- A. Documents are available only in complete sets
 2. Bidders shall use complete sets of Bidding Documents in preparing Bids. The Owner and Architect assume no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
 3. Copies of the Bidding Documents are made available for the sole purpose of obtaining Bids on the Work. No license or permission is granted for any other use of the Bidding Documents.
 4. The Invitation to Bid, Bid Documents and any Addendums will be posted on the Department of Administrative Services (DAS) website 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
 5. Drawings, specifications and related bid documents may be examined at the Capital Region Development Authority, 100 Columbus Boulevard Suite 500, Hartford CT (Connecticut Convention Center 5th floor) contact Kim Hart at khart@crdact.net

3.4 Interpretation or Correction of Bidding Documents

- A. Bidders shall thoroughly examine and be familiar with the drawings and the specifications. The failure or omission of any Bidder to receive or examine any form, instrument, or document shall in no way relieve the Bidder from any obligation with respect to his bid.
- B. Bidders shall carefully examine the contents of this Invitation to Bid (ITB) and related documents. Any ambiguities or inconsistencies shall be brought to the attention of CRDA in writing by **3:00 p.m. on November 12, 2018**. Failure to do so will constitute your acceptance of any subsequent interpretation or decision made by CRDA.
- C. No interpretation of the meaning of this ITB will be made orally. In the event that CRDA provides any interpretation, only written interpretations will be binding upon CRDA. All questions, clarifications and other responses will be posted on the State Contracting Portal and the CRDA website in accordance with the Bid Timeline. Any addenda or amendments to this ITB will also be posted on the State Contracting Portal and the CRDA website. Bidders are strongly encouraged to return periodically to the CRDA website for updates and information related to this Invitation to Bid.
- D. Requests for clarification or interpretation of the ITB or Bidding Documents shall be made in writing. The CRDA will accept requests for clarifications up until **3:00 p.m. on November 12, 2018**. Clarification or Questions can be emailed to Kim Hart at khart@crdact.net.
- E. CRDA reserves the right to respond or not to respond to specific questions, clarifications or requests concerning the ITB process. CRDA acknowledges that information contained in the submission may be subject to the Freedom of Information Act (FOIA).
- F. CRDA may amend or cancel this bid or modify the schedule, prior to the due date and time, if CRDA deems it to be necessary, appropriate or otherwise in the best interest of CRDA.

3.5 Substitutions

- A. The materials, products and equipment described in the Bidding Documents establish the standard required for the function, dimension, appearance and quality to be met by any proposed substitution.
- B. No substitution will be considered after receipt of Bids unless the written request for approval has been received by the Architect by the date stipulated in the ITB. Such requests shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed

substitution including drawings, performance and test data, and other information necessary for an evaluation. A statement setting forth changes in other materials, equipment or other portions of the Work including changes in the work of other contracts that incorporation of the proposed substitution would require shall be included. The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval of a proposed substitution shall be final.

- C. If the Architect approves a proposed substitution prior to receipt of Bids, such approval will be set forth in an Addendum. Bidders shall not rely upon approvals made in any other manner.
- D. No substitutions will be considered after the Contract award unless specifically provided in the Contract Documents.

3.6 Addenda

- A. Addenda will be delivered promptly by the issuing office to all Bidders.
- B. Addenda concerning technical matters will not be issued later than the stipulated day prior to the date for receipt of Bids. The CRDA reserves the right to issue an Administrative Addendum at any time, withdrawing the request for Bids or postponing the date for receipt of Bids.
- C. Each Bidder shall confirm, prior to submitting a Bid that the Bidder has received all Addenda issued. The Bidder shall list the Addenda in the Bid.

3.7 Performance and Payment Bond Requirements

- A. Performance and Labor and Material Bonds to be furnished by the bidder awarded the contract shall be an amount not less than 100% of the contract price.
 - 1. Such bonds are required after receipt of bids and before execution of the Contract; the cost of such bonds shall be included in Bid Item 1. The bonds shall be rated A minus or better by A.M. Best. The CRDA is to be listed as the bond obligee.
 - 2. If the Work is to be commenced prior to the execution of the contract, in response to a letter of intent or a limited notice to proceed, the Bidder shall, prior to commencement of the Work, submit evidence satisfactory to CRDA that such bonds will be furnished and delivered in accordance with this Subparagraph.
 - a. It is preferred that the bonds be written on the AIA 312 forms. Both bonds shall be written in the amount of the Contract Sum.
 - b. The bonds shall be dated on the date of the Contract.
 - c. The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.
- B. The Bidder shall furnish with their Bid, evidence of its ability to obtain satisfactory Performance and Labor and Materials Payment Bonds in the full amount of the Contract Sum.
- 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-bid in which the total estimated cost of labor and materials under the contract to which the sub-bid 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-bid in which the total estimated cost of labor and materials under the contract to which the sub-bid is submitted is less than Fifty Thousand Dollars (\$50,000.00).

If the bidder 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 bid if the estimated value of the contract for which the bid 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.

- C. Obliges – All performance and payment bonds issued by the Contractor and each of its subcontractors on the Project shall name CRDA as obligee.
- D. 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.

3.8 Insurance

- A. The Successful Bidder shall submit Insurance Liability Coverage as per Schedule B Section 6.
- B. The cost of the Successful Bidder's insurance is to be included in Bid Item 1.
- C. If the Work is to be commenced prior to the execution of the Contract, in response to a letter of intent or a limited notice to proceed, the Bidder shall, prior to commencement of the Work, Submit such Insurance.

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 Bidder 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 Document Appendix.

3.10 DAS Contractor Prequalification Certification

- A. Bidders shall be prequalified by the Connecticut Department of Administrative Services (DAS) for a minimum of \$1,000,000 for a single project. All prime bidders must be pre-qualified for the classification of work that they are bidding on. Each bidder 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. Bidders shall submit with their bids, unless noted otherwise, a "DAS Contractor Prequalification Certificate" along with a current "Update (bid) Statement".

Any bid submitted without a copy of the DAS Prequalification Certificate and an Update (Bid) 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.

3.11 Incurring Cost

- A. Bidders are solely responsible for any and all cost or expenses incurred in the preparation and submission of this bid.

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 bidder to be familiar with and knowledgeable about the above.
- B. The apparent successful bidder may be required to undergo a pre-award compliance review for the purpose of ascertaining whether in the opinion of the Owner the bidder 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 Bidders at http://www.ct.gov/chro/lib/chro/Notification_to_Bidders.pdf
- D. All bidders must complete, sign, and return the CHRO Contract Compliance Regulations Notification to Bidders form to CRDA. Bids 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
- F. Bidders 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. Bidders are required to provide the following certifications. Links to these forms are provided in the Document Appendix. 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. A Gift and Campaign Certification form must be updated annually by the successful Bidder. Annually, on or within two (2) weeks of the anniversary date of the execution of this contract, the successful Bidder 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.
- D. 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 Document Appendix).
- E. The successful Bidders 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.
- F. All acquisitions, agreements and contracts are subject to the provisions of the Connecticut General Statutes § 9-612 - regarding CAMPAIGN CONTRIBUTION RESTRICTION.

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 bidder. 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. Contract Provisions: Contractor agrees to the provisions set forth below, which shall also be included in any subcontract issued by the Contractor, with the applicability of terms to be adjusted accordingly. Any duplication of provisions already provided in this Contract Agreement shall be disregarded. In the event of a conflict between the following provisions and those contained in this Contract Agreement, the more stringent shall apply:
1. All work is to be performed in accordance with the requirements of the Contract Documents for this Project.
 2. The Contractor and all of its subcontractors agree to waive all rights to subrogation against CRDA and CRDA's agents, for damages caused by fire or other perils covered by insurance obtained for or in place upon the Project.
 3. The Contractor and all of its subcontractors must carry and maintain insurance coverage in accordance with the Contract Documents and file certificates of such coverage with CRDA.
 4. The Contractor and each of the Contractor's subcontractors must cooperate with, CRDA and permit a designated auditor or representative to review and audit the Contractor's books and records in connection with any costs charged to the Project and included in the price of any change orders.
- C. Project Meetings
1. Pre-Construction Meeting - Soon after the actual award of the contract (but in any event prior to the start of construction), authorized representatives of the contractor shall attend a Pre-construction Conference. Participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the work. The Owner's Representative will forward the agenda to the successful bidder. The location of this conference will be at the Project Site or another convenient location as directed by the Owner's Representative. A Pre-Construction Meeting will also be held at the beginning of each subsequent Seasonal Work Period.
 2. Project Meetings – Weekly or bi-weekly meetings will be scheduled as needed with CRDA, F.A. Hesketh and Contractor. The Bid shall include attendance by the Contractor's project manager.
- D. Qualified Work Force – The Contractor shall confirm that fabricator/installers meet the qualifications and are approved by the manufacturer if noted for the work to be performed.
- E. Parking: Limited onsite parking is available for tradespersons within the road extension project area.
- F. Field Office: The Contractor will be required to have a field office on site.
- G. Welding Protection: The Bid shall include temporary barricades to protect from view any of their burning and welding operations so that other site personnel or passersby cannot look at any flames or welding operations.
- H. Cleanup: The Contractor is responsible for keeping all contracted work areas in a neat and orderly condition. This includes all designated storage areas. This Contractor shall perform daily clean-up operations within contracted work and storage areas.
- I. Waste Disposal: The bid shall include the removal and legal disposal of all construction waste/debris generated by the project including dumpsters.
- J. Power & Water: The bid shall include required power for welding equipment, temporary lighting, temporary outlets and water as needed.
- K. Dust Control: Dust control measures shall be taken by Contractor as required to prevent adverse impacts to the public and environment.
- L. Snow and Ice Removal: Snow and ice removal shall be performed by Contractor as required to support their work.

- O. Toilet Facilities: The Contractor shall provide temporary portable toilets as required to support the road work.
- P. Document Coordination: Should a discrepancy exist between the requirements outlined within the Bid Documents or between the Bid Documents and the plans or specifications, the bid shall include the more stringent requirement.

PART 6 – BID PROCEDURES AND SUBMISSION REQUIREMENTS

6.1 TIME LINE

Documents Available	11/02/18	
Mandatory Pre-Bid Walk Through	11/08/18	(1:00 PM)
Last Day for Questions	11/12/18	(3:00 PM)
Last Addendum	11/15/18	
Bids Due	11/21/18	(10:00 AM)
Scope Reviews	11/27 & 28/18	
Contract Award	11/30/18	
Start Construction	12/05/18	

6.2 Pre Bid Conference

A mandatory pre-bid walk through will be held at the site, corner of Naugatuck and Clark at **1:00 PM on Thursday, November 8, 2018**.

6.3 Bidder Question Procedure

All technical and bid questions must be in writing and emailed to Kim Hart at the following email address: khart@crdact.net. No questions shall be accepted after **3:00 on November 12, 2018**. Answers will be provided via addenda issued to all registered bidders and posted on the State Contracting Portal.

6.4 Preparation and Submission of Bid

- A. The form and style of Bids shall conform to the Bid Form attached hereto as Attachment 2.
 1. Bids shall be submitted on forms identical to the form supplied with the Bidding Documents. Any modifications, revisions, deletions, etc. to the Bid Forms except where information is requested of the Bidder may be grounds for rejection of the Bid.
 2. Provide all requested information and completely fill in all blanks on the bid form. Use typewriter or ink.
 3. Interlineations, alterations and erasures must be clearly legible and initialed by the signer of the Bid.
 4. On each copy of the Bid, include the legal name of the Bidder and a statement that defines the circumstance of ownership and control. The name of each person signing the proposal shall be typed or printed below the signature. When the proposal is signed by an agent of the Bidder, include evidence of current power of attorney. In every case, the proposal shall show the present business address of the Bidder, at which address communications will be received and service of notices accepted.
 - a. If the Bidder is a corporation, the proposal shall be signed in the name of the corporation and sealed by a duly authorized officer of the corporation.

- b. If the Bidder is a partnership, the proposal shall be signed in the name or title under which the organization is doing business by an officer whose official capacity shall be designated.
 - c. If the Bidder is an individual, that individual shall sign the proposal in person, stating the name or title, if any, under which that individual is doing business.
- B. Bid Submission:
- 1. One (1) original and two (2) copies of the Bid and other documents required to be submitted with the Bid shall be enclosed in a sealed envelope. The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name, and the Bidder's name and address. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope labeled SEALED BID ENCLOSED.
 - 2. ALL BIDS MUST BE SUBMITTED IN A SEALED ENVELOPE CLEARLY IDENTIFIED AS FOLLOWS:

Extension of Naugatuck Street CRDA Project # 18-009
 - 3. Bids may be submitted VIA: U.S. Mail, Overnight Mail or Hand and must be deposited at the designated location prior to the Bid Closing time and date.
 - 4. Bids shall be addressed to:

Capital Region Development Authority (CRDA)
100 Columbus Boulevard, Suite 500
Hartford, CT. 06103-2819

Attn: Kim Hart

If you require assistance in locating CRDA's office call 860-527-0100.
 - 5. Bid Closing Date: Bids will be received at **10:00 AM on November 21, 2018**, at the location indicated above and then opened. Late bids will not be accepted and will be returned to bidder unopened. Extensions will not be granted. Bidders are invited to attend the bid opening.
- C. Bid Package – the Bid Package shall include the Bid Form (Attachment 2) and all of the documents listed in Attachment #1.

6.5 Bid Security

- A. Bid Bonds will not be required for this project.

6.6 Modification or Withdrawal of Bid

- A. Bid Withdrawal: Bids may be withdrawn only by written request received from the Bidder prior to the deadline for submission. No bidder may withdraw its bid within ninety (90) days from the actual date of bid opening. Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids provided that they are then fully in conformance with these Instructions to Bidders.
- B. Extension: Bids shall be valid for 90 days following the Bid Closing Date. If for some reason a contract cannot be awarded within the specified period, the time may be extended by mutual agreement between CRDA and the designated low bidder.

- C. Bid Modification: Bids may not be changed after the deadline for submission. A Bid submitted prior to the time and date designated for receipt of Bids, may be modified or withdrawn by notice to the party receiving Bids at the place designated for receipt of Bids prior to the deadline for submission. Such notice shall be in writing and signed by the Bidder. If notice is sent by telegram, written confirmation shall be mailed and postmarked on or before the date and time set for receipt of Bids. Any change shall be so worded as not to reveal the amount of the original Bid.
- D. Bid Clarification: CRDA reserves the right to request clarifications from any bidder, which shall be provided at the bidder's sole expense.

6.7 Post Bid Scope Review Meeting

- A. After the public Bid opening there will be scope review meeting(s) with the apparent low Bidder(s). These meetings will be held at CRDA Offices at the Connecticut Convention Center, 100 Columbus Boulevard, Hartford, CT. The purpose of these meetings is to review the apparent low bidder's proposals. The apparent low bidders will be notified by CRDA and shall be available to attend these meetings.

6.8 Consideration of Bids

- A. The properly identified Bids received on time at CRDA's office, will be opened publicly.
- B. CRDA reserves the right to do any of the following without liability, including but not limited to:
 - 1. Award in part,
 - 2. To reject any and all bids in whole or in part for misrepresentation or if the bidder is in default of any prior State contract, or if the bid or submission limits or modifies any of the terms and conditions and/or specifications of the bid;
 - 3. Cancel the award or execution of any contract prior to the "Notice to Proceed;"
 - 4. Advertise for new bids.
- C. CRDA also reserves the right to waive technical defect, irregularities and omissions if, in its judgment, the best interest of CRDA would be served.
- D. CRDA reserves the right to correct inaccurate awards resulting from clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a bidder and subsequently awarding the contract to another bidder. Such action on the part of CRDA shall not constitute a breach of contract on the part of CRDA since the contract with the initial bidder is deemed to be void ab initio and of no effect as if no contract ever existed between CRDA and the bidder
- E. Every bid which is conditional or obscure, or which contains any addition not called for, may be considered invalid, and CRDA may reject every such bid.
- F. CRDA may reject a bid as non-responsive if the Bidder does not make all required pre-award submittals within the time designated by CRDA.

6.9 Acceptance of Bid

- A. It is the intent of the Owner to award a Contract to the lowest qualified Bidder offering the optimum combination of cost, service and schedule, provided that the apparent Low Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available within the budget established for this project by the Owner. The Owner reserves the right to accept or reject any or all bids and to award the contract to the bidder deemed to be for its best interest. Consideration will also be given to bidder's affirmative action plan.

- C. The Bidder will be required to establish to the satisfaction of the Owner the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the Bidding Documents.
- D. Prior to the award of the Contract, the Owner will notify the Bidder in writing if the Owner has reasonable objection to a person or entity proposed by the Bidder. If the Owner has reasonable objection to a proposed person or entity, the Bidder may, at the Bidder's option, (1) withdraw the Bid, or (2) submit an acceptable substitute person or entity with an adjustment in the Base Bid to cover the difference in cost occasioned by such substitution. The Owner may accept the adjusted bid price or disqualify the Bidder.
- E. Persons and entities proposed by the Bidder and to whom the Owner has made no reasonable objection must be used on the Work for which they were proposed and shall not be changed except with the written consent of the Owner.

An Affirmative Action/Equal Opportunity Employer. Minority/Women's Business enterprises are encouraged to apply.

DOCUMENT APPENDIX

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

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

CHRO Bidder Contract Compliance Monitoring Report is available at:

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

Nondiscrimination Certification forms are available at:

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

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>

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 1 BID FORMS

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

1. Bid Form (including Contract Price Itemization, Addendum Acknowledgement and Subcontractor)
- ~~2. Standard Bid Bond Form~~ (Not required for this project)
3. DAS Contractor Prequalification Certification and current Update (bid) Statement
4. Surety Letter from bidders bonding company stating the bidder, if awarded a contract, can obtain the required Performance and Labor and Materials Payment Bonds in the full amount of the Base Bid.
5. OPM Ethics Form 1, Gift and Campaign Contribution Certification
6. OPM Ethics Form 5, Consulting Agreement Affidavit
7. OPM Ethics Form 6, Affirmation of Receipt of State Ethics Laws Summary
8. OPM Iran Certification, Form 7
9. Guide to the Code of Ethics for Current or Potential State Contractors
10. 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.
11. CHRO Bidder Contract Compliance Monitoring Report
12. Nondiscrimination Certification forms
 - 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
13. State Elections Enforcement Commission Form 10
14. Internal Revenue Service Form W-9
15. General Conditions Certification
16. Labor Rates for each Trade Classification that will be used for this project on form attached as Attachment #2
17. Department of Revenue Services registration information for out of state contractors if required. Forms may be found at: <http://www.ct.gov/drs/cwp/view.asp?a=1454&q=506012>

ATTACHMENT 2 - BID FORM

BF/1

**EXTENSION OF NAUGATUCK STREET
HARTFORD, CONNECTICUT**

TO: **CAPITAL REGION DEVELOPMENT AUTHORITY**
100 Columbus Boulevard, Suite 500
Hartford, CT 06103-2819

Date: _____

Bidder's Name: _____

The undersigned, having inspected the site and familiarized ourselves/myself with the local conditions affecting the cost of the work and the Contract Documents as prepared by **F.A. Hesketh & Associates** (as listed in Schedule A) and on file with **Capital Region Development Authority**, hereby propose to provide all labor, materials, tools, equipment, temporary facilities and transportation necessary to complete the **Extension of Naugatuck Street** as defined in the Contract Documents for the Contract Price of:

_____ Dollars

(\$ _____)

This Bid Price shall include all charges such as overhead, profit, insurance, permits, etc.

Submitted herewith is the Bid Price Itemization including an amount for all project components required by the Bid Documents. The sum of all listed components shall equal the Bid Price.

Submitted herewith are all the forms as listed in the Instructions to Bidders, in accordance with these Instructions to Bidders.

We/I acknowledge that should conditions make it necessary to revise the scope of the project, the Bid Price Itemization shall serve as the basis for adjustments to the Bid Price.

BID FORM

BF/2

**EXTENSION OF NAUGATUCK STREET
HARTFORD, CONNECTICUT**

Bidder's Name: _____

CONTRACT PRICE ITEMIZATION

- Bid Item 1 – General Requirements (section 2.1.A) \$ _____
- Bid Item 2 – Survey & Temporary Protection (Section 2.1.B.a-c) \$ _____
- Bid Item 3 – Clearing & Grubbing (Section 2.1.B.e) \$ _____
- Bid Item 4 – Site Demolition (Section 2.1.B.f) \$ _____
- Bid Item 5 – Erosion and Sediment Control (Section 2.1.B.g) \$ _____
- Bid Item 6 – Site Grading (Section 2.1.B.h): \$ _____
- Bid Item 7 – Sanitary System (Section 2.1.C.a): \$ _____
- Bid Item 8 – Storm Water System (Section 2.1.C.b): \$ _____
- Bid Item 9 – Electric and Communications (Section 2.1.C.c&d): \$ _____
- Bid Item 10 – Water System (Section 2.1.C.e): \$ _____
- Bid Item 11 – Gas System (Section 2.1.C.f): \$ _____
- Bid Item 12 – Street Lighting System (Section 2.1.D.a): \$ _____
- Bid Item 13 - Road Base (Section 2.1.D.b): \$ _____
- Bid Item 14 – Curbing (Section 2.1.D.c): \$ _____
- Bid Item 15 – Paving (Section 2.1.D.d): \$ _____
- Bid Item 16 – Sidewalks & Aprons (Section 2.1.D.e): \$ _____
- Bid Item 17 – Mill & Resurface Hampton Street (Section 2.1.D.f) \$ _____
- Bid Item 18 – Streetscape and Landscaping (Section 2.1.D.h): \$ _____
- Bid Item 19 – Pavement Marking & Signs (Section 2.1.D.i&j): \$ _____
- TOTAL BID ITEMS 1 THROUGH 19 (THE “BID PRICE”):** \$ _____

Bid Item 20 – Hampton Street Sidewalk Repairs (Section 2.1.D.g)

Estimated Quantity 150 SF x \$ _____ /SF = _____
 (Total square foot quantity to be based on final field measurements)

BID FORM**BF/3****EXTENSION OF NAUGATUCK STREET
HARTFORD, CONNECTICUT**

Bidder's Name: _____

GENERAL REQUIREMENTS

The bidder shall, before submitting his Proposal, carefully examine the Contract Documents. He shall inspect in detail the site of the proposed work and familiarize himself with all the local conditions affecting The Work and the detailed requirements of construction. If his Proposal is accepted, he will be responsible for all errors in his Proposal resulting from his failure or neglect to comply with these instructions or errors in judgment arising from said inspections of the work site and examination of the Contract Documents. The Engineer and/or the Owner will, in no case, be responsible for any losses or change in Contractor's anticipated profits resulting from such failure or neglect.

If the bidder finds any language in the Contract inconsistent, vague or difficult to understand or interpret, for any reason, he shall request clarification in writing from the Engineer or Owner not less than 8 working days prior to the scheduled dates for response thereto in writing to all bidders known to the Owner. Unless the bidder seeks clarification in accordance with this paragraph, he will be deemed to have waived his rights, if any he had, to object to said Contract language as vague or misleading for any reason.

When the plans and Special Provisions include information pertaining to surface observations, material testing and other preliminary investigations, such information represents only the opinion of the Engineer as to the location, character, or quantity of the materials encountered and is only included for the convenience of the bidder. The Owner/Engineer assumes no responsibility whatever in respect to the sufficiency or accuracy of the information, and there is no guarantee, either expressed or implied, that the conditions indicated are accurate or unanticipated developments may not occur. Said information shall not be considered by the parties as a basis for the Contract award amount.

The Bidder agrees that adequate time was allowed for the bidder to inspect all work sites and, unless express written request has been made, the Engineer/Owner will be presumed to have supplied the bidder all the information and access required to adequately complete the Proposal.

~~The estimated quantities of work to be done and materials to be furnished under these Specifications are given in the Proposal. All quantities are to be considered as approximate and are to be used only for comparison of bids and as a basis for computing amounts of bid bonds, payments bonds and performance bonds to be furnished. The unit and lump sum prices to be tendered by the bidders are to be for the scheduled quantities as they may be increased or decreased.~~

BID FORM**BF/4****EXTENSION OF NAUGATUCK STREET
HARTFORD, CONNECTICUT**

Bidder's Name: _____

~~Payments will be made to the Contractor only for the actual quantities of work performed and materials furnished in accordance with the Plans and Specifications. The scheduled quantities may each be increased or diminished or entirely deleted. Such changes may become necessary for the best interest of the project due to circumstances not known at the time the Contract was entered into or arising thereafter. In the event, in the sole judgment of the Owner or its representative such changes become necessary, the lump sum and unit prices set forth in the Proposal and embodied in the Contract shall remain valid.~~

Work acceptance is to be made by the Engineer.

Any extra work beyond the scheduled quantities requiring additional cost to the Owner shall be approved by the Owner prior to taking such action. Claims for extra work which have not been authorized in writing by the Owner and approved by the Engineer will be rejected and the Contractor shall not be entitled to payment thereof.

CONSTRUCTION TIME

Contractor shall reference the Instructions to Bidders for applicable requirements.

RIGHT TO REJECT BIDS AND SIGNING CONTRACTS

In submitting this Bid, it is understood that the right is reserved by the Owner to reject any and all bids, and/or negotiate with the selected bidder or bidders, including splitting the work into multiple contracts, all as may be in the best interest of the Owner. If written notice of acceptance of this bid is mailed, delivered and/or otherwise transmitted to the undersigned within sixty (60) days after the opening thereof, or at any time thereafter before this bid is withdrawn by written notification, the undersigned agrees to execute and deliver a Contract in the prescribed form. The Work shall be commenced by the successful bidder within 14 days after the Notice to Proceed from the Owner.

**BID FORM
EXTENSION OF NAUGATUCK STREET
HARTFORD, CONNECTICUT**

BF/6

Bidder's Name: _____

SUBCONTRACTOR'S LIST (If applicable)

(1) Name _____

Address _____

Work Scope _____

(2) Name _____

Address _____

Work Scope _____

(3) Name _____

Address _____

Work Scope _____

(4) Name _____

Address _____

Work Scope _____

(5) Name _____

Address _____

Work Scope _____

(6) Name _____

Address _____

Work Scope _____

**BID FORM
EXTENSION OF NAUGATUCK STREET
HARTFORD, CONNECTICUT**

BF/7

Bidder's Name: _____

GENERAL STATEMENT

The information in this Bid is correct to the best information, knowledge and belief of the undersigned. The undersigned has checked all of the above figures, and understands that the owner will not be responsible for any errors or omissions on the part of the undersigned in preparing this bid. In submitting this bid, it is understood that the right is reserved by the Owner to reject any or all bids and waive all technicalities and informalities in connection therewith, including negotiating with the selected bidder or bidders, ~~including splitting the work into multiple quantities contracts~~, all as may be in the best interest of the Owner. It is agreed that this Bid may not be withdrawn for a period of 60 days from the time of opening.

The undersigned declares that the person or persons signing this bid is/are fully authorized to sign on behalf of the firm listed, to all of the Bid's conditions and provisions thereof.

It is agreed that no persons or company other than the firm listed below or as otherwise indicated has any interest whatsoever in this Bid or the contract that may be entered into as a result of this Bid and that in all respects the Bid is legal and firm, submitted in good faith without collusion or fraud.

It is agreed that the undersigned has complied and/or will comply with all requirements of local, state or national laws, and that no legal requirements has been or will be violated in making or accepting this Bid, in awarding the contract to him and/or in the prosecution of the work required.

SIGNATURE OF BIDDER

Date _____ day of _____ 20_____

Firm Name _____

(Seal)

Address _____

Signature _____

Name Typed _____

Title _____

Witness _____ Telephone _____

State of _____, County of _____

On this _____ day of, 20__ before me personally came, to me known who did depose and say that he is _____, of _____, the Corporation/Partner/Individual described in and which executed the foregoing instrument and that such instrument is duly submitted on behalf of

Notary Public

**ATTACHMENT 3
GENERAL CONDITIONS CERTIFICATION**

Bidder's Name: _____

The undersigned hereby affirms the Bidder shall adhere to the Conditions as contained in this ITB, the Sample Contract and the Project Manual.

Submitted:

Date: _____

(Signature of Official)

(Print Name and Title of Official)

**Attachment 4
Labor Rates**

Project: **Extension of Naugatuck Street**

Location: **Hartford, Connecticut**

Project Number: **CRDA Project # 18-009**

For additional work not reflected in the Lump Sum Bid Items or Unit Price Bid Items, the following labor rates shall apply. Use one sheet for each classification. Do not include Overhead and Profit.

Contractor: _____

Trade Classification: _____

	Straight Time	Time & Half	Double Time
A. Base Rate	_____	_____	_____
B. FICA	_____	_____	_____
C. FUTA	_____	_____	_____
D. SUTA	_____	_____	_____
E. Workman's Comp	_____	_____	_____
F. General Liability	_____	_____	_____
G. Benefits (list each)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
H. Total	_____	_____	_____

ATTACHMENT 5

SAMPLE CONTRACT

The Contract for this project will be based on the AIA Document A104-2017, Standard Abbreviated Form of Agreement between Owner and Contractor.

The Contract Draft will be issued in a Bid Addendum.

SCHEDULE A
PLANS AND SPECIFICATIONS

Plans by F.A. Hesketh, Bid Set – September 1, 2018, Revised 10-16-18

<u>Sheet #</u>	<u>Date</u>	<u>Title</u>
		Title Sheet
GR-1	09/01/18	Roadway Grading and Sedimentation & Erosion Control
PP-1	10/16/18	Plan & Profile (Naugatuck Street)
PP-2	10/16/18	Plan & Profile (Clark Street & Hampton Street)
MD-1	10/16/18	Plan & Profile (MDC Water, Sanitary & Storm)
MD-2	10/16/18	Plan & Profile (MDC Water, Sanitary & Storm)
UT-1	10/16/18	Utility Plan (Gas, Electric, Telephone & CATV)
LS-1	09/01/18	Tree Plan
LS-2	09/01/18	Landscape Notes and Schedule
SD-1	08/02/18	Site Details
SD-2	10/16/18	Site Details
SD-3	08/03/18	Site Details
SD-4	08/02/18	Site Details
SD-5	08/02/18	Site Details
SD-6	08/02/18	Site Details
SD-7	08/03/18	Site Details
SR-1	Jan 2005	Standard Roadway and Street Details
ST-2	Jan 2005	Standard Traffic/Equipment Details
ST-6	Jan 2005	Standard Traffic/Equipment Details
SS-2	Jan 2005	Standard Streetscape Details
NT-1	10/16/18	Notes
TS	07/22/17	Topographic Survey

For Information Only (NIC), Adjacent Lot Plans

GR-2	10/16/18	Grading and Sedimentation & Erosion Control Plan
GR-3	10/16/18	Grading and Sedimentation & Erosion Control Plan

Project Specifications, dated 11/08/18

01000	Project Coordination
01010	Summary of Work
01011	Construction Sequence
01040	Field Engineering
01400	Submittals
01410	Regulatory Requirements
01440	Quality Assurance and Control
01570	Temporary Facilities and Controls
01700	Project Closeout

City of Hartford specifications:

<http://www.hartford.gov/dpw/specifications-and-manuals>.

Metropolitan District Commission (MDC) specifications:

<https://themdc.org/what-we-do/engineering-planning/technical-services>

SCHEDULE B**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 Desman 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, mental retardation, 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, mental retardation, 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 Connecticut Convention Center and Front Street North Garage 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 Stadium and other facilities at the Stadium site 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) **Evidence of Insurance** - Contractor shall provide to CRDA and Operator, 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 Operator may reasonably require, with Contractor as the named insured and with CRDA and the Operator as additional insured's. The policies for said coverage's shall contain a provision covering Contractor's indemnification liabilities to CRDA and Operator (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.

(d) 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.

Bidder's Name: _____

Exhibit A
Qualification 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 Bidder 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.

2017	_____ %	\$ _____
2016	_____ %	\$ _____
2015	_____ %	\$ _____

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 Exhibit A.1 as needed*). On Lines 6 and 7 of Exhibit A.1 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 Exhibit A.2 as needed*) On Lines 6 and 7 of Exhibit A.2, 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. Provide the construction experience and present commitments of the key individuals of your organization.
39. 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.
40. For all those projects for which there is a completed Exhibit A.1 & A.2, identify and describe changes that were made in the project team for the project. The description should identify the reason for the change.
41. 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.
42. 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.
43. Every Bidder 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:

44. List three or more trade references from whom you have purchased in quantity materials or equipment in the past five years.
45. 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.
46. Provide documentation from the Connecticut Secretary of State's Office that your firm is currently in good standing as a corporation if applicable.
47. Provide your State of Connecticut license, registration or certificate number, if a joint venture provide for each joint venture partner, for threshold building construction.
48. 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.

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

49. Name of bonding company: _____

50. Name and address of agent: _____

51. What is the most current rating the A.M. Best Company has assigned your bonding company?

52. Total bonding capacity as of the first working day of this month, state in dollars, not as a range:

\$ _____

53. Total bonding committed as of the first working day of this month, state in dollars not as a range:

\$ _____

54. Maximum bonding permitted by your Bonding Company for a single project for your firm, state in dollars not as a range:

\$ _____

55. Provide a listing of your anticipated completion of current bonded work to indicate when additional capacity will be available.

56. 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

57. 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?

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

59. 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

60. 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.

61. Disclose and identify any relationship and/or potential conflicts of interest which the Bidder may have with any director, officer or employee of CRDA 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.

Bidder has no conflict of interest

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

62. 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.

63. If the Bidder 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.

64. 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: _____.

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

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

67. 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.*)

68. 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:

Bidder's Name: _____

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?

Bidder's Name: _____

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: _____