City of Milford, Connecticut

Request for Qualifications & Proposals

Architectural and engineering design firm for the preparation of schematic design documents, construction documents and construction administrative services for miscellaneous HVAC/Boilers/Masonry improvements at various schools.

RFQ/RFP #1835

August 1, 2025

Fred Bialka
Purchasing Agent

Legal Notice
CITY OF MILFORD
Office of the Purchasing Agent
70 West River Street - Milford, CT 06460
Tel (203) 783-3225

REQUEST FOR QUALIFICATIONS & PROPOSALS

Notice is hereby given that Request for Qualifications and Proposals for

Architectural and engineering design firm for the preparation of schematic design documents, construction documents and construction administrative services for miscellaneous HVAC/Boilers/Masonry improvements at various schools

will be received in the Purchasing Agent's Office until

Thursday, September 4, 2025 @ 3:00 PM

Responses will be evaluated and respondents may be requested to provide a presentation of their proposed services.

A mandatory pre bid meeting will be held on Thursday, August 14, 2025, 1:00 PM at Milford Public Schools Central Office, Parsons Government Center, 70 West River Street, Milford, CT 06460, BOE Meeting Room.

RFQ/RFP information may be obtained from the Purchasing Department or downloaded at **https://www.milfordct.us/610/Purchasing-Department**

If you download RFQ/RFP packages it is *your responsibility* to ensure that you have current information. Click on the "Changes in Bids" icon for any applicable addenda prior to submitting a Response.

The City of Milford is not responsible for data or transmission errors.

The City of Milford reserves the right to reject any and all Responses or any part thereof, or to waive defects in same, or to accept any Response deemed to be in the best interests of the City of Milford.

Fred Bialka
Purchasing Agent

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RFQ/RFP #1835

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GENERAL INSTRUCTIONS

GENERAL

The City of Milford through its Permanent School Facilities Building Committee (hereinafter referred to as "City" or the "Committee") seeks to hire an architectural and engineering design firm for the preparation of schematic design documents as well as complete construction documents and construction administration services for the **miscellaneous HVAC/Boilers/Masonry improvements at various schools.**

PREPARATION OF RESPONSES

1. One (1) original and nine (9) exact copies of the responses and one (1) scanned PDF copy on a CD or flash drive must be received no later than **3:00 p.m. on Thursday, September 4, 2025**. All responses should be submitted in a clear, concise and legible manner to permit proper evaluation and shall include the Qualification Statement contained herein.

2. Respondents may also submit, under separate cover with their response, any additional reports and documents that are necessary to meet the requirements (deliverables) of this RFQ/RFP.

3. All costs incurred in the preparation and presentation of the qualifications/proposals shall be wholly absorbed by the respondent.

PART I - RESPONSE SUBMISSION - QUALIFICATIONS

1. All respondents must provide a thorough and complete package responding to the specific criteria stated here, except where noted otherwise, and submit them to:

Fred Bialka, Purchasing Agent
Parsons Government Complex
70 West River Street
Milford, CT 06460

Mark package as follows: RFQ/RFP #1835 - QUALIFICATIONS – Architectural and engineering design for miscellaneous HVAC/Boilers/Masonry improvements at various schools.

2. Responses must be signed by an authorized principal or agent and the person signing the formal response must be authorized by the organization to contractually bind that organization with regard to price and related contractual obligations. Unsigned responses shall not be considered.

3. A response may be withdrawn at any time prior to the above scheduled date. A response received after the above scheduled date and time may not be considered or opened.

PART II - RESPONSE SUBMISSION - PROPOSALS

1. In addition to the qualification package (only one needs to be submitted), firms shall submit a fee proposal for each of the individual (3) projects listed below. The fee proposals shall be on the proposal forms labeled according to each project.

Firms may bid on 1, 2, or all 3 of the projects outlined above. The City reserves the right to select one firm for all three projects or any combination of the three.

2. Each respondent must include two (2) original fee proposals **for each project they wish to bid on**. The response must be submitted to:

Fred Bialka, Purchasing Agent
Parsons Government Complex
70 West River Street
Milford, CT 06460

The Proposal must be on the prescribed form provided at the end of this document and placed in a **sealed envelope** marked with the following:

- **RFQ/RFP #1835 - PROPOSAL #1 - Elementary Boiler Plant Renovation – Meadowside Elementary School**
- **RFQ/RFP #1835 - PROPOSAL #2 - Boiler replacement (piping changed in 2013) – East Shore Middle School**
- **RFQ/RFP #1835 - PROPOSAL #3 - Gymnasium and Air Handling Unit Replacement with the Addition of Air Conditioning – East Shore Middle School**

3. Proposals must be signed by an authorized principal or agent and the person signing the formal response must be authorized by the organization to contractually bind that organization with regard to price and related contractual obligations. Unsigned proposals shall not be considered.

4. A proposal may be withdrawn at any time prior to the above scheduled date. A proposal received after the above scheduled date and time may not be considered or opened.

5. All costs incurred in the preparation of the proposal shall be wholly absorbed by the proposer.

NOTE: All proposals will remain sealed until the Committee selects up to four (4) "Qualified" firms. At that time, only the proposals of "Qualified" firms will be opened and reviewed by the Committee. Proposals of firms that are not selected as "Qualified" will remain sealed and held by the Chairman of the Committee for sixty (60) days and then shall be destroyed.

Mandatory Pre Bid Meeting

A **mandatory pre-bid meeting will be held on Thursday, August 14, 2025, 1:00 PM** in the Board of Education Room at the Parsons Government Building, 70 West River, Milford, CT.

Firms that do not attend the mandatory pre-bid meeting shall not be allowed to submit for this RFQ/RFP. Attendance will be taken and only those present will be allowed to submit a proposal for this RFP/RFQ

INQUIRIES - REQUEST FOR INFORMATION (RFI)
All inquiries regarding this RFQ/RFP may be submitted up to **Thursday, August 21, 2025 by 12:00 PM (Noon) EST** after which time no additional questions will be accepted. Questions shall be directed to Fred Bialka, Purchasing Agent, fbialka@ci.milford.ct.us . To ensure consistent interpretation of certain items, answers to questions will be posted on the City of Milford website at **https://www.milfordct.us/610/Purchasing-Department** as soon as possible but no later than **Tuesday, August 26, 2025, at 5 pm**.

Respondents or affiliated members are warned not to contact any Building Committee or Board of Education members or Milford Public Schools staff in relation to this RFQ/RFP or this project throughout the selection process. Any communication will be considered cause for disqualification of the offending firm.

All proposers are obligated to become familiar with such questions and answers and to submit or revise their proposals accordingly. The City assumes no responsibility for a proposer's failure to read questions and answers and to revise their proposal accordingly.

After proposals are received, the City reserves the right to communicate with any or all of the proposers to clarify the provisions of this RFQ/RFP. The City further reserves the right to request additional information at any time after proposals are opened.

ADDENDUMS
All addendums will be posted on the City of Milford website at **https://www.milfordct.us/610/Purchasing-Department.** It is the responsibility of all proposal submitters to verify with the City if there are any addendums or changes to this RFQ/RFP. Failure to submit a proposal that does not address any changes or addendums may result in a disqualification of such bid submission.

CITY OPTIONS
The City reserves the right to alter or revoke this RFQ/RFP at any time. The City further reserves the right to reject any or all proposals, to waive any requirements, irregularities, informalities, technical defects or service in the proposals received and to accept only those proposals deemed by the City to be in its best interests.

TAXES
All purchases made by the City, and associated with this RFQ/RFP shall be tax exempt. Any taxes must not be included in response prices. A Tax Exemption Certificate will be furnished upon request.

ASSIGNMENT OF RIGHTS, TITLES AND INTERESTS
Any assignment or subcontracting of work to be performed related to this RFQ/RFP, in whole or in part, and any other interest in conjunction with City procurement shall not be permitted without the express written consent of the City.

HOLD HARMLESS CLAUSE
Any contractor or subcontractor of the City agrees to indemnify, hold harmless and defend the City from and against any and all liability for loss, damage or expense which the City may suffer or for which the City may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this RFQ/RFP and subsequent Contract, whether or not due in whole or in part of any act, omission or negligence of the City or any of its representatives or employees.

WORK REGULATIONS AND STANDARDS
All work activities performed in association with this RFQ/RFP must be performed and completed for the City in accordance with current Federal, State and Local labor regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

REFERENCES AND KEY PERSONNEL
Responders shall submit references as requested on attached forms contained herein.

RFP TIMELINE

Formal Release of the RFP		**Friday, August 1, 2025**
<u>Mandatory</u> Pre-Bid meeting at the **Milford Public Schools Central Office, Parsons Government Center, 70 West River Street, Milford, CT 06460, BOE Meeting Room**		**Thursday, August 14, 2025, 1:00 PM EST**
Submission of Questions (Request for Information)		**Thursday, August 21, 2025, 12:00 PM (Noon) EST**
Responses to Questions (Request for Information)		**Tuesday, August 26, 2025, 5:00 PM EST**
Delivery of Proposals submitted to Fred Bialka, Purchasing Agent, Parsons Government Complex, 70 West River Street, Milford, CT 06460		**Thursday, September 4, 2025, 3:00 PM EST**
Evaluation of Proposals		**September**
Interviews with Selected Finalists		**September/October**
Award of Contract		**September/October**

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SCOPE OF SERVICES

PROJECT DESCRIPTIONS

The selected A/E firm will be responsible for providing all necessary architectural and engineering services, from initial assessment through construction administration and project closeout, for various facility infrastructure improvements.

1. **Elementary Boiler Plant Renovation – Meadowside Elementary School**

   Project Background: The existing boiler plant at Meadowside Elementary School is a critical component of the school's heating infrastructure. The current system consists of a boiler installed in 1998, with associated piping dating back to 1955. This aging infrastructure presents challenges in terms of efficiency, reliability, and ongoing maintenance. The objective of this project is to modernize the boiler plant to ensure safe, efficient, and reliable heating for the school, improve energy efficiency, and bring the system into compliance with current codes and standards. This will include complete boiler, piping, radiation, and controls replacement. The project scope includes the conversion of the current steam-based heating system to a hot water-based heating system.

2. **Boiler replacement (piping changed in 2013) – East Shore Middle School**

   The primary goal of this project is to replace the existing, aging boiler system at East Shore Middle School with a new, high-efficiency, reliable, and code-compliant boiler solution. This initiative aims to improve heating system performance, reduce energy consumption and operational costs, enhance system reliability, and ensure comfortable indoor conditions for occupants. The existing boiler system at East Shore Middle School, originally installed in 1996, has reached the end of its useful life.

3. **Gymnasium and Air Handling Unit Replacement with the Addition of Air Conditioning – East Shore Middle School**

   The primary goal of this project is to replace the existing, aging Air Handling Unit (AHU) serving the gymnasium at East Shore Middle School and integrate modern air

conditioning capabilities. This initiative aims to provide effective heating and cooling, improve indoor air quality, enhance energy efficiency, and ensure a comfortable environment for students, staff, and community members utilizing the gymnasium throughout all seasons.

Project Objectives: The primary objectives for these infrastructure improvement projects generally include:

- **Reliability:** Ensure dependable and robust [heating systems, air quality, structural integrity, etc., as applicable to each project].
- **Efficiency:** Significantly improve energy efficiency and operational performance, reducing operational costs and environmental impact.
- **Safety & Code Compliance:** Update systems and infrastructure to meet all current safety standards, building codes, and environmental regulations.
- **Maintainability:** Design or restore systems for ease of access, routine maintenance, and long-term serviceability.
- **Minimal Disruption:** Plan and execute projects to minimize disruption to facility operations, particularly during occupied hours.
- **Indoor Environment:** Enhance the overall indoor environment for occupants through improved air quality, temperature control, and comfort (where applicable).

The following chart is a list of all schools in our district with some background information.

School	Address	Original Building Year Completed	Total Current Sq. Ft.
JA Foran HS	80 Foran Road	1973	248,798
Jonathan Law HS	20 Lansdale Avenue	1962	220,066
Academy Alt/Ed	140 Gulf Street	1973	13,244
East Shore MS	240 Chapel Street	1952	81,791
Harborside MS	175 High Street	1969	78,321
West Shore MS	70 Kay Avenue	1950	82,225
Calf Pen Meadow ES	395 Welch's Point Road	1955	45,372
John F. Kennedy ES	404 West Avenue	1967	47,597
Live Oaks ES	575 Merwin Avenue	1961	45,970
Mathewson ES	466 West River Street	1961	54,635
Meadowside ES	80 Seeman's Lane	1955	44,905
Orange Avenue ES	260 Orange Avenue	1955	57,513
Orchard Hills ES	185 Marino Drive	1961	55,565
Pumpkin Delight ES	24 Art Street	1950	53,000
GRAND TOTAL			1,129,002

Department of Administrative Services (DAS) Filing Requirements

This project shall be designed and will be filed with the assistance of the A/E firm in conjunction with grants from the Connecticut State Department of Administrative Services (DAS) and reviewed by the Office of Grants Administration (OGA) under at least the following project types:

- HVAC, Boiler Systems, Masonry, Etc.

Project Budget

The projected total budget for these projects is $2,000,000 which includes A/E fees, contingencies and other soft costs. The selected firm will be responsible for designing the alterations within this budget and the fees shall be based on this budget limitation. The City may hire and retain a hazardous material consultant, with whom the selected firm will coordinate all activities.

Special Requirements - State Coordination

The plans and estimates will be subject to review by the State of Connecticut Department of Administrative Services Office of Grants Administration (OGA). The selected design firm will be required to coordinate all OGA submissions including the building project, along with any early packages deemed necessary to maintain the schedule.

Fee Proposal Logistics

In addition to the qualification package (only one needs to be submitted), firms shall submit a fee proposal for each of the individual (3) projects listed above. The fee proposals shall be on the proposal forms labeled according to each project.

- **Elementary Boiler Plant Renovation – Meadowside Elementary School (Proposal Form #1)**
- **Boiler replacement (piping changed in 2013) – East Shore Middle School (Proposal Form #2)**
- **Gymnasium and Air Handling Unit Replacement with the Addition of Air Conditioning – East Shore Middle School (Proposal Form #3)**

Firms may bid on 1 ,2, or all 3 of the projects outlined above. The City reserves the right to select one firm for all three projects or any combination of the three.

1. Proposing firms must submit fee proposals in sealed envelopes marked as specified above. Scope of services should be based on those identified in this RFQ/RFP.

2. Proposed fees for all design and construction administration and coordination services including all required permitting shall be in the form of a **fixed lump sum** for each individual project.

3. Also include a separate estimate of reimbursables. The only reimbursable expenses that will be considered are approved out-of-state travel associated with the project, overnight mailings and printing costs requested specifically for the clients/local state agencies use.

4. In addition to the four separate phase fee line items listed below and the one Reimbursable Expense Allowance, include hourly billing rates to be used when invoicing optional additional services. Rates for each of the applicable job classification listed below and any other appropriate classifications are to be provided. Secretarial services should be included within these hourly billing rates. Include rates for all consultants.
   - Principal
   - Project Manager
   - Project Architect
   - Project Engineer
   - Designer
   - Drafter
   - Job Captain
   - Billing rates for consultants shall be provided as well.

Fee Submission Details

The **Phases** of service that shall be itemized in the proposal shall be:

1. **Schematic Design** including, but not limited to, PREP Meeting attendance and communications
2. **Construction Documents** including, but not limited to, PCR filings thru approvals
3. **Bid Phase Assistance** including, but not limited to:

    i. Attendance/running of pre bid meeting
    ii. Responding to RFIs
    iii. Preparing Addendum for Milford Purchasing Agent distribution
    iv. Preparing Addendum Review documents for the OGA
    v. Reviewing bids and vetting them for recommendation to the Milford Permanent School Building Committee (MPSFBC)
    vi. Preparing the agreements for Contractor/Owner approval coordinating with the City Attorney's office for language and protocols

4. **Construction Administration Services** including, but not limited to:

    i. Attendance at construction kickoff/organizational meeting
    ii. Reviewing shop drawings and submittals
    iii. Responding to RFIs
    iv. Preparing sketches and issuing clarifications to the contractor
    v. Reviewing change orders and recommending to the MPSFBC
    vi. Managing/tracking City budgets and finances, coordinating with City Departments and reporting the same to the MPSFBC.
    vii. Preparing vouchers for all project payments from all vendors and coordinating budget transfers with the City Finance and Purchasing Departments.
    viii. Conducting once weekly site observations during active construction and attending weekly job site meetings with the contractor.
    ix. Preparing the punch list(s) for the project sites
    x. Conducting the final reviews after punch lists are declared completed.
    xi. Issue substantial completion documents, certifications to the Building Official and close out documents to Milford Public Schools for submission to the OGA.
    xii. Processing contractor close out documents, O+M and reviewing as-builts for accuracy before transmitting those as-builts to Milford Public Schools (MPS).
    xiii. Transmitting as-designed and sketch data files, on Compact Discs to MPS at the conclusion of the project.

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GENERAL REQUIREMENTS

SUBMISSION OF QUALIFICATION STATEMENTS (Only ONE Needed even if you are submitting a proposal for multiple projects.)
The qualification statement **must** be organized in the following format and include the following information (missing or incomplete information may be grounds for disqualification). The City reserves the right to waive any irregularity if it deems such waiver to be in the best interest of the City. Please organize your response in the **tabbed sections** as follows:

1. **Letter of interest**

2. **Company Information** – firm profile/overview

3. **Relevant Experience – School Roof Replacement** - Provide descriptions of similar projects for which the firm has provided similar services. The description of each project should include pertinent information such as the project type, size, scope of work performed, dates of services and any other pertinent features.

4. **Relevant Experience** – Please list the last five (5) projects that your firm worked on that qualified for DAS administered through OGA. Please list the client or agency, size, scope, cost and dates of the projects and describe your level of familiarity with the State process from application through final audit.

5. **Team Organization –** Provide an organization chart of the proposed team. Please note any services that will not be provided in-house. If Consultants are to be proposed for use in response to this RFQ/RFP, please provide background information in Tab Section 6. Named consultants may not be changed without prior notice and approval of substitution.

6. **Experience of Key Personnel** - Provide resumes of the key personnel (including consultants) who will be directly involved in the project.

7. **Sub-consultant Information** – Provide a firm profile/overview for each proposed sub-consultant. Named consultants may not be changed without prior notice and approval of substitution.

8. **References -** List no less than five (5) client references (name, address, email address, telephone number and affiliation to identified project) for whom services similar to this Request for Qualifications are currently or have previously been provided, as named in Tabbed Section 3 above for each project the respondent is interested in.

9. **Default & Litigation Statement** – Please respond to the following questions. Have you ever failed to complete any work awarded to you? Have you ever been declared to be in default of a contract? Have you ever been terminated from a contract or voluntarily terminated a contract? If so, where, when, why and what was the ultimate outcome? Describe any pending litigation, arbitration or mediation proceedings in which your firm is currently involved or has been involved (i.e.: claim started, underway or concluded) in the preceding five (5) years.

10. **Financial Management Experience** – Please indicate the projects or school clients that you have worked with in the last five (5) years in which the Architect/Engineer served as the Financial Liaison for the Building Committee or Client. A financial liaison maintains the financial controls with the client by preparing purchase order requests, developing all contracts for contractors and professionals associated with the projects, managing and tracking all change orders and payment requisitions with the Finance Authority, preparing vouchers and participating in monthly financial reviews as well as participating in Audits requested by the Department of Education or Office of Grants Administration.

11. **Additional Information** - Please provide any other information that your firm believes would be important and pertinent to the City in its review.

The qualification document must not exceed 100 pages, excluding tabs, at the conclusion of Tab 11.

METHOD OF SELECTION/CRITERIA FOR QUALIFICATION

The firms will be evaluated on their qualifications using the following criteria**:**

1. Technical competence: The respondent should demonstrate experience in the following areas:

    a) Designing and providing construction administration of local school projects from developed educational specifications, specifically projects reviewed and accepted by the DAS and OGA; and

    b) Developing complete and accurate construction contract documents including plans, specifications and estimates.

2. Demonstrated school roof replacement experience;

3. Must have attended at least five (5) CT OGA PCT/PCRs within the last three (3) years;

4. Must be properly insured and licensed to practice architecture and/or the joint practice of architecture and engineering in the State of Connecticut;

5. Experience providing technical oversight during construction and coordinating multiple agencies, architects, engineers, commissioning agents and contractors;

6. Past record of performance on local contracts with respect to such factors as schedule, cost control, work quality and cooperation with client;

7. Demonstrated familiarity and experience with the Connecticut High Performance Building Standards and Connecticut Code including all amendments;

8. Knowledge of DAS and OGA policies, procedures and regulations for grant projects, as well as the Grants Management and final auditing process;

9. Demonstrated in-house design experience with sustainable energy initiatives; and

10. Experience with the City of Milford on City projects in the last five (5) years will be given due consideration.

Selection Process

Qualifications will be evaluated based on the experience and demonstrated abilities of the firms with respect to the above listed criteria. Respondents that best meet the needs of the City and the project may be invited for an interview.

The selected respondent shall be expected to execute DAS OGA issued AIA B101 Contract or other State of Connecticut required documents with the City.

CONDITIONS OF THE RESPONSE

All respondents shall accept the conditions of this RFQ/RFP, including, but not limited to, the following:

1. All submissions shall become the property of the City and will not be returned;

2. Late submissions shall not be evaluated, nor shall the City review submittals transmitted via facsimile or electronically;

3. Any restriction as to the use of response materials must be clearly indicated as proprietary. The requested limitation or prohibition of use or release shall be identified in writing on a cover sheet. Blanket claims of proprietary responses will not be honored;

4. The City reserves the right to reject any or all submissions on the basis of being non-responsive to this RFQ/RFP, or for failure to disclose requested information;

5. The City shall not be liable for any costs incurred by respondents in the preparation and submission of responses, interviews, nor in costs related to any element of the selection and contract negotiation process;

6. The City reserves the right, without invalidating response content, to request clarification of respondent information;

7. Firms shall refrain from contacting individuals who may be members of the short-list screening and/or oral interview evaluation committee; and

8. Submissions shall remain valid for six (6) months from the date of submission or until a Contract is executed, whichever is later.

INSURANCE REQUIREMENTS

Successful respondents shall purchase and maintain insurance from companies licensed to write business in Connecticut, with an A.M. Best rating of no less than A VII or higher, and acceptable to the City of Milford, of the kinds and minimum amounts specified below:

1. **Commercial General Liability**. Including coverage for independent contractor operations, contractual liability assumed under the provisions of this contract, products/completed operations liability and broad form property damage liability insurance coverage. Exclusions applicable to explosion, collapse and underground hazards are to be deleted when the work involves these exposures. The policy shall provide liability limits at least in the amount of $1,000,000 per occurrence, $2,000,000 aggregate, combined single limits applicable to claims due to bodily injury and/or property damage. The City of Milford, its officers, officials, agents and employees shall be named as an additional insured under this policy on a primary/non-contributory basis by endorsement;

2. **Automobile Liability Insurance**. Covering all owned, non-owned and hired vehicles, providing liability limits at least in the amount of $1,000,000 per occurrence, $2,000,000 aggregate, combined single limits applicable to claims due to bodily injury and/or property damage;

3. **Workers Compensation Insurance**. Covering all of the Successful Respondent's employees to be engaged in the work under this contract, providing the required statutory benefits under Connecticut Workers Compensation Law;

4. **Professional Liability Insurance**. Professional Liability or Errors and Omissions Liability Insurance appropriate to the profession shall be maintained in force for the duration of the contract. Coverage shall apply to liability for a professional error, act or omission arising out of the scope of services as defined by contract. Coverage shall be written to limits of not less than $5,000,000 per loss. If coverage is on a claims-made basis, Successful Respondent shall provide proof of retroactive date applicable to coverage under the policy precedes the effective date of the contract; and that continuous coverage will be maintained and/or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under the Contract is complete.

5. **Umbrella Liability**, Successful Respondent shall maintain Excess or Umbrella Liability Insurance with a limit of not less than $5,000,000, covering all lines of insurance required by this Contract;

6. **Certificates and Notice of Cancellation**. Prior to the signing of the Contract, Successful Respondent shall furnish City with certificates of all required insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements prior to commencing the work, and thereafter upon renewal or replacement of each certified coverage until all operations under this Contract are deemed complete. Certificates shall indicate the type, amount, and class of operations covered, effective date and expiration date of all policies. Required insurance shall be maintained for a period of no less than three (3) years, unless a longer period is required by the contract, after final payment. An additional certificate(s) evidencing such coverage(s) shall be provided to the City thereafter upon renewal or replacement of such insurance until the expiration of the period for which such insurance must be maintained.

   Insurance required shall be written for not less than limits of liability specified herein or required by law, whichever coverage is greater. Coverage, whether written on a claims made or occurrence basis, shall be maintained without interruption from the date of commencement of the Work until date of final payment, and then extended for an additional three (3) years from date of final payment. Coverage afforded under the policies will not be canceled or allowed to expire until at least thirty (30) days' prior written notice has been given to the City of Milford by the Successful Respondent.

   All Insurance policies, except Workers Comp, shall name the City of Milford, its officers, officials, agents and employees as additional insureds, and shall be further evidenced by an actual endorsement furnished to the City from the insurer prior to the signing of the Contract between the Successful Respondent and the City. Any failure to comply with reporting requirements of the policies shall not affect coverage provided to the City of Milford, its officers, officials, agents or employees.

7. **Deductibles and Self-Insured Retentions**. Any deductibles or self-insured retention must be declared to the City. At the option of the City, the Successful Respondent shall procure a bond guaranteeing payment of deductibles or self-insured retentions;

8. **Subcontractors**. Successful Respondent shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein. Commercial General Liability coverage shall include independent contractors' coverage, and the Successful Respondent shall be responsible for assuring that all subcontractors are properly insured. Successful Respondent and City of Milford are independent contractors for the purposes of this agreement, and no employer/employee relationship exists between them; and

9. **Waiver of Subrogation.** All Insurance policies, purchased as required above, shall be endorsed with a waiver of subrogation in favor of the City of Milford, Milford BOE, Milford Public Schools, its officers etc.
   Successful Respondent will waive all rights of subrogation against the City of Milford and all of their respective officers, officials, agents and employees, and covenants and agrees to furnish a copy of the insurance policy that meets all of the above requirements before any work or use of property commences.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 03/21/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: John Smith
ABC Insurance Company 123 Main Street Milford, CT 06460	PHONE (A/C, No, Ext): 203-777-5510 FAX (A/C, No): 203-888-1098 E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE — NAIC #
INSURED	INSURER A: Travelers Charter Oak Fire Ins. — 25615
XYZ Contracting, LLC 789 Center Street New Haven, CT 06510	INSURER B: Travelers Property Casualty Co. —
	INSURER C: Farmington Casualty Company — 41483
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC	Y	Y	DTC02640R0040F10	03/01/2011	02/29/2012	EACH OCCURRENCE $ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) $ 300,000 MED EXP (Any one person) $ 5,000 PERSONAL & ADV INJURY $ 1,000,000 GENERAL AGGREGATE $ 2,000,000 PRODUCTS - COMP/OP AGG $ 2,000,000 $
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS X Drive Other	Y	Y	DTA102640R0040F10	03/01/2011	02/29/2012	COMBINED SINGLE LIMIT (Ea accident) $ 1,000,000 BODILY INJURY (Per person) $ BODILY INJURY (Per accident) $ PROPERTY DAMAGE (Per accident) $ $
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000	Y		DTSMC[illegible]P2640R0047IL	03/01/2011	02/29/2012	EACH OCCURRENCE $ 5,000,000 AGGREGATE $ 5,000,000 $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N / N/A		[illegible]UB2640R004410	03/01/2011	02/29/2012	WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT $ 1,000,000 E.L. DISEASE - EA EMPLOYEE $ 1,000,000 E.L. DISEASE - POLICY LIMIT $ 1,000,000
D	Other						Pollution Liability $5,000,000 Professional Liability $(Per Bld) Builder's Risk $ (Total Project Val.)

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
City of Milford, its Governing Board, Officials, Agents and Employees and all other parties as required by contract are named as additional insured on a primary, non-contributory basis. Waiver of subrogation applies in favor of the City of Milford and all other required parties.

(Attach ISO Additional Insurance Endorsement CG 20 10 11 85 or CG 2010 (10/93) and CG 2037 or CG 2033 and CG 2037 or An endorsement providing equivalent coverage to the additional insureds).

CERTIFICATE HOLDER

City of Milford
70 West River Street
Milford, CT 06460

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

SAMPLE

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City of Milford, Connecticut
Request for Qualifications & Proposals
RFQ/RFP #1835

Architectural and engineering design firm for the preparation of schematic design documents, construction documents and construction administrative services for miscellaneous HVAC/Boilers/Masonry improvements at various schools.

QUALIFICATION STATEMENT

COMPANY INFORMATION:

Name:_____

Address:_____

Phone Number:_____ Fax #:_____

Contact Name:_____ Email:_____

TYPE OF COMPANY:

☐ Corporation ☐ Limited Liability Company ☐ Partnership
☐ Joint Venture* ☐ Sole Proprietorship

If corporation, answer the following:
Date of Incorporation:_____
State of Incorporation:_____
Name of Officers:
President:_____
Vice President:_____
Secretary:_____
Treasurer:_____

If limited liability company, answer the following:
Date of Organization:_____
State of Organization:_____
Name(s) of Managing Member(s):_____
_____
Name(s) of Members:_____
_____

If partnership, answer the following:
Date of Organization:_____
Jurisdiction Where Filed:_____
Type of Partnership (if applicable):_____
Names of General Partner(s):_____
_____

If sole proprietor, answer the following:
Date of Organization:_____
Jurisdiction Where Trade Name is Filed:_____
Name of Owner(s):_____
_____

*If a joint venture, provide a copy of joint venture agreement. All parties shall submit Qualification Statement and history of each member of the joint venture.
Attached? ☐ Yes ☐ No

ORGANIZATION:

How many years has respondent been in business? _____
How many years has respondent been in business under its present name?_____

Under what other or former names has respondent operated?
_____
_____

Tax Identification Numbers:
Connecticut State Tax ID#: _____
Federal Tax ID#:_____

Number of Employees:
Office _____ Field _____ Shop _____

List jurisdictions and trade categories in which respondent is legally qualified to do business, including license type and number.
_____
_____
_____

If there have been any significant changes to the ownership (by more than 10%), management or structure of Respondent's business within the last three (3) years, please explain (use separate sheet if necessary):
_____
_____

Qualifications of Personnel Proposed to Work on City of Milford Contract:
Attach a listing that identifies the principals, staff and/or partners, who would be assigned by your firm to this project for its various stages.

SMALL / MINORITY / DISADVANTAGED BUSINESS CERTIFICATION:

Is Respondent a certified Connecticut DOT/DAS small, minority, women or disadvantaged business? ☐ Yes ☐ No

If yes, list the certifying agency(s) and attach a copy of certificate.

_____

If application is pending, provide date application was submitted, whether it has been completed, and when certification is anticipated.

_____

FINANCING:

1. Attach an audited financial statement, including but not limited to, Audited Balance Shet, Audited Statements of Income and Retained Earnings, Audited Statements of Cash Flow, and the Statement of Auditor's Opinion showing the following items:

   a. Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses)

   b. Net Fixed Assets;

   c. Other Assets; and

   d. Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision or income taxes, advances, accrued salaries and accrued payroll taxes).

2. Name and address of firm preparing attached financial statement and date thereof.

   _____

   _____

3. Is the attached financial statement for the respondent named on page 1?
   ☐ Yes ☐ No

If no, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

_____

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

Financial information shall be provided in a separate envelope clearly marked "Confidential," if such information is to remain as confidential material. Financial statements that are reviewed by a licensed CPA firm may be considered in lieu of audited financial statements, at the sole discretion of the City of Milford.

PERFORMANCE AND CLAIMS HISTORY:

Within the last five (5) years, has respondent been defaulted, terminated or had any liquidated damages or other contractual penalties for failure to timely or properly perform a contract assessed against respondent? ☐ Yes ☐ No
(If yes, please provide a detailed explanation, on a separate page, indicating the current status of any claim or litigation involving those transactions.)

Within the last five (5) years, has any officer or principal of respondent ever been an officer or principal of another organization when it failed to complete a contract? ☐ Yes ☐ No
(If yes, please provide a detailed explanation, on a separate page, identifying the project and reason for failing to complete the construction contract.)

Within the past five (5) years, has respondent been declared to be a non-responsible respondent or respondent on any public works project? ☐ Yes ☐ No
(If yes, please provide a detailed explanation, on a separate page, identifying the project and date of findings.)

Has respondent ever been involved in bankruptcy or re-organization in the past five (5) years? ☐ Yes ☐ No
(If yes, please provide a detailed explanation, on a separate page)

Are there pending, or have there ever been any, claims or suits (including arbitration or administrative proceedings) by or against respondent in relation to respondent's job performance or compliance with applicable laws on a construction project, either pending or resolved, within the last five (5) years? ☐ Yes ☐ No
(If yes, please provide a detailed explanation of all such claims or suits, on a separate page, including case name, docket number, jurisdiction, description of the claims at issue, and the final outcome.)

Are there any unpaid debts that are past due or alleged to be past due under arbitration awards or judgments against respondent? ☐ Yes ☐ No
(If yes, please provide a detailed explanation, on a separate page.)

Within the past five (5) years has respondent, or any part of respondent's organization, any owner, or partial owner of respondent's organization, or any person in any way associated with or employed by respondent, ever been barred, suspended, disqualified or otherwise precluded from bidding or offering a proposal on contracts by

any municipality, any agency of the State of Connecticut, other states or the Federal Government? ☐ Yes ☐ No
(If yes, please provide a detailed explanation, on a separate page, including copies of any notice of reinstatement.)

Has respondent or any of its principals (owner of more than 5% interest) ever been convicted of, or entered a plea of guilty, or nolo contender or similar acknowledgment, criminal violation(s) relating to, or arising out of, its business activities or the bidding or performance of a construction project? ☐ Yes ☐ No
(If yes, please provide a detailed explanation, on a separate page, including the case name, docket number, jurisdiction and case description.)

Has respondent or its principals (owners of more than 5% interest) ever been found civilly liable for any criminal activity or civil action involving embezzlement, fraud, forgery, bribery, falsification or destruction of records, receipt of stolen property, collusion, anti-trust, conspiracy or other similar offenses arising out of its business activities or the bidding or performance of a construction project? ☐ Yes ☐ No
(If yes, please provide a detailed explanation, on a separate page, including the case name, docket number, jurisdiction and case description.)

REFERENCES: (*Attach additional pages as necessary)*

Responders shall provide at least five (5) references for similar projects of similar size and scope (dollar value or specification) to the proposed scope of work contained in this bid. PLEASE NOTE IT IS THE CITY'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.

CLIENT 1:
Organization Name:_____
Contact Name: _____Phone: _____
Service Dates:_____
Project(s):_____

CLIENT 2:
Organization Name:_____
Contact Name: _____Phone: _____
Service Dates:_____
Project(s):_____

CLIENT 3:
Organization Name:_____
Contact Name: _____Phone: _____
Service Dates:_____
Project(s):_____

CLIENT 4:
Organization Name:_____
Contact Name: _____Phone: _____
Service Dates:_____
Project(s):_____

CLIENT 5:
Organization Name:_____
Contact Name: _____Phone: _____
Service Dates:_____
Project(s):_____

The undersigned hereby certifies that the information and representations presented in this application are true and accurate to the best of my/our knowledge. The undersigned further understands that providing false information or representations herein constitutes an act of fraud, which will result in the termination of the pre-qualification process, in addition to other legal recourse.

Dated this ___ day of _____, 20___ at _____, Connecticut.

_____
(Company Name)

BY:_____
(Signature)

_____
(Printed Name)
Its_____, duly authorized

Subscribed and Sworn to before
me this _____ day of _____, 20____.

_____
Notary Public

My Commission Expires:

City of Milford, Connecticut
Request for Qualifications & Proposals
RFQ/RFP #1835

Architectural and engineering design firm for the preparation of schematic design documents, construction documents and construction administrative services for miscellaneous HVAC/Boilers/Masonry improvements at various schools.

Construction Pre-Qualification Application

Non-Collusion Certification

The undersigned certifies, under penalty of false statement, that this response has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition; that no person or persons other than members of this organization (or subcontractors) are interested in any resulting contract that may be entered into from any subsequent bidding process; that no person acting for or employed by the City of Milford is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the City of Milford.

As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Section 2-23, *et. seq.*, of the Milford Code of Ordinances to any official or employee of the City of Milford responsible for awarding or administering this bid or contract.

Please complete and sign

Company Name: _____

Business Address: _____

_____

Phone:_____Fax:_____

BY:_____
(Signature)

_____
(Printed Name)

Its_____, duly authorized

Dated this ___ day of _____, 20___
at _____, Connecticut.

City of Milford, Connecticut
Request for Qualifications & Proposals
RFQ/RFP #1835

Architectural and engineering design firm for the preparation of schematic design documents, construction documents and construction administrative services for miscellaneous HVAC/Boilers/Masonry improvements at various schools.

PROPOSAL FORM #1

Elementary Boiler Plant Renovation – Meadowside Elementary School

PROPOSER'S FULL LEGAL NAME:_____

Pursuant to and in full compliance with the Request, the undersigned proposer, having thoroughly examined each and every document comprising the Request, including any addenda, hereby offers and agrees as follows:

COST PROPOSALS (Four total)

Phase 1: To provide the products and/or services described in Phase 1 of the specifications above: **Schematic Design** including, but not limited to, PREP Meeting attendance and communications, and upon the terms and conditions of the Request, for the total sum of:

_____
_____/100 (write out in words)

($_____).

Phase 2: To provide the products and/or services described in Phase 2 of the specifications above: **Construction Documents** including, but not limited to, PCR filings thru approvals, and upon the terms and conditions of the Request, for the total sum of:

_____
_____/100 (write out in words)

($_____).

Phase 3: To provide the services described in Phase 3 of the specifications above: **Bid Phase Assistance** including, but not limited to, attendance/running of pre bid meeting; responding to RFIs; preparing Addendum for Milford Purchasing distribution; preparing Addendum Review documents for the OGA; reviewing bids and vetting them for recommendation to the Committee; preparing the agreements for Contractor/Owner approval coordinating with the

City Attorney's office for language and protocols; and upon the terms and conditions of the request, for the total sum of:

_____

_____/100 (write out in words)

($_____).

Phase 4: To provide the services described in Phase 4 of the specifications above: **Bid Phase Assistance** including, but not limited to, **Construction Administration Services** including, but not limited to: attendance at construction kickoff/organizational meeting; reviewing shop drawings and submittals; responding to RFIs; preparing sketches and issuing clarifications to the contractor; reviewing change orders and recommending to the MPSBC; managing/tracking City budgets and finances, coordinating with City Departments and reporting same to the MPSBC; preparing vouchers for all project payments from all vendors and coordinating budget transfers with the City Finance and Purchasing Departments; conducting once weekly site observations during active construction and attending weekly job site meetings with the contractor; preparing the punch list(s) for the project sites; conducting the final reviews after punch lists are declared completed; issue substantial completion documents, certifications to the Building Official and close out documents to Milford Public Schools for submission to the OSCG&R; processing contractor close out documents, O+M and reviewing as-builts for accuracy before transmitting those as-builts to Milford Public Schools (MPS); transmitting as-designed and sketch data files, on Compact Discs or Thumb Drives to MPS at the conclusion of the project; assist with any audits in the future by the OGA or any other agency; and upon the terms and conditions of the request, for the total sum of:

FIXED LUMP SUM TOTAL:

_____

_____/100 (write out in words)

($_____).

ACKNOWLEDGEMENT

In submitting this Proposal Form, the undersigned proposer acknowledges that the price(s) include all labor, materials, transportation, hauling, overhead, fees and insurances, bonds or letters of credit, profit, security, permits and licenses, and all other costs to cover the completed work called for in the Request. No additional payment of any kind will be made.

REQUIRED DISCLOSURES

1. Exceptions to the Request (Check the appropriate statement)

   _____ This proposal does not take exception to any requirement of the Request, including but not only any of the Contract Terms set forth in Section 26 of the Standard Instructions to Proposers, and any of the provisions of AIA Form B101 (2007).

   OR

   _____ This proposal takes exception(s) to certain of the Request requirements, including but not only the following Contract Terms set forth in Section 26 of the Standard Instructions to Proposers and/or the provisions of AIA Form BIOI (2007). Attached is a sheet fully describing each such exception.

2. State Debarment List

   Is the proposer on the State of Connecticut's Debarment List?

   _____ Yes
   _____ No

3. Occupational Safety and Health Law Violations

   Has the proposer or any firm, corporation, partnership or association in which it has an interest (1) been cited for three (3) or more willful or serious violations of any occupational safety and health act or of any standard, order or regulation promulgated pursuant to such act, during the three-year period preceding the proposal (provided such 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 not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction) or (2) received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the proposal?

   _____ Yes
   _____ No

   If "yes," attach a sheet fully describing each such matter.

4. Arbitration/Litigation

   Has either the proposer or any of its principals (regardless of place of employment) been involved for the most recent ten (10) years in any resolved or pending arbitration or litigation?

   _____ Yes
   _____ No

   If "yes," attach a sheet fully describing each such matter.

5. Criminal Proceedings

Has the proposer or any of its principals (regardless of place of employment) ever been the subject of any criminal proceedings?

_____ Yes
_____ No

If "yes," attach a sheet fully describing each such matter.

6. Ethics and Offenses in Public Projects or Contracts

Has either the proposer or any of its principals (regardless of place of employment) ever been found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of proposals or bids or the performance of work on public works projects or contracts?

_____ Yes
_____ No

If "yes," attach a sheet fully describing each such matter.

SIGNATURE

THIS DOCUMENT, IN ORDER TO BE CONSIDERED A VALID PROPOSAL, MUST BE SIGNED BY A PRINCIPAL OFFICER OR OWNER OF THE BUSINESS ENTITY THAT IS SUBMITTING THE PROPOSAL. SUCH SIGNATURE CONSTITUTES THE PROPOSER'S REPRESENTATIONS THAT IT HAS READ, UNDERSTOOD AND FULLY ACCEPTED EACH AND EVERY PROVISION OF EACH DOCUMENT COMPROMISING THE REQUEST, UNLESS AN EXCEPTION IS DESCRIBED ABOVE.

BY_____ TITLE:_____
(PRINT NAME)

_____ DATE:_____
(SIGNATURE)

NOTE: ALL PROPOSALS WILL REMAIN SEALED UNTIL THE COMMITTEE SELECTS UP TO FOUR (4) "QUALIFIED" FIRMS. AT THAT TIME, ONLY THE PROPOSALS OF "QUALIFIED" FIRMS WILL BE OPENED AND REVIEWED BY THE COMMITTEE. PROPOSALS OF FIRMS THAT ARE NOT SELECTED AS "QUALIFIED" WILL REMAIN SEALED AND HELD BY THE CHAIRMAN OF THE COMMITTEE FOR SIXTY (60) DAYS AND THEN SHALL BE DESTROYED.

**** END OF PROPOSAL FORM ****

City of Milford, Connecticut
Request for Qualifications & Proposals
RFQ/RFP #1835

Architectural and engineering design firm for the preparation of schematic design documents, construction documents and construction administrative services for miscellaneous HVAC/Boilers/Masonry improvements at various schools.

PROPOSAL FORM #2

Boiler replacement (piping changed in 2013) – East Shore Middle School

PROPOSER'S FULL LEGAL NAME:_____

Pursuant to and in full compliance with the Request, the undersigned proposer, having thoroughly examined each and every document comprising the Request, including any addenda, hereby offers and agrees as follows:

COST PROPOSALS (Four total)

Phase 1: To provide the products and/or services described in Phase 1 of the specifications above: **Schematic Design** including, but not limited to, PREP Meeting attendance and communications, and upon the terms and conditions of the Request, for the total sum of:

_____
_____/100 (write out in words)

($_____).

Phase 2: To provide the products and/or services described in Phase 2 of the specifications above: **Construction Documents** including, but not limited to, PCR filings thru approvals, and upon the terms and conditions of the Request, for the total sum of:

_____
_____/100 (write out in words)

($_____).

Phase 3: To provide the services described in Phase 3 of the specifications above: **Bid Phase Assistance** including, but not limited to, attendance/running of pre bid meeting; responding to RFIs; preparing Addendum for Milford Purchasing distribution; preparing Addendum Review documents for the OGA; reviewing bids and vetting them for recommendation to the Committee; preparing the agreements for Contractor/Owner approval coordinating with the

City Attorney's office for language and protocols; and upon the terms and conditions of the request, for the total sum of:

_____

_____/100 (write out in words)

($_____).

Phase 4: To provide the services described in Phase 4 of the specifications above: **Bid Phase Assistance** including, but not limited to, **Construction Administration Services** including, but not limited to: attendance at construction kickoff/organizational meeting; reviewing shop drawings and submittals; responding to RFIs; preparing sketches and issuing clarifications to the contractor; reviewing change orders and recommending to the MPSBC; managing/tracking City budgets and finances, coordinating with City Departments and reporting same to the MPSBC; preparing vouchers for all project payments from all vendors and coordinating budget transfers with the City Finance and Purchasing Departments; conducting once weekly site observations during active construction and attending weekly job site meetings with the contractor; preparing the punch list(s) for the project sites; conducting the final reviews after punch lists are declared completed; issue substantial completion documents, certifications to the Building Official and close out documents to Milford Public Schools for submission to the OGA; processing contractor close out documents, O+M and reviewing as-builts for accuracy before transmitting those as-builts to Milford Public Schools (MPS); transmitting as-designed and sketch data files, on Compact Discs or Thumb Drives to MPS at the conclusion of the project; assist with any audits in the future by the OGA or any other agency; and upon the terms and conditions of the request, for the total sum of:

FIXED LUMP SUM TOTAL:

_____

_____/100 (write out in words)

($_____).

ACKNOWLEDGEMENT

In submitting this Proposal Form, the undersigned proposer acknowledges that the price(s) include all labor, materials, transportation, hauling, overhead, fees and insurances, bonds or letters of credit, profit, security, permits and licenses, and all other costs to cover the completed work called for in the Request. No additional payment of any kind will be made.

REQUIRED DISCLOSURES

7. Exceptions to the Request (Check the appropriate statement)

_____ This proposal does not take exception to any requirement of the Request, including but not only any of the Contract Terms set forth in Section 26 of the Standard Instructions to Proposers, and any of the provisions of AIA Form B101 (2007).

OR

_____ This proposal takes exception(s) to certain of the Request requirements, including but not only the following Contract Terms set forth in Section 26 of the Standard Instructions to Proposers and/or the provisions of AIA Form BIOI (2007). Attached is a sheet fully describing each such exception.

8. State Debarment List

Is the proposer on the State of Connecticut's Debarment List?

_____ Yes
_____ No

9. Occupational Safety and Health Law Violations

Has the proposer or any firm, corporation, partnership or association in which it has an interest (1) been cited for three (3) or more willful or serious violations of any occupational safety and health act or of any standard, order or regulation promulgated pursuant to such act, during the three-year period preceding the proposal (provided such 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 not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction) or (2) received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the proposal?

_____ Yes
_____ No

If "yes," attach a sheet fully describing each such matter.

10. Arbitration/Litigation

Has either the proposer or any of its principals (regardless of place of employment) been involved for the most recent ten (10) years in any resolved or pending arbitration or litigation?

_____ Yes
_____ No

If "yes," attach a sheet fully describing each such matter.

11. Criminal Proceedings

Has the proposer or any of its principals (regardless of place of employment) ever been the subject of any criminal proceedings?

_____ Yes
_____ No

If "yes," attach a sheet fully describing each such matter.

12. Ethics and Offenses in Public Projects or Contracts

Has either the proposer or any of its principals (regardless of place of employment) ever been found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of proposals or bids or the performance of work on public works projects or contracts?

_____ Yes
_____ No

If "yes," attach a sheet fully describing each such matter.

SIGNATURE

THIS DOCUMENT, IN ORDER TO BE CONSIDERED A VALID PROPOSAL, MUST BE SIGNED BY A PRINCIPAL OFFICER OR OWNER OF THE BUSINESS ENTITY THAT IS SUBMITTING THE PROPOSAL. SUCH SIGNATURE CONSTITUTES THE PROPOSER'S REPRESENTATIONS THAT IT HAS READ, UNDERSTOOD AND FULLY ACCEPTED EACH AND EVERY PROVISION OF EACH DOCUMENT COMPROMISING THE REQUEST, UNLESS AN EXCEPTION IS DESCRIBED ABOVE.

BY_____ TITLE:_____
(PRINT NAME)

_____ DATE:_____
(SIGNATURE)

NOTE: ALL PROPOSALS WILL REMAIN SEALED UNTIL THE COMMITTEE SELECTS UP TO FOUR (4) "QUALIFIED" FIRMS. AT THAT TIME, ONLY THE PROPOSALS OF "QUALIFIED" FIRMS WILL BE OPENED AND REVIEWED BY THE COMMITTEE. PROPOSALS OF FIRMS THAT ARE NOT SELECTED AS "QUALIFIED" WILL REMAIN SEALED AND HELD BY THE CHAIRMAN OF THE COMMITTEE FOR SIXTY (60) DAYS AND THEN SHALL BE DESTROYED.

**** END OF PROPOSAL FORM ** City of Milford, Connecticut**

Request for Qualifications & Proposals
RFQ/RFP #1835

Architectural and engineering design firm for the preparation of schematic design documents, construction documents and construction administrative services for miscellaneous HVAC/Boilers/Masonry improvements at various schools.

PROPOSAL FORM #3

Gymnasium and Air Handling Unit Replacement with the Addition of Air Conditioning – East Shore Middle School

PROPOSER'S FULL LEGAL NAME:_____

Pursuant to and in full compliance with the Request, the undersigned proposer, having thoroughly examined each and every document comprising the Request, including any addenda, hereby offers and agrees as follows:

COST PROPOSALS (Four total)

Phase 1: To provide the products and/or services described in Phase 1 of the specifications above: **Schematic Design** including, but not limited to, PREP Meeting attendance and communications, and upon the terms and conditions of the Request, for the total sum of:

_____
_____/100 (write out in words)

($_____).

Phase 2: To provide the products and/or services described in Phase 2 of the specifications above: **Construction Documents** including, but not limited to, PCR filings thru approvals, and upon the terms and conditions of the Request, for the total sum of:

_____
_____/100 (write out in words)

($_____).

Phase 3: To provide the services described in Phase 3 of the specifications above: **Bid Phase Assistance** including, but not limited to, attendance/running of pre bid meeting; responding to RFIs; preparing Addendum for Milford Purchasing distribution; preparing Addendum Review documents for the OGA; reviewing bids and vetting them for recommendation to the Committee; preparing the agreements for Contractor/Owner approval coordinating with the

City Attorney's office for language and protocols; and upon the terms and conditions of the request, for the total sum of:

_____

_____/100 (write out in words)

($_____).

Phase 4: To provide the services described in Phase 4 of the specifications above: **Bid Phase Assistance** including, but not limited to, **Construction Administration Services** including, but not limited to: attendance at construction kickoff/organizational meeting; reviewing shop drawings and submittals; responding to RFIs; preparing sketches and issuing clarifications to the contractor; reviewing change orders and recommending to the MPSBC; managing/tracking City budgets and finances, coordinating with City Departments and reporting same to the MPSBC; preparing vouchers for all project payments from all vendors and coordinating budget transfers with the City Finance and Purchasing Departments; conducting once weekly site observations during active construction and attending weekly job site meetings with the contractor; preparing the punch list(s) for the project sites; conducting the final reviews after punch lists are declared completed; issue substantial completion documents, certifications to the Building Official and close out documents to Milford Public Schools for submission to the OGA; processing contractor close out documents, O+M and reviewing as-builts for accuracy before transmitting those as-builts to Milford Public Schools (MPS); transmitting as-designed and sketch data files, on Compact Discs or Thumb Drives to MPS at the conclusion of the project; assist with any audits in the future by the OGA or any other agency; and upon the terms and conditions of the request, for the total sum of:

FIXED LUMP SUM TOTAL:

_____

_____/100 (write out in words)

($_____).

ACKNOWLEDGEMENT

In submitting this Proposal Form, the undersigned proposer acknowledges that the price(s) include all labor, materials, transportation, hauling, overhead, fees and insurances, bonds or letters of credit, profit, security, permits and licenses, and all other costs to cover the completed work called for in the Request. No additional payment of any kind will be made.

REQUIRED DISCLOSURES

13. Exceptions to the Request (Check the appropriate statement)

_____ This proposal does not take exception to any requirement of the Request, including but not only any of the Contract Terms set forth in Section 26 of the Standard Instructions to Proposers, and any of the provisions of AIA Form B101 (2007).

OR

_____ This proposal takes exception(s) to certain of the Request requirements, including but not only the following Contract Terms set forth in Section 26 of the Standard Instructions to Proposers and/or the provisions of AIA Form BIOI (2007). Attached is a sheet fully describing each such exception.

14. State Debarment List

Is the proposer on the State of Connecticut's Debarment List?

_____ Yes
_____ No

15. Occupational Safety and Health Law Violations

Has the proposer or any firm, corporation, partnership or association in which it has an interest (1) been cited for three (3) or more willful or serious violations of any occupational safety and health act or of any standard, order or regulation promulgated pursuant to such act, during the three-year period preceding the proposal (provided such 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 not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction) or (2) received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the proposal?

_____ Yes
_____ No

If "yes," attach a sheet fully describing each such matter.

16. Arbitration/Litigation

Has either the proposer or any of its principals (regardless of place of employment) been involved for the most recent ten (10) years in any resolved or pending arbitration or litigation?

_____ Yes
_____ No

If "yes," attach a sheet fully describing each such matter.

17. Criminal Proceedings

Has the proposer or any of its principals (regardless of place of employment) ever been the subject of any criminal proceedings?

_____ Yes
_____ No

If "yes," attach a sheet fully describing each such matter.

18. Ethics and Offenses in Public Projects or Contracts

Has either the proposer or any of its principals (regardless of place of employment) ever been found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of proposals or bids or the performance of work on public works projects or contracts?

_____ Yes
_____ No

If "yes," attach a sheet fully describing each such matter.

SIGNATURE

THIS DOCUMENT, IN ORDER TO BE CONSIDERED A VALID PROPOSAL, MUST BE SIGNED BY A PRINCIPAL OFFICER OR OWNER OF THE BUSINESS ENTITY THAT IS SUBMITTING THE PROPOSAL. SUCH SIGNATURE CONSTITUTES THE PROPOSER'S REPRESENTATIONS THAT IT HAS READ, UNDERSTOOD AND FULLY ACCEPTED EACH AND EVERY PROVISION OF EACH DOCUMENT COMPROMISING THE REQUEST, UNLESS AN EXCEPTION IS DESCRIBED ABOVE.

BY_____ TITLE:_____
(PRINT NAME)

_____ DATE:_____
(SIGNATURE)

NOTE: ALL PROPOSALS WILL REMAIN SEALED UNTIL THE COMMITTEE SELECTS UP TO FOUR (4) "QUALIFIED" FIRMS. AT THAT TIME, ONLY THE PROPOSALS OF "QUALIFIED" FIRMS WILL BE OPENED AND REVIEWED BY THE COMMITTEE. PROPOSALS OF FIRMS THAT ARE NOT SELECTED AS "QUALIFIED" WILL REMAIN SEALED AND HELD BY THE CHAIRMAN OF THE COMMITTEE FOR SIXTY (60) DAYS AND THEN SHALL BE DESTROYED.

**** END OF PROPOSAL FORM ****